

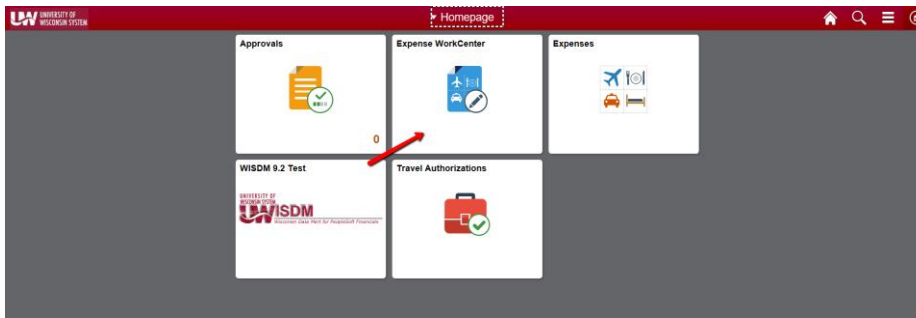
Cancel a Payment and/or Reissue

Canceling and reissuing a payment is very sensitive to other expense processing and should be run separately.

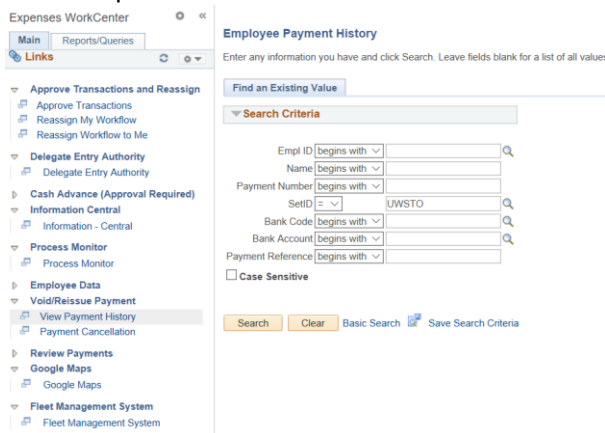
If you are voiding an ACH payment without reissue, please get reimbursement from the traveler first before going thru the steps below to Void the payment and not reissue.

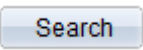
Identify the payment reference/check number.

1. Click the **Expense WorkCenter**



2. Scroll down and expand **Void/Reissue Payment**
 1. Click the **View Payment History** menu
 2. **Enter** Empl ID and SetID.



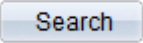
3. **Click**  and a list will be returned which includes the Payment Reference Number
4. Write down payment reference number to be used in the next step

***NOTE: If there was a Corporate Card (Due Vendor) payment, please contact uwsaproblemsolvers@maillist.uwsa.edu for help with finding the payment reference number.

Cancel/Void the Payment.

5. Scroll down and expand **Void/Reissue Payment**
6. Click the **Payment Cancellation** menu

The screenshot shows a web form titled "Payment Cancellation" with the instruction "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a "Find an Existing Value" button and a "Search Criteria" section. The search criteria include: "Bank SetID:" with a dropdown set to "=" and a text field containing "UWADM"; "Bank Code:" with a dropdown set to "begins with" and a text field containing "FRSTR"; "Bank Account:" with a dropdown set to "begins with" and a text field containing "ZBA"; "Payment Reference:" with a dropdown set to "begins with" and a text field containing "013650"; and "Payment Method:" with a dropdown set to "=" and a dropdown menu showing "System Check". At the bottom of the form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

1. **Enter Bank SetID**
 2. **Enter Bank Code**
 3. **Enter Bank Account**
 4. **Enter Payment Reference**
 5. **Select Payment Method**
 6. **Note:** Enter as many fields as possible.
 7. **Click** 
- After October 1st, 2017 there are more than one Bank Code so please look at Employee Payment History screen above to determine which Bank Code you need to search on.

**University of Wisconsin System
 SFS Business Process
 EX – Cancel a Payment and or Reissue**

Cancel Payment Action:

Enter Cancel Payment

Bank Set ID:	UWADM	Reference ID:	013650	Creation Date:	04/11/2013
Bank:	FRSTR	Firststar State Contract Bank		Payment Date:	04/11/2013
Account:	ZBA	754851996		Payment Amount:	37.80 USD
Payment Method:	System Check			Cancel Post Status:	Not Applicable
Remit Vendor:	0000000362 NEW YORK TIMES, THE			Settle By:	Pay Cycle
				Settlement Status:	None

Date Cancelled:

Payment Status:

- Void
- Stopped
- Undo Cancel

Cancel Action:

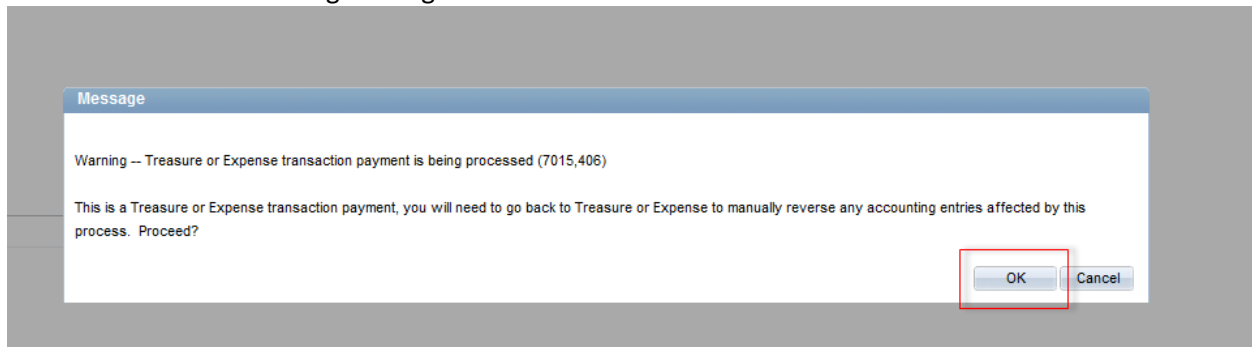
- Re-Open Voucher(s)/Re-Issue
- Re-Open Voucher(s)/Put on Hold
- Do Not Reissue/Close Liability

Hold Reason:

Description:

[Audit Logs](#)

8. Select the required action to Void /Reissue, or Void Do not Reissue/Close Liability, click Save ***NOTE***. If you are changing from an ACH to Check or Check to ACH you must Void and Do Not Reissue and have the traveler submit a new report.
9. Click OK on warning message.



University of Wisconsin System
 SFS Business Process
 EX – Cancel a Payment and or Reissue

Favorites | Main Menu > Travel and Expenses > Process Expenses > Expense Processing

Expense Processes | Selected Business Units

Run Control ID: Expense_Proc_SYS [Report Manager](#) [Process Monitor](#)

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. [Transfer To Pay Cycle Process](#)

Process Request Parameters					
	Expense Reports	Cash Advances	Payments		Time Reports
<input type="checkbox"/> Stage Payments	4	0	1	<input type="checkbox"/> Stage Time to Project Costing or	0
<input type="checkbox"/> Publish to Payroll			0	<input type="checkbox"/> Publish Elapsed Time	
<input type="checkbox"/> Post Liabilities	4	0		<input type="checkbox"/> Advance Reconciliation	0
<input type="checkbox"/> Post Payments	0	0		<input type="checkbox"/> Airline Ticket Reconciliation	0
<input type="checkbox"/> Unpost Expense Report	0			<input type="checkbox"/> Unstage Payments	1
<input checked="" type="checkbox"/> Cancel Payments			1	<input type="checkbox"/> Update Paid Statuses	0
<input type="checkbox"/> Close Liability	0	0			

Expense Processes | [Selected Business Units](#)