



# **Payment Cancellation Manual**

**(Stop or Void a check)**

**PeopleSoft Version 8.9**

March 9, 2007

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Note: The examples in this manual are for training purposes only. Appearance and Individual User display will depend on the authority of that User. Some Fields may be displayed in the illustrations but not mentioned in this manual.

## Background

Not all checks are cashed. Therefore, it is necessary to stop or void checks using PeopleSoft. The proper treatment of check cancellation depends on the following if the check is not re-issued, i.e., voucher is to be closed:

1. Cancelling a payment with Re-Issue – all versions
2. Cancelling a Check created in version 8.8 or later and at least one voucher on the payment is PO-related. (After November 2005)
3. Cancelling a Check created in version 7.5 or lower both PO and non-PO. (Prior to November 2005)

Because each scenario is slightly different, each will be demonstrated in this manual starting on page 10.

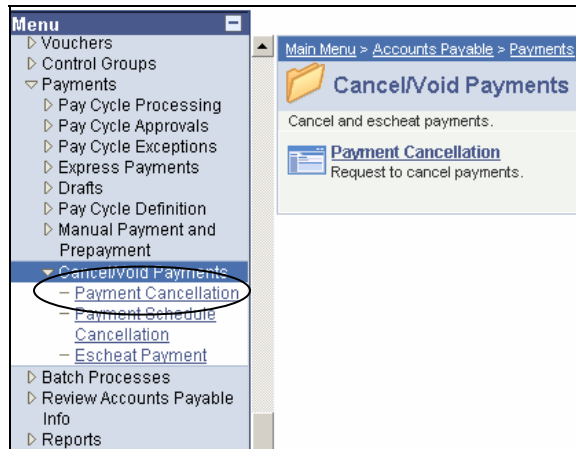
Cancellation of any payment with re-issue is illustrated on page 6.

Each campus establishes the business process prior to initiating a void or stop in SFS. Stopped checks will be reported in the Daily Positive Pay File but must always be stopped at the bank manually. A Void check must be in custody of the campus. A Stopped check must first be stopped at the bank. Failure to stop a check first at the bank can result in duplicate payment and reconciliation problems.

## Overview of the process

Navigation: Accounts Payable>Payments>Cancel/Void Payments>Payment Cancellation





### Payment Cancellation

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

**Find an Existing Value**

Bank SetID: [=] UWADM

Bank Code: [begins with] FRSTR

Bank Account: [begins with] ZBA

Payment Reference: [begins with] 007974

Payment Method: [=] System Check

[Basic Search](#)

Enter check number and hit search.

### Cancel Payment

**Enter Cancel Payment**

<b>Bank Set ID:</b> UWADM	<b>Reference ID:</b> 007974	<b>Creation Date:</b> 06/28/2006
<b>Bank:</b> FRSTR	US Bank	<b>Payment Date:</b> 06/28/2006
<b>Account:</b> ZBA	754851996	<b>Payment Amount:</b> 12,142.25 USD
<b>Payment Method:</b> System Check		<b>Cancel Post Status:</b> Not Applicable
<b>Remit Vendor:</b> 0000000905 UW MADISON		<b>Settle by:</b> Pay Cycle
		<b>Settlement Status:</b> None

---

**Date Cancelled:** 01/17/2007  Always the current date

**Payment Status:**
 Void  
 Stop  
 Undo Cancel

**Cancel Action:**
 Re-Open Voucher(s)/Re-Issue  
 Re-Open Voucher(s)/Put on Hold  
 Do Not Reissue/Close Liability

**Hold Reason:**

**Description:**

### Payment Cancellation Screen

**Payment Status** (from PeopleBooks):

*Void:* Select to void the payment. You void a payment when it has not been released.

*Stop:* Select to stop the payment. You stop a payment when it has been released.

*Undo Cancel:* You can undo any cancellation until you post the canceled payment.

**Cancel Action** (from PeopleBooks):

*Re-Open Voucher(s)/Re-Issue:* Use to reselect the scheduled payments and reissue them the next time that you run a pay cycle, assuming that the vouchers meet the selection criteria for that pay cycle.

**Important!** If you reopen and reissue the voucher, the existing schedule payment will be cancelled in the Payment Posting process and a new schedule is added.

**Note.** If you decide to reopen vouchers and reissue, remember that you must run the Payment Posting process to record the reversal before those vouchers are available for a new payment selection. You can undo your cancellation, as long as the canceled payment is not posted.

*Re-Open Voucher(s)/Put on Hold:* Use to reopen the scheduled payments, but places the reopened scheduled payments on hold for your review. Select this option if you need to perform additional investigation or revise voucher information before proceeding with payment. A pay cycle process does not select the scheduled payments until the hold is removed on the Payments page of the Voucher component. (See Page 17)

**Hold reason:**

Specify a hold reason, if desired, for payment cancellations placed on hold. The system defaults this hold reason onto the cancelled payment's new payment schedule. Select from the following: *Accounting*, *Amount*, *CCR Expire* (Central Contractor Registry vendor expiration), *Contrct Ret* (contract return), *Goods*, *IPAC* (Intra-Governmental Payment and Collection System ), *Other*, *Quantity*, and *Withd hold* (withholding hold).

*Do Not Reissue/Close Liability:* Use to cancel the payment and close any liabilities associated with it. The amount of the liability to close is calculated as the amount of unpaid liability remaining. The system takes into account whether the business unit is accounting at gross or net. The Payment Posting process identifies the voucher as process manual close, and the amount of the outstanding liability is reversed the next time the Voucher Posting process runs. **This will be explained later.**

## Canceling a Payment with Re-issue – All versions

### Cancel Payment

Enter Cancel Payment

<b>Bank Set ID:</b> UWADM	<b>Reference ID:</b> 007974	<b>Creation Date:</b> 06/28/2006
<b>Bank:</b> FRSTR US Bank		<b>Payment Date:</b> 06/28/2006
<b>Account:</b> ZBA 754851996		<b>Payment Amount:</b> 12,142.25 USD
<b>Payment Method:</b> System Check		<b>Cancel Post Status:</b> Not Applicable
<b>Remit Vendor:</b> 0000000905 UW MADISON		<b>Settle by:</b> Pay Cycle
		<b>Settlement Status:</b> None

---

**Date Cancelled:**

**Payment Status:**  Void  
 Stop  
 Undo Cancel

**Cancel Action:**  Re-Open Voucher(s)/Re-Issue  
 Re-Open Voucher(s)/Put on Hold  
 Do Not Reissue/Close Liability

**Description:** Vendor lost check per Tina Parman. Verified check did not clear bank and has been stopped Reissue - JML.  
1/17/07

Date Cancelled is ALWAYS the CURRENT date

**Hold Reason:**

**Buttons:**

Following Navigation in the overview, make appropriate selections for Payment Status and Cancel action of “Re-Open voucher(s) Re-issue” as shown above

Description field can carry information relevant to the transaction. Consider entering information that will be useful in resolving future inquiries to the payment. Take a moment to compare the cancel payment information on the screen to the Stop/Void request information. After the correct option has been chosen, click on “Save”.

Cancel with re-issue will create a new payment panel within the original voucher after the payment post. A new check will be issued the next pay cycle *after* payment post. To see the new payment panel or to change payment address information in voucher entry – select View All after the next payment post:

Summary
Invoice Information
Payments
Voucher Attributes
Error Summary

<b>Business Unit:</b> UWADM	<b>Invoice Number:</b> TER-1007/02	<b>Invoice Date:</b> 10/22/2002
<b>Voucher ID:</b> 00004302	<b>Action:</b> <input type="button" value="Run"/>	<b>Total:</b> 79.00
<b>Voucher Style:</b> Regular	<b>*Pay Terms:</b> DUR <input type="button" value="Schedule Payments"/>	
<b>Vendor:</b> KELLER, JONATHAN E 1546 VAN HISE HALL MADISON, WI 53706		

**Payment Information** Find | **View All** | First 1 of 2 Last


**Scheduled Payment:** 1

\*Remit to: 000000714

## Cancel Payment

Enter Cancel Payment			
<b>Bank Set ID:</b>	UWADM	<b>Reference ID:</b>	007974
<b>Bank:</b>	FRSTR	US Bank	<b>Creation Date:</b> 06/28/2006
<b>Account:</b>	ZBA	754851996	<b>Payment Date:</b> 06/28/2006
<b>Payment Method:</b>	System Check		<b>Payment Amount:</b> 12,142.25
<b>Remit Vendor:</b>	0000000905	UW MADISON	<b>Cancel Post Status:</b> Pending
			<b>Settle by:</b> Pay Cycle
			<b>Settlement Status:</b> None

---

**Date Cancelled:**  

**Payment Status:**  Void  
 Stop  
 Undo Cancel

**Cancel Action:**  Re-Open Voucher(s)/Re-Issue  
 Re-Open Voucher(s)/Put on Hold  
 Do Not Reissue/Close Liability

**Hold Reason**

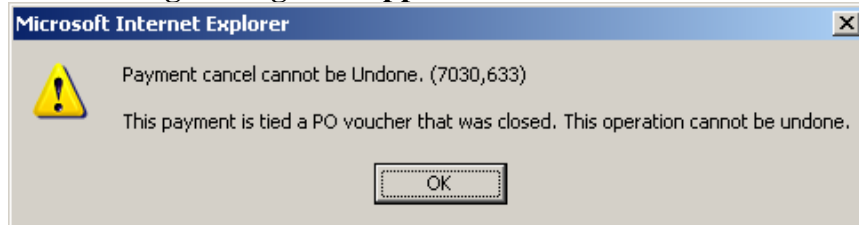
**Description:** Vendor lost check per Tina Parman. Verified check did not clear bank and has been stopped Reissue - 1/17/07

Note that the Cancel Status is “Pending”. This will change to Cancelled after the daily payment post. This is a successful payment cancellation.

## UNDO Cancel – Payments without POs

Undo cancel can only be performed **BEFORE** the next payment post. After the Payment Post, there is no option to undo a cancel. Always verify the payment number, vendor and amount before any cancellation.

**NOTE: If Undo is attempted on a PO-related payment with “Do not Reissue/Close Liability” the following message will appear:**



In the rare instance that this occurs, contact UWSA Finance Administration immediately.

To “undo” the cancel navigate back to the Search Panel for Payment Cancellation. Enter Bank SetID, etc., and hit “Search”.

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

**Find an Existing Value**

Bank SetID: [=] UWADM  
Bank Code: [begins with] FRSTR  
Bank Account: [begins with] ZBA  
Payment Reference: [begins with] 007974  
Payment Method: [=]

[Basic Search](#)

## Cancel Payment

**Enter Cancel Payment**

<b>Bank Set ID:</b>	UWADM	<b>Reference ID:</b>	007974	<b>Creation Date:</b>	06/28/2006
<b>Bank:</b>	FRSTR		US Bank	<b>Payment Date:</b>	06/28/2006
<b>Account:</b>	ZBA		754851996	<b>Payment Amount:</b>	12,142.25 USC
<b>Payment Method:</b>	System Check			<b>Cancel Post Status:</b>	Pending
<b>Remit Vendor:</b>	0000000905		UW MADISON	<b>Settle by:</b>	Pay Cycle
				<b>Settlement Status:</b>	None

---

**Date Cancelled:** 01/17/2007

**Payment Status:**  Void  
 Stop  
 Undo Cancel

**Cancel Action:**  Re-Open Voucher(s)/Re-Issue  
 Re-Open Voucher(s)/Put on Hold  
 Do Not Reissue/Close Liability

**Hold Reason:** [ ]

**Description:** Vendor lost check per Tina Parman. Verified check did not clear bank and has been stopped Reissue - JML.  
1/17/07

Cancel Post status must be “Pending” or the cancel can not be undone.

## Cancel Payment

### Enter Cancel Payment

<b>Bank Set ID:</b>	UWADM	<b>Reference ID:</b>	007974	<b>Creation Date:</b>	06/28/2006
<b>Bank:</b>	FRSTR	US Bank		<b>Payment Date:</b>	06/28/2006
<b>Account:</b>	ZBA	754851996		<b>Payment Amount:</b>	12,142.25 USD
<b>Payment Method:</b>	System Check			<b>Cancel Post Status:</b>	Pending
<b>Remit Vendor:</b>	0000000905	UW MADISON		<b>Settle by:</b>	Pay Cycle
				<b>Settlement Status:</b>	None

Date Cancelled:

Payment Status:  Void  
 Stop  
 Undo Cancel

Cancel Action:  Re-Open Voucher(s)/Re-Issue  
 Re-Open Voucher(s)/Put on Hold  
 Do Not Reissue/Close Liability

Hold Reason:

Description: Vendor lost check per Tina Parman. Verified check did not clear bank and has been stopped Reissue - JML. 1/17/07 When check cancelled - JML 1/17/07

Select "Undo Cancel" and add additional comments, if necessary, then click on "Save".

## Cancel Payment

### Enter Cancel Payment

<b>Bank Set ID:</b>	UWADM	<b>Reference ID:</b>	007974	<b>Creation Date:</b>	06/28/2006
<b>Bank:</b>	FRSTR	US Bank		<b>Payment Date:</b>	06/28/2006
<b>Account:</b>	ZBA	754851996		<b>Payment Amount:</b>	12,142.25 USD
<b>Payment Method:</b>	System Check			<b>Cancel Post Status:</b>	Not Applicable
<b>Remit Vendor:</b>	0000000905	UW MADISON		<b>Settle by:</b>	Pay Cycle
				<b>Settlement Status:</b>	None

Date Cancelled:

Payment Status:  Void  
 Stop  
 Undo Cancel

Cancel Action:  Re-Open Voucher(s)/Re-Issue  
 Re-Open Voucher(s)/Put on Hold  
 Do Not Reissue/Close Liability

Hold Reason:

Description: Vendor lost check per Tina Parman. Verified check did not clear bank and has been stopped Reissue - JML. 1/17/07 When check cancelled - JML 1/17/07

After the Undo Cancellation process is successfully completed, the screen will appear as shown above.

# Cancellation of a Check Created in version 8.8 or 8.9 with at least one PO voucher, Do Not Reissue/Close Liability

## Cancel Payment

**Enter Cancel Payment**

<b>Bank Set ID:</b> UWADM	<b>Reference ID:</b> 008186	<b>Creation Date:</b> 03/09/2007
<b>Bank:</b> FRSTR	US Bank	<b>Payment Date:</b> 03/09/2007
<b>Account:</b> ZBA	754851996	<b>Payment Amount:</b> 1,110.00 USD
<b>Payment Method:</b> System Check		<b>Cancel Post Status:</b> Not Applicable
<b>Remit Vendor:</b> 000000001	ALLTEL SUPPLY COMPANY	<b>Settle by:</b> Pay Cycle
		<b>Settlement Status:</b> None

---

**Date Cancelled:**  Always Current Date

**Payment Status:**  Void  
 Stop  
 Undo Cancel

**Cancel Action:**  Re-Open Voucher(s)/Re-Issue  
 Re-Open Voucher(s)/Put on Hold  
 Do Not Reissue/Close Liability

**Hold Reason:**

**Description:**

Choose Payment Status and Cancel Action, enter comments and click on “Save”.

Payment Schedule selected for cancellation has at least 1 PO Voucher. Do you wish to continue? (7030,622)

YES - will restore encumbrance, liquidate liability, and reopen the PO/Line Schedule for future invoicing for the unreconciled PO's selected.

NO - will only liquidate the liability for all vouchers

The subsequent voucher posting will automatically unmatch the voucher if your answer is YES. If the answer is NO then Unmatching will NOT be performed.

Note: This process cannot be Undone.

This is the next screen. **GREAT NEW FEATURE** - Instead of a Reversal Voucher the system will process a reversal entry for the voucher liability and PO encumbrance. Selecting “Yes” will restore the encumbrance to the PO line and close the voucher. For a PO that is already closed, selecting “No” will close the voucher only without the need for a Reversal Voucher. There is no difference in message if a PO is closed.

Next Screen if “Yes” is selected:

**PO Associated with the Voucher**

Select All
  Deselect All


Restore Encumbrance	Business Unit	Voucher ID	PO Business Unit	PO Number	PO Status	Search
1 <input checked="" type="checkbox"/>	UWADM	00010034	UWADM	999PC1234	D	

Be sure to select the check box otherwise the encumbrance will not be restored.

## Cancel Payment

Enter Cancel Payment					
<b>Bank Set ID:</b>	UWADM	<b>Reference ID:</b>	008186	<b>Creation Date:</b>	03/09/2007
<b>Bank:</b>	FRSTR	US Bank		<b>Payment Date:</b>	03/09/2007
<b>Account:</b>	ZBA	754851996		<b>Payment Amount:</b>	1,110.00 USD
<b>Payment Method:</b>	System Check			<b>Cancel Post Status:</b>	Pending
<b>Remit Vendor:</b>	0000000001	ALLTEL SUPPLY COMPANY		<b>Settle by:</b>	Pay Cycle
				<b>Settlement Status:</b>	None

---


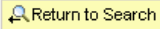
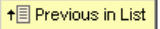


**Date Cancelled:**  

**Payment Status:**  Void  
 Stop  
 Undo Cancel

**Cancel Action:**  Re-Open Voucher(s)/Re-Issue  
 Re-Open Voucher(s)/Put on Hold  
 Do Not Reissue/Close Liability

**Hold Reason:**

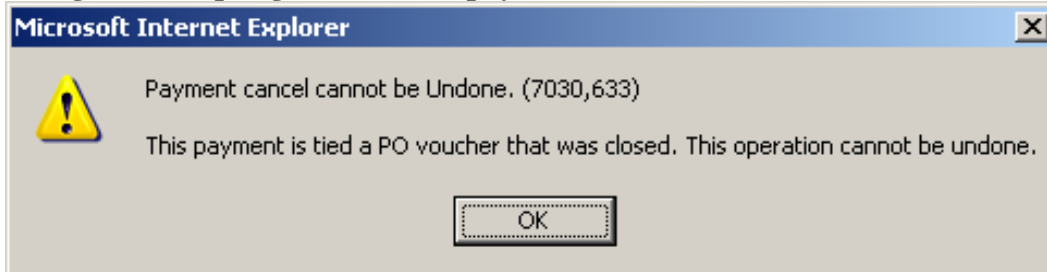
**Description:**

**Successful Payment Cancellation will appear as shown above.**

Remember that once a PO related payment has been cancelled and the voucher has been closed by selecting “Do Not Reissue/Close Liability” from either 8.8 or 8.9 the cancel can not be “undone”.

**Message if attempting to “Undo” a payment cancellation for a PO related check.**



## Canceling a check created in version 7.5 or earlier for both PO and non-PO. (Prior to November 2005) without reissue

This is the message when attempting to cancel a payment from a prior-version (7.5 and earlier) “Do Not Reissue/Close Liability”.



When this message is displayed, the payment must be cancelled either “Re-Open Voucher(s)/Reissue” or “Re-Open Voucher(s)/Put on Hold”.

**Caution:** When a voucher can not be closed through the Cancel process, care must be taken to prevent another payment being created.

If Re-Open/Re-issue is chosen, another check will be created in the next pay cycle run after the payment post. To prevent a new payment, a reversal voucher must be entered immediately after the original payment is cancelled.

If Re-Open/Put on Hold is chosen, the voucher will not pay until the hold is taken off. After the reversal voucher is entered (and it MUST be entered) the voucher must be taken “off hold” so that the voucher close process will complete.

### Cancel Payment Screen

**Cancel Payment**

Enter Cancel Payment

<b>Bank Set ID:</b>	UWADM	<b>Reference ID:</b>	005937	<b>Creation Date:</b>	10/04/2004
<b>Bank:</b>	FRSTR	Firstar State Contract Bank		<b>Payment Date:</b>	10/04/2004
<b>Account:</b>	ZBA	754851996		<b>Payment Amount:</b>	200.00 USD
<b>Payment Method:</b>	System Check			<b>Cancel Post Status:</b>	Not Applicable
<b>Remit Vendor:</b>	0000004088	STEFFENHAGEN, JAMES S		<b>Settle by:</b>	Pay Cycle
				<b>Settlement Status:</b>	None

---

**Date Cancelled:** 11/30/2006

**Payment Status:**  Void  
 Stop  
 Undo Cancel

**Cancel Action:**  Re-Open Voucher(s)/Re-Issue  
 Re-Open Voucher(s)/Put on Hold  
 Do Not Reissue/Close Liability

**Hold Reason:**

**Description:**


Stop Payment Form indicates Void without Re-issue. Select and click on “Save”.

### Cancel Payment

**Enter Cancel Payment**

<b>Bank Set ID:</b>	UWADM	<b>Reference ID:</b>	005937	<b>Creation Date:</b>	10/04/2004
<b>Bank:</b>	FRSTR	Firstar State Contract Bank	<b>Payment Date:</b>	10/04/2004	
<b>Account:</b>	ZBA				
<b>Payment Method:</b>	System Check				
<b>Remit Vendor:</b>	0000004088				

**Microsoft Internet Explorer** [X]

 There is at least one vouchers was converted from a prior release. You cannot cancel with close. (7030,380)

**Date Cancelled:** 11/30/2006 [BT]

**Payment Status:**  Void  
 Stop  
 Undo Cancel

**Cancel Action:**  Re-Open Voucher(s)/Re-Issue  
 Re-Open Voucher(s)/Put on Hold  
 Do Not Reissue/Close Liability

**Hold Reason:** [ ]

**Description:** Per J Smith, this check was never sent to the recipient. Check has been destroyed.

Message is displayed that requires this payment to be void with re-issue and a reversal voucher created to “close” the voucher.

### Cancel Payment

**Enter Cancel Payment**

<b>Bank Set ID:</b>	UWADM	<b>Reference ID:</b>	005937	<b>Creation Date:</b>	10/04/2004
<b>Bank:</b>	FRSTR	Firstar State Contract Bank	<b>Payment Date:</b>	10/04/2004	
<b>Account:</b>	ZBA	754851996	<b>Payment Amount:</b>	200.00 USD	
<b>Payment Method:</b>	System Check				
<b>Remit Vendor:</b>	0000004088	STEFFENHAGEN, JAMES S	<b>Cancel Post Status:</b>	Not Applicable	
			<b>Settle by:</b>	Pay Cycle	
			<b>Settlement Status:</b>	None	

**Date Cancelled:** 11/30/2006 [BT]

**Payment Status:**  Void  
 Stop  
 Undo Cancel

**Cancel Action:**  Re-Open Voucher(s)/Re-Issue  
 Re-Open Voucher(s)/Put on Hold  
 Do Not Reissue/Close Liability

**Hold Reason:** [ ]

**Description:** Per J Smith, this check was never sent to the recipient. Check has been destroyed. Reversal Voucher entered by J SM

Change Cancel Action to Re-Open Voucher(s)/Re-issue and Save.

## Cancel Payment

### Enter Cancel Payment

<b>Bank Set ID:</b>	UWADM	<b>Reference ID:</b>	005937	<b>Creation Date:</b>	10/04/2004
<b>Bank:</b>	FRSTR	Firstar State Contract Bank		<b>Payment Date:</b>	10/04/2004
<b>Account:</b>	ZBA	754851996		<b>Payment Amount:</b>	200.00 USD
<b>Payment Method:</b>	System Check			<b>Cancel Post Status:</b>	Pending
<b>Remit Vendor:</b>	0000004088	STEFFENHAGEN, JAMES S		<b>Settle by:</b>	Pay Cycle
				<b>Settlement Status:</b>	None

**Date Cancelled:**  

**Payment Status:**  Void  
 Stop  
 Undo Cancel

**Cancel Action:**  Re-Open Voucher(s)/Re-Issue  
 Re-Open Voucher(s)/Put on Hold  
 Do Not Reissue/Close Liability

**Hold Reason**

**Description:**

After Save. Radio Buttons are grayed out.

## Entering a Reversal Voucher

User Preferences determine if a user can enter a Reversal Voucher. Individual Campuses determine users with this authority and the business process for processing cancelled checks.

Navigate to the Voucher Entry page and select “Reversal Voucher” from the drop down menu at “Voucher Style”.

### Voucher

Find an Existing Value
Add a New Value

**Business Unit:**

**Voucher ID:**

**Voucher Style:**  Select Reversal Voucher here.

**Short Vendor Name:**

**Vendor ID:**

**Vendor Location:**

**Address Sequence Number:**

**Invoice Number:**

**Invoice Date:**

ORACLE
Home | Worklist | MultiC

**Business Unit:** UWADM **Invoice Number:**

**Voucher ID:** NEXT **Invoice Date:**

**Voucher Style:** Reversal **Action:**

**Copy from a Source Document**

**Voucher To Be Reversed:**    Reverse Remaining Vchr Balance

**Vendor:**

**Name:**

**Location:**

**\*Address:**  [Advanced Vendor Search](#)

STEFFENHAGEN, JAMES S  
DBA JIM'S SIGN & ART SHOP  
206A E MAIN ST  
WAUNAKEE, WI 53597

**\*Pay Terms:**

**Control Group:**  [Comments](#)

**Accounting Date:**

**\*Currency:**

**Total:**   Withholding

**Packing Slip:**

**balancing**

**Invoice Lines**

Misc Charge Amount

Freight Amount

---

(minus) Total

---

(equals)

Look up voucher to be reversed. This is the voucher or vouchers from the cancelled payment. If more than one voucher is related to the payment, each individual voucher must have a reversal voucher. (See Note) Click on look-up icon.

## Look Up Voucher To Be Reversed

**Business Unit:** UWADM  
**Vendor ID:** 0000004088  
**Voucher ID:** begins with   
**Invoice Number:** begins with   
**Short Vendor Name:** begins with   
**Name 1:** begins with

[Basic Lookup](#)

### Search Results

View All First  1 of 1  Last

Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Vendor Name	Name 1	Voucher Style
<a href="#">00007191</a>	<a href="#">9/14/04</a>	<a href="#">200</a>	<a href="#">09/20/2004</a>	<a href="#">STEFFENHAG-001</a>	<a href="#">STEFFENHAGEN, JAMES S</a>	<a href="#">Regular</a>

Be sure to select the correct voucher. Click on the link to select the voucher.

NOTE: If there are multiple vouchers on a cancelled payment and not all are PO-Related, the non-PO vouchers can be individually closed. Closing vouchers is described in the Accounts Payable Manual.



[Invoice Information](#)
[Payments](#)
[Voucher Attributes](#)

**Business Unit:** UWADM  
**Voucher ID:** NEXT  
**Voucher Style:** Reversal  
**Invoice Number:**   
**Invoice Date:**    
**Action:**

**Copy from a Source Document**  
**Voucher To Be Reversed:**    Reverse Remaining Vchr Balance

**Vendor:**    
**Name:**    
**Location:**    
**\*Address:**   [Advanced Vendor Search](#)

**\*Pay Terms:**    
**Control Group:**   [Comments](#)  
**Accounting Date:**    
**\*Currency:**   
**Total:**   Withholding

**Basis Dt Type:**   
**Packing Slip:**

**Balancing**  
**Invoice Lines**  
**Misc Charge Amount:**    
**Freight Amount:**

(minus) **Total:**    
 (equals)

To bring in the voucher dollar amount and coding, click on “Copy to Voucher”.

**Invoice Information** | **Payments** | **Voucher Attributes**

**Business Unit:** UWADM  
**Voucher ID:** NEXT  
**Voucher Style:** Reversal

**Vendor:** 0000004088  
**Name:** STEFFENHAG-001  
**Location:** 0001  
**\*Address:** 1  
 STEFFENHAGEN, JAMES S  
 DBA JIM'S SIGN & ART SHOP  
 206A E MAIN ST  
 WAUNAKEE, WI 53597

**Invoice Number:**   
**Invoice Date:**    
**Action:**    
**\*Pay Terms:** DUR  **Basis Dt Type:** Inv Date  
**Control Group:**   [Comments](#)  
**Accounting Date:** 11/30/2006   
**\*Currency:** USD [Non Merchandise Summar](#)  
**Total:** -200.00  [Withholding](#)  
**Packing Slip:**

**Invoice Lines**

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		LETTERING/LOGO ON W				-200.00

**Ship To:** FINANCE  
**Related Voucher:** 00007191  Use One Asset ID

**Distribution Lines** | [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Amount	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project
1				-200.00		UWADM	2623	301	457000	1		

Reversal voucher with copied information.

**Voucher Comments**

CANCELLED CHECK NUMBER 005937. CHECK NEVER SENT TO PAYEE. M. SMITH  
 DESTROYED CHECK AND REQUESTED THE VOID. JML 11-30-06

Use comments to share information about this transaction.

[Summary](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

**Business Unit:** UWADM      **Invoice Number:** REVERSE 00007191  
**Voucher ID:** 00009856      **Invoice Date:** 11/30/2006   
**Voucher Style:** Reversal      **Action:**

**Vendor:** 0000004088      **\*Pay Terms:** DUR       **Basis Dt Type:** Inv Date  
**Name:** STEFFENHAG-001      **Control Group:**        [Comments](#)  
**Location:** 0001       **Accounting Date:** 11/30/2006       [Non Merchandise Summary](#)  
**\*Address:** 1       **\*Currency:** USD            [Withholding](#)

STEFFENHAGEN, JAMES S  
 DBA JIM'S SIGN & ART SHOP  
 206A E MAIN ST  
 WAUNAKEE, WI 53597

**Total:** -200.00        
**Difference:** 0.00

**Packing Slip:**

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**Invoice Lines**

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		LETTERING/LOGO ON W				-200.00

**Ship To:** ADMINIST       **Related Voucher:** 00007191       Use One Asset ID     

**Distribution Lines**      [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Amount	Quantity	*GL Unit	Account	Fund	Dept	Program	Class	Project
1	-200.00		UWADM 2623	301	457000	1		

Balancing      Invoice Lines      -200.00

Reversal Voucher Created at Save.

The process is now complete unless you selected Re-open Voucher/put on Hold. Do not forget to go back into the original voucher and take off Hold for Payment. The check box is located on the payment panel in voucher entry. This is IMPORTANT to remember.

**Payment Method**

**\*Bank:** FRSTR       **Pay Group:**    
**\*Account:** ZBA       **\*Handling:** RG   
**\*Method:** CHK  Check      **\*Netting:** N

**Message:**    
 Message will appear on remittance advice.

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**Schedule Payment**

**\*Action:** Schedule       **Payment Date:**   
**Pay:**        **Reference:**

**Payment Options**

**Hold Payment:**       **Separate Payment:**   
**Hold Reason:**    
**Letter of Credit:**

[Payment Inquiry](#)    [Holiday/Currency Options](#)    [Express Payment](#)    [Vendor Bank Account](#)  
[Payment Note](#)

**Caution:** The Reversal Voucher must match the original voucher EXACTLY. Be sure to verify that the “Remit to”, “Location” and Payment Handling Code are the same. Be sure that both vouchers are not marked “Hold for Payment” or “Separate Payment”.