Cancel a Payment and/or Reissue

Cancelling 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

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 Search

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.
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