

*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) **Navagational Path**: Accounts Payable, Payments, Cancel/Void Payments, Payment Cancellation.

b)

**Payment Cancellation**  
Enter any information you have and click Search. Leave fields blank for a list of all

**Find an Existing Value**

**Bank SetID:** [=] SHARE

**Bank Code:** [begins with] [ ]

**Bank Account:** [begins with] [ ]

**Payment Reference:** [begins with] [ ]

**Payment Method:** [=] [ ]

[Basic Search](#)

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

[New Window](#)

**Cancel a Payment**

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**Enter Cancel Payment**

<b>Bank Set ID:</b> SHARE	<b>Reference ID:</b> 000010
<b>Bank:</b> CAPBK Capital City Bank	<b>Creation Date:</b> 07/02/2004
<b>Account:</b> CHCK 0285485911	<b>Payment Date:</b> 07/02/2004
<b>Payment Method:</b> System Check	<b>Payment Amount:</b> 1,574.03 USD
<b>Remit Vendor:</b> 362407381 UNITED PARCEL SERVICE	<b>Pay Status:</b> Void

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<b>Date Cancelled:</b> 06/08/2005	<b>Payment Status</b>	<b>Cancel Action</b>
	<input checked="" type="radio"/> Void <input type="radio"/> Stop <input type="radio"/> Undo Cancel	<input checked="" type="radio"/> Re-Open Voucher(s)/Re-Issue <input type="radio"/> Re-Open Voucher(s)/Put on Hold <input type="radio"/> Do Not Reissue/Close Liability

**Description:**

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) **Navagational Path:** Accounts Payable, Batch Processes, Vouchers, Budget Check.

b)

<ul style="list-style-type: none"> <li>Travel and Expenses</li> <li>Accounts Receivable</li> <li>Accounts Payable             <ul style="list-style-type: none"> <li>Vouchers</li> <li>Payments</li> <li>Batch Processes               <ul style="list-style-type: none"> <li>Vouchers                   <ul style="list-style-type: none"> <li>Batch Voucher</li> <li>Request</li> <li>Document Tolerance</li> <li>Check</li> <li><b>Budget Check</b></li> </ul> </li> <li>Payment</li> <li>Review</li> <li>Reports</li> </ul> </li> </ul> </li> </ul>	<p><b>Budget Check</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <hr/> <p><b>Run Control ID:</b> begins with <input style="width: 100px;" type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/> </p>
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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:

**Selection Criteria**

\*Unit Option: Value Business Unit: FAM01

Voucher ID Option: All

Invoice ID Option: All

Acctg Date Option: All

Close Satus Option: Value Close Status: Closed

Vendor ID Option: All

- d)
- 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) **Navagational Path:** Accounts Payable, Batch Processes, Payments, Payment Posting Request.
- b) Select your Run Control ID and SEARCH.

**Payment Posting Request**

Run Control ID: PYMT\_POST [Report Manager](#) [Process Monitor](#) [Run](#)

Request ID: 1

Description: 1

\*Process Frequency: Always Process

\*Post Option: Post Payment

**Payment Options** Customize | Find | View All | First 1 of 12 Last

SetID	Bank Code	Bank Account	Payment Method	Payment Reference
1 SHARE	CAPBK	CHCK	CHK	000267
2 SHARE	CAPBK	CHCK	CHK	000309
3 SHARE	CAPBK	CHCK	CHK	000326

Save Return to Search Next in List Previous in List Notify Add Update/Display

- c)
- 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.

- b)
- c) Ensure that voucher style = reversal voucher, enter vendor ID from top of check. Click ADD
- d) This is the next screen.

- 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.