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Payment Mass Cancel /Void Process Overview

The Mass Payment Cancellation functionality enables you to search for multiple payments and then Cancel, Escheat or Stale-date them, or Undo those actions.

Before using the Mass Payment Cancellation Page, you may need to set up required User Preferences. If you are unable to set your own User Preferences, contact your Business Unit Administrator for help.

Certain User Preferences are required for a user to view and select Action options to run the processes for Cancel or Escheat Multiple Payments using the Mass Payment Cancellation component. The Mass Payment Cancellation v1 Source Transaction (APMASSCNL) needs to be added to the User Preferences - Process Group page for a user to have access to Mass Cancel Operations. Additionally the Mass Cancellation process group (APPMTCNL1), and optionally, the Cancel, Payment Post process group (APPMTCNL2) for the Mass Payment Cancellation v2 Source Transaction is needed to enable all mass cancel user access.
### Process Frequency
On Demand

### Dependencies
None

### Assumptions
None

### Responsible Parties
The institutions are primarily responsible but UWSA SFS Operations team is available to assist with the Payment Mass Cancel/Void processing.

### Alternate Scenarios
None

## Process Detail

### I. Perform Mass Payment Cancellation and Escheatment

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

Performing Mass Payment Cancellation is a two-step process, first, define the search criteria. All fields in the Search Criteria group box are required fields. You must enter at least one field name and value as additional search criteria.
NOTE: Due to the implementation of Cash Management, there are new Bank Codes and corresponding Bank Accounts. For a UWXXX setID, the new bank code will start with USB##. For a BRXXX setID, the new bank code will start with BRS##. The new bank account numbers will be the last 4 digits of the campus bank account. If you are cancelling a payment that was created before Cash Management was implemented (before 10/01/2017), use the old Bank Code and Bank Account data. If a payment was created after Cash Management was implemented (10/01/2017 or later), please use the new Bank Code and Bank Account.

1. Enter Mass Operation
2. Enter Bank SetID
3. Enter Bank Code
4. Enter Bank Account
5. Select Settle By: ‘Pay Cycle’
6. Select Payment Method.

7. Add at least one Additional Search Criteria Field Name and ‘Value’.
8. Click Search
Secondly, specify additional Processing Detail Information about the mass operation and include or exclude any specific payments from processing.
9. **Select** payment you want to cancel.

10. **Enter** Processing Details – Common fields - The fields appearing in this group box are dependent upon the **Mass Operation** type you selected in the search criteria group box. These fields are common to all mass operations.
   a. **Enter** Request ID
   b. **Enter** Request Description.
   c. **Enter Action** - **Select** to run one of the following on-demand processes:
      
      **Note:** User Preferences are needed for a User to have access to run Mass Operations listed.
i. ‘Mass Cancel': Select this option to run the Mass Cancellation process. This is the only process available if you select the ‘Undo Cancel' as the Mass Operation.

ii. ‘Payment Post': Select this option to run the Mass Cancellation process followed by the Payment Posting process.

iii. ‘Voucher Post': Select this option to run three processes. First, the Mass Cancellation process, followed by the Payment Posting process, and then the Voucher Posting process. This process is available when you select the ‘Cancel’ Mass Operation and the ‘Do not reissue/Close Liability’ Cancel Action.

11. Enter Processing Detail – Cancel Mass Operation - These fields are displayed in addition to the common fields when you select ‘Cancel’ as the Mass Operation. These fields are similar to fields displayed on the Cancel Payment page.

  a. Enter Payment Status - Select a payment status of ‘Stop’ or ‘Void’. ‘Void’ appears as the default. ‘Stop’ if the check has been sent out to the payee and you have successfully stopped payment at the bank.

  b. Enter Hold Reason - Specify a Hold Reason for payment cancellations placed on hold. This field is available only when the Cancel Action is ‘Reopen Voucher/Put on Hold’


     i. ‘Re-open Voucher(s)/Re-issue’ enables you to re-select the scheduled payment and reissue it the next time you execute a payment cycle, assuming the vouchers meet the selection criteria for the payment cycle. SFS will insert a line on the voucher on the schedule payment panel and you will only be allowed to change the date. You must run the payment posting process to record the reversal before the voucher is made available for a new payment selection. Checks are reissued after the payment posts. For example, a check voided with re-issue on Monday will be posted in the scheduled process. If the regular pay cycle processes before the next scheduled payment post, a check will not be created until the following pay cycle.

     ii. ‘Re-open Voucher(s)/Put on Hold’ creates an additional payment line on the voucher but holds the payment. You might select this option if you need to perform additional investigation or change voucher information before proceeding with the payment. The voucher will need to be manually taken off hold.

     iii. ‘Do Not Reissue/Close Liability’ causes SFS to calculate any remaining unpaid liability and closes it the next time you run the voucher post process.

  d. Enter Date Cancelled - Enter a date to cancel the payments. Today's date appears as default.

  e. Select Restore Encumbrance to PO - Select to restore the PO encumbrance and close the voucher liability. If the check box is not selected, only the voucher liability is closed. This check box is selected by default and is only applicable when the Cancel Action is ‘Do not reissue/Close Liability’ and you use Commitment Control.

  f. Select Allow if Withholding Exists - Select to cancel selected payments for vouchers that are subject to withholding. The payment to the withholding agency is not canceled unless it is included in the search results based on your search criteria. This check box is selected by default. If the check box is not selected, the system creates an error for the selected payments for vouchers that are subject to withholding. The payment to the withholding agency is canceled if it is included in the search results based on your search criteria.
12. **Enter** Processing Detail – ‘Escheat/Stale-date’ **Mass Operation** - These fields are displayed in addition to the common fields when you select ‘Escheat/Stale-date’ as the **Mass Operation**. These fields are similar to fields displayed on the Payment Escheatment page.
   
a. **Enter Payment Status** - Select a payment status of ‘Escheated’ or ‘Stale’. Escheated appears as the default.
   
b. **Enter Escheat Date** - Enter a date to escheat the payments. Today's date appears as default. This field is required if you select ‘Escheated’ as the **Payment Status**.
   
c. **Enter Stale Date** - Enter a date to stale-date the payments. Today's date appears as default. This field is required if you select ‘Stale’ as the **Payment Status**.
13. **Enter Processing Detail – Undo Mass Operation** - No additional fields are displayed for the ‘Undo Cancel’ or the ‘Undo Escheat/Stale-date’ Mass Operation. The system validates the common fields when you **click Run**. **Select** ‘Undo Cancel’ to negate any cancellation that you previously performed. This must be done before the cancellation is posted by the daily payment post.

**Note:** After being posted, it is not possible to undo the cancellation or escheatment.

**II. Review Mass Payment Cancellation Information**

*Navigation: Accounts Payable > Payments > Cancel/Void Payments > Review Mass Cancellation*

The Mass Cancellation Job page displays job details and search criteria used for the mass cancellation job.
Revision History

<table>
<thead>
<tr>
<th>Author</th>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
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<tbody>
<tr>
<td>Jim Backus</td>
<td>1.0</td>
<td>06/4/2013</td>
<td>Initial Draft</td>
</tr>
<tr>
<td>Susan Kincanon</td>
<td>1.1</td>
<td>06/20/2013</td>
<td>Review, edit, and format</td>
</tr>
<tr>
<td>Mark Flemington</td>
<td>1.2</td>
<td>07/01/2013</td>
<td>Final review</td>
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<tr>
<td>Susan Kincanon</td>
<td>1.3</td>
<td>07/01/2013</td>
<td>Finalize and publish to website</td>
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<tr>
<td>Beth Vereb</td>
<td>1.4</td>
<td>09/28/2017</td>
<td>Update for Cash Management</td>
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