

## Contents

Payment Mass Cancel /Void Process Overview.....	1
Process Detail .....	4
I. Perform Mass Payment Cancellation and Escheatment.....	4
II. Review Mass Payment Cancellation Information .....	8

## 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.

Performing Mass Payment Cancellation is a two-step process, first, define the search criteria:

### Mass Payment Cancellation

Step 1: Search for the payments on which you want to perform a mass operation by completing the search criteria. Click the Search button to view the payments that meet your search criteria.

Warning: If your search criteria returns more than 500 payments, consider modifying your search criteria to improve performance.

Search Criteria			
*Mass Operation:	<input type="text" value="Cancel"/>	*Settle By:	<input type="text" value="Pay Cycle"/>
*Bank SetID:	<input type="text" value="UWSYS"/>	*Payment Method:	<input type="text" value="System Check"/>
*Bank Code:	<input type="text"/>		
*Bank Account:	<input type="text"/>		

Additional Search Criteria			Find	First	1 of 1	Last
*Field Name:	<input type="text" value="Payment Reference"/>	<input "="" type="text" value="="/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	

[Reset Criteria](#)

1. **Specify** the *Mass Operation* type
2. **Enter** at least one additional search criteria field name and value
3. **Click**

Secondly specify additional Processing Detail Information about the mass operation and include or exclude any specific payments from processing.

## University of Wisconsin System SFS Business Process AP.3.03 – Payment Mass Cancel/Void

Step 2: Complete the processing detail directly below.  
Unselect any payments on which you do not wish to perform an action.  
Selection an action and press run to start the process.

**Processing Detail**

\*Request ID:  \*Request Description:

\*Payment Status:  Hold Reason:

\*Cancel Action:  ☐ Restore Encumbrance to PO

\*Date Cancelled:  ☒ Allow if Withholding Exists

Action:

[Select All](#) [Clear All](#)

**Search Results** [Customize](#) [Find](#) [View All](#) [First](#) [1-2 of 2](#) [Last](#)

Payment Information **Payee**

Sel	Bank Code	Bank Account	Payment Status	Cancel Action	Payment Reference	Payment Method	Payment Amount	Payment Currency
<input checked="" type="checkbox"/>	USBK	CHCK	P	N	000001	CHK	1042.50	USD
<input checked="" type="checkbox"/>	USBK	CHCK	P	N	000001	CHK	1042.50	USD

1. Enter a *Cancel Action*
2. Click  to initiate the Mass Cancellation Application Engine process (AP\_MASSPMTCN).

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

## University of Wisconsin System SFS Business Process AP.3.03 – Payment Mass Cancel/Void

User Preferences | Process Group

User ID: 007 JAMES

Copy From User ID:

☒ Allow Processing ☒ Use Event Notification

**Source Transaction** Find First 1-14 of 14 Last

\*Source Transaction:  Mass Payment Cancellation v1

**Process Group** Personalize First 1-2 of 2 Last

Process Group	Description		
<input type="text" value="APPMTCNL1"/>	Mass Cancellation	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="APPMTCNL2"/>	Cancel, Payment Post	<input type="button" value="+"/>	<input type="button" value="-"/>

**Source Transaction** Find First 1-14 of 14 Last

\*Source Transaction:  Mass Payment Cancellation v2

**Process Group** Personalize First 1-3 of 3 Last

Process Group	Description		
<input type="text" value="APPMTCNL1"/>	Mass Cancellation	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="APPMTCNL2"/>	Cancel, Payment Post	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="APPMTCNL2A"/>	Cancel, Payment Post, Voucher Post	<input type="button" value="+"/>	<input type="button" value="-"/>

User Preferences are required for a User to able to view and select *Action* options in order 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 would be needed to enable all mass cancel user access.

<b>Process Frequency</b>	On Demand
<b>Dependencies</b>	None
<b>Assumptions</b>	None
<b>Responsible Parties</b>	The institutions are primarily responsible but UWSA SFS Operations team is available to assist with the Payment Mass Cancel/Void processing.
<b>Alternate Scenarios</b>	None

## Process Detail

### I. Perform Mass Payment Cancellation and Escheatment

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

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.

### Mass Payment Cancellation

Step 1: Search for the payments on which you want to perform a mass operation by completing the search criteria. Click the Search button to view the payments that meet your search criteria.

Warning: If your search criteria returns more than 500 payments, consider modifying your search criteria to improve performance.

#### Search Criteria

*Mass Operation	Cancel	*Settle By	Pay Cycle
*Bank SetID	UWSYS	*Payment Method	System Check
*Bank Code	USB95		
*Bank Account	4188		

#### Additional Search Criteria

Find First 1 of 1 Last

*Field Name	Payment Date	between	05/01/2018	and	05/31/2018
-------------	--------------	---------	------------	-----	------------

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.

**Note:** Enter as many fields as possible.

7. Add at least one Additional Search Criteria *Field Name* and 'Value'.
8. Click

## University of Wisconsin System SFS Business Process AP.3.03 – Payment Mass Cancel/Void

**Accounts Payable WorkCenter**

\*Field Name [Payment Date] between 05/01/2018 and 05/31/2018

Search Reset Criteria 8 payment(s) found

Step 2: Complete the processing details.  
Unselect any payments on which you do not wish to perform an action.  
Select an action and press run to start the process.

**Processing Detail**

\*Request ID: CANCELED \*Request Description: Cancel 2 of 8 payments between 5/1/18 and 5/31/18. 204 characters remaining

\*Payment Status: Void

Hold Reason: [ ]

Cancel Reason: [ ]

\*Date Cancelled: 07/03/2018

\*Cancel Action: Reopen Voucher/Reissue

Action: [ ] Run

☐ Restore Encumbrance to PO  
☒ Allow if Withholding Exists

☒ Select All ☐ Deselect All

**Search Results** Personalize | Find | View All | First 1-8 of 8 Last

Sel	Bank Code	Bank Account	Payment Status	Cancel Action	Payment Reference	Payment Method	Payment Amount	Payment Currency
<input type="checkbox"/>	USB95	4188	P	N	032331	CHK	1891.70 USD	
<input checked="" type="checkbox"/>	USB95	4188	P	N	032334	CHK	196.18 USD	
<input type="checkbox"/>	USB95	4188	P	N	032335	CHK	1000.00 USD	
<input type="checkbox"/>	USB95	4188	P	N	032336	CHK	20000.00 USD	
<input checked="" type="checkbox"/>	USB95	4188	P	N	032337	CHK	1636589.94 USD	
<input type="checkbox"/>	USB95	4188	P	N	032338	CHK	1163.50 USD	
<input type="checkbox"/>	USB95	4188	P	N	032339	CHK	126.42 USD	
<input type="checkbox"/>	USB95	4188	P	N	032340	CHK	87.20 USD	

☒ Select All ☐ Deselect All

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.

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

## University of Wisconsin System SFS Business Process AP.3.03 – Payment Mass Cancel/Void

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'
  - c. **Enter Cancel Action - Select** a *Cancel Action* that includes: 'Do not reissue/Close Liability', 'Reopen Voucher/Put on Hold', 'Reopen Voucher/Reissue'.
    - 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.



## University of Wisconsin System SFS Business Process AP.3.03 – Payment Mass Cancel/Void

### Mass Payment Cancellation

Step 1: Search for the payments on which you want to perform a mass operation by completing the search criteria. Click the Search button to view the payments that meet your search criteria.

Warning: If your search criteria returns more than 500 payments, consider modifying your search criteria to improve performance.

**Search Criteria**

\*Mass Operation:  \*Settle By:

\*Bank SetID:  \*Payment Method:

\*Bank Code:

\*Bank Account:

**Additional Search Criteria** [Find](#) [First](#) [1 of 1](#) [Last](#)

\*Field Name:  between  and To  [Date](#)

[Search](#) [Reset Criteria](#) 2 payment(s) found

Step 2: Complete the processing detail directly below.  
Unselect any payments on which you do not wish to perform an action.  
Selection an action and press run to start the process.

**Processing Detail**

\*Request ID:  \*Request Description:

\*Payment Status:

Escheat Date:

Stale Date:

Action:  [Run](#)

[Select All](#) [Clear All](#)

**Search Results** [Personalize](#) [Find](#) [View All](#) [First](#) [1-2 of 2](#) [Last](#)

Payment Information		Payee						
Sel	Bank Code	Bank Account	Payment Status	Cancel Action	Payment Reference	Payment Method	Payment Amount	Payment Currency
<input checked="" type="checkbox"/>	FRSTR	ZBA	P	N	013640	CHK	38000.00	USD
<input checked="" type="checkbox"/>	FRSTR	ZBA	P	N	013650	CHK	37.80	USD

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*.

## University of Wisconsin System SFS Business Process AP.3.03 – Payment Mass Cancel/Void

### Mass Payment Cancellation

Step 1: Search for the payments on which you want to perform a mass operation by completing the search criteria. Click the Search button to view the payments that meet your search criteria.

Warning: If your search criteria returns more than 500 payments, consider modifying your search criteria to improve performance.

Search Criteria

\*Mass Operation:

Undo Cancel

\*Settle By:

Pay Cycle

\*Bank SetID:

UWADM

\*Payment Method:

System Check

\*Bank Code:

FRSTR

\*Bank Account:

ZBA

Additional Search Criteria

Find First 1 of 1 Last

\*Field Name:

Payment Reference

between

4/1/13

and

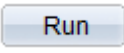
4/15/13

+

-

Search

Reset Criteria

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 . **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.

## II. Review Mass Payment Cancellation Information


**Navigator Bar** : **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.

Mass Cancellation Job


User ID VP1

Job List

Customize | Find | View All |  | First 1 of 1 Last

Job Detail

Search Criteria



Process Instance	Process Date	Run Control ID	Mass Operation	Payments Processed	Error Count	Request ID	Request Description
10350	10/12/2009	RTM0000053	Cancel	15		CANCEL	CANCEL



### **Revision History**

<b>Author</b>	<b>Version</b>	<b>Date</b>	<b>Description of Change</b>
Jim Backus	1.0	06/4/2013	Initial Draft
Susan Kincanon	1.1	06/20/2013	Review, edit, and format
Mark Flemington	1.2	07/01/2013	Final review
Susan Kincanon	1.3	07/01/2013	Finalize and publish to website
Dawn White	1.4	05/17/2018	9.2 Update
Beth Vereb	1.5	7-05-18	9.2 Upgrade