Florida A&M University Office of the Controller Request for Payment Cancellation General Procedures

A payment cancellation can be requested by the originating department and the Controller's Office for warrants that are incorrect or no longer needed.

- 1. A General Accounting Request Form must be completed. This form contains the following:
 - a) Name of the person that is making the request
 - b) The date of the request
 - c) Specify the action for the check (i.e. void/close liability, void/reissue, etc.)
 - d) The check number to be voided
 - e) The associated voucher numbers
 - f) The vendor ID number
 - g) The reason for the void
 - h) The requestor's signature
 - i) The original check should be attached to the Request Form. If the check was lost then a stop payment request should be submitted with the Request Form.
- 2. Log into Wells Fargo and verify that the check is outstanding and has not been cashed. Print this screen and attach to Payment Cancellation Request.
- 3. Submit Stop-Payment request to Cash Management. Attach Stop-Payment confirmation to other documentation
- 4. Log into PeopleSoft and go to Payment Cancellation screen.
 - a) <u>Navagational Path</u>: Accounts Payable, Payments, Cancel/Void Payments, Payment Cancellation.

b)	
 > Accounts Receivable > Accounts Payable > Vouchers > Payments > Define Pay Cycle > Pay Cycle Exceptions > Express Payments 	Payment Cancellation Enter any information you have and click Search. Leave fields blank for a list of al Find an Existing Value
Prepayment and	Bank SetID: = 💌 SHARE
	Bank Code: begins with 💌
Payment Cancellation Batch Processes Review Review Renorts	Bank Account: begins with Payment Reference: begins with
- Accounts Payable Home	Payment Method: =
Page ▷ Asset Management ▷ Commitment Control ▷ General Ledger	Search Clear Basic Search 🖶 Save Search Criteria

5. At payment reference, input check number to be voided, then SEARCH.

							New Windov
Cancel a Payment						_	
Enter Cancel Payr	nent						
Bank Set ID:	SHARE		Reference ID:	000010			
Bank:	САРВК	Capital City Bank	Creation Date:	07/02/200	4		
Account:	снск	0285485911	Payment Date:	07/02/200	4		
Payment Method:	System Check		Payment Amount:		1,574.03	USD	
Remit Vendor:	362407381	UNITED PARCEL SERVICE	Pay Status:	Void			
Date Cancelled:	06/08/2005 🛐	Payment Status © Void © Stop © Undo Cancel	Cancel Action C Re-Open Voucher(s)/Re-I Re-Open Voucher(s)/Put O Do Not Reissue/Close Lia	ssue on Hold bility			_
Description:	eturn to Search	↓■ Next in List 1	Previous in List			4	

- 6. Select requested Payment Status
- 7. Select requested Cancel Action
- 8. If Cancel Action = DO NOT REISSUE /CLOSE LIABILITY, go to batch processes and do a budget check for closed vouchers.
 - a) <u>Navagational Path</u>: Accounts Payable, Batch Processes, Vouchers, Budget Check.

	 > Travel and Expenses > Accounts Receivable > Accounts Payable > Vouchers > Payments > Batch Processes > Vouchers - Batch Voucher 	Budget Check Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value
b)	Request - Document Tolerance Check - Budget Check D Payment D Review D Reports	Run Control ID: begins with Case Sensitive Search Clear Basic Search Save Search Criteria

c) Select your Run Control ID, SEARCH.

Budget Check	
Run Control ID: PYMT_POST	Report Manager Process Monitor Run
Process Request Parameters	Find View All First 🕙 1 of 1 🕨 Last
*Process Frequency: Always Process	▼
Request Number: 1	
*Description:	
*Transaction Type:	
'Unit Option: Value Va	FAM01
Voucher ID Option: All	
Invoice ID Option: All	
Acctg Date Option: All	
Close Satus Option: Value 🔽 Close Status:	Closed
Vendor ID Option: All	

- e) Ensure that all of your fields match the fields in the above screen shot.
- f) Click RUN and go to Process Monitor to see status of request. Once it says success, the budget will be restored for the original chartfields.
- 9. If Cancel Action = RE-OPEN VOUCHERS/REISSUE, go to batch processes post payments.
 - a) <u>Navagational Path</u>: Accounts Payable, Batch Processes, Payments, Payment Posting Request.
 - b) Select your Run Control ID and SEARCH.

d)

	 Procurement Travel and Expenses 	/ Payment Posting Reque	est)			
	▷ Accounts Receivable	Run Control ID: PYMT_F	OST	<u>Report Manager</u>	Process Monitor Run	
	 ▷ Payments ▽ Batch Processes ▷ Vouchers 	Request ID:	1			
		Description:	1			
	Request	*Process Frequency:	Always Process	•		
	▷ Review ▷ Reports – Accounts Pavable Home	'Post Option:	Post Payment	•		
	Page	Payment Options	2	Sustomize Find View All	🔠 🛛 First 🗹 1-3 of 12 🕨 Last	
	> Asset Management	SetID Bank	Code Bank Account	t Payment Method	Payment Reference	
	Commitment Control General Ledger	1 SHARE 🔍 CAP	вк 🔍 Снск	Q CHK Q	000267 🔍 🛨 🖃	
	Allocations Set Up Financials/Supply	2 SHARE 🔍 CAP	вк 🔍 Снск	🔍 СНК 🔍 🔍	000309 🔍 🕂 🖃	
	Chain Worklist	3 SHARE 🔍 CAP	вк 🔍 снск	Q CHK Q	000326 🔍 🕂 🖃	
	 Application Diagnostics Tree Manager 					
c)	Reporting Tools PeopleTools	Save 🔒 Return	to Search <mark>+≣ Next in</mark>	List + Previous in	n List 🖃 Notify 📑 Ai	dd 🖉 Update/Display

- d) Ensure that all of your fields match the fields in the screen shot with the exception of the payment reference column. Input all of the checks that you voided in Step #3.
- e) Click RUN and then go to Process Monitor. When the status says Success proceed to the next step.

- 10. Reverse associated vouchers
 - a) Navagational Path: Accounts Payable, Vouchers, Entry, Regular Entry.

	> Accounts Receivable	Find an Evistim Value Add a New Value	
	✓ Vouchers ✓ Entry		—
	– Regular Entry	Business Unit: FAM01 Q	
	Cauck Invoice Entry Review and Correction	Voucher ID: NEXT	
	▷ Maintenance ▷ Payments	Voucher Style: Reversal Voucher	
	▷ Batch Processes	Control Group ID:	
	▷ Review ▷ Reports	Short Vendor Name:	
	 Accounts Payable Home Page 	Vendor ID:	
	> Asset Management	Vendor Location:	
	 Commitment Control General Ledger 	Address Sequence Number: 0 Q	
	Allocations	Invoice Number:	
	Chain	Invoice Date:	
	> Worklist	,	
b)	> Application Diagnostics > Tree Manager	Add	

c) Ensure that voucher style = reversal voucher, enter vendor ID from top of check. Click

ADD

d) This is the next screen.

/ Invoice Information \ Pay	ments γ Voucher Attributes γ A	ccounting Information			_
Style: Reversal Entry St	atus: Open	Comment	ts 🖳		
Unit: FAM01 Vouche	r ID: NEXT	Budget S	tatus: Not Chk'd	Post Status:	Unposted
Copy from a Source Docume	ent				
Voucher To Be Reversed:	٩	Copy to Voucher	Rever	se Remaining V	chr Balance
Vendor	Invoice				
Advanced	Vendor Search Invoice No:				
Vendor: 59097703	35 Q Invoice Date	e: 🗾 🗒	Acc	tg Date: 00	6/08/2005 🛐
Name: FAMU ARI	MY-001 🔍 Pay Terms:	: Net 40 💌			
Location: MAIN Q	Misc Amt:				
*Address: 1 Q	Frght Amt:				
FAMU ARMY ROTC	Sales Tax:				
ELORIDA A&M UNIVERSI	ITY SUT Exemp	nt 🔲 Use Tax:			
	VAT:			Summary	
TALLAHASSEE, FL 3230	Total:	0.00 *(Curr: USD Bal	ance:	0.00
Save Notify	Refresh		E+	Add 🖉 🛛	Update/Display

- e) Input voucher number to be reversed and click COPY TO VOUCHER.
- f) Input Invoice No from check and add AJE
- g) Input Current Date for Invoice Date
- h) Click Budget Check ICON.
- i) This will restore the budget to the original chartfields.