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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.

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 Cancel Pay Cycle \*Mass Operation: \*Settle By: \*Bank SetID: UWSYS Q \*Payment Method: System Check \*Bank Code: \*Bank Account: 0 Additional Search Criteria \*Field Name: + -Payment Reference **-**• Search Reset Criteria

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

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



| Step 2: Complete the processing detail directly below.<br>Unselect any payments on which you do not wish to perform an action.<br>Selection an action and press run to start the process. |                  |                 |                   |                  |                          |                   |                       |                       |
|---|------------------|-----------------|-------------------|------------------|--------------------------|-------------------|-----------------------|-----------------------|
| Proce   | essing Detail    |                 |                   |                  |                          |                   |                       |                       |
| *Request ID:  |                  |                 |                   |                  | *Request<br>Description: |                   |                       | <u>ام</u>             |
| *Payı   | ment Status:     | Void            | *                 |                  | Hold Reason:             |                   | $\sim$                |                       |
| *Can  | cel Action:      | Reopen \        | /oucher/Reissu    | e 🗸              | Restore Enci             | umbrance to       | PO                    |                       |
| *Date   | Cancelled:       | 10/09/200       | 9 🛐               |                  | Allow if With            | holding Exis      | its                   |                       |
| Actio   | on:              |                 | Run               |                  |                          |                   |                       |                       |
|   |                  |                 |                   |                  |                          |                   | Select All            | Clear All             |
| Sear  | ch Results       |                 |                   |                  | Cust                     | omize   Find      | View All   🗖   🛗 🛛 Fi | rst 🚺 1-2 of 2 🖸 Last |
| Payn  | nent Information | Payee           |                   |                  |                          |                   |                       |                       |
| Sel   | Bank Code        | Bank<br>Account | Payment<br>Status | Cancel<br>Action | Payment<br>Reference     | Payment<br>Method | Payment Amount        | Payment Currency      |
| ✓   | USBNK            | СНСК            | P                 | N                | 000001                   | СНК               | 1042.50               | USD                   |
| ▶   | USBNK            | СНСК            | Р                 | Ν                | 000001                   | СНК               | 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.



| User Preferences Process  | s Group                                 |           |  |  |  |  |  |  |  |
|---------------------------|---|-----------|--|--|--|--|--|--|--|
| User ID: 007              | JAMES                                   |           |  |  |  |  |  |  |  |
| Copy From User ID: Copy   |   |           |  |  |  |  |  |  |  |
| Allow Processing          |   |           |  |  |  |  |  |  |  |
| Source Transaction        | Find First 🚺 1-14 of                    | 14 🖸 Last |  |  |  |  |  |  |  |
| *Source Transaction:      | APMASSCNL Mass Payment Cancellation v1  | + -       |  |  |  |  |  |  |  |
| Process Group             | Personalize   🗖 First 🚺 1-2 of 2        | Last      |  |  |  |  |  |  |  |
| Process Group             | Description                             |           |  |  |  |  |  |  |  |
| APPMTCNL1                 | Mass Cancellation 🛨 🖃                   |           |  |  |  |  |  |  |  |
| APPMTCNL2                 | Cancel, Payment Post + -                |           |  |  |  |  |  |  |  |
| *Source Transaction:      | APMASSCNL2 Mass Payment Cancellation v2 | + =       |  |  |  |  |  |  |  |
| Process Group             | Personalize   🖾 First 🕅 1-3 of 3        | Di Last   |  |  |  |  |  |  |  |
| Process Group Description |   |           |  |  |  |  |  |  |  |
| APPMTCNL1                 | Mass Cancellation                       | •         |  |  |  |  |  |  |  |
| APPMTCNL2                 | Cancel, Payment Post                    | •         |  |  |  |  |  |  |  |
| APPMTCNL2A                | Cancel, Payment Post, Voucher Post      | •         |  |  |  |  |  |  |  |

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.

| 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

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 Cancellatio  | n                        |                                |                   |                |                |  |  |  |
|---|--------------------------|--------------------------------|-------------------|----------------|----------------|--|--|--|
| 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 mo   | ore than 500 payments, o | consider modifying your search | criteria to impro | ve performance | <del>2</del> . |  |  |  |
| Search Criteria   |                          |                                |                   |                |                |  |  |  |
| *Mass Cancel<br>Operation   | ~                        | *Settle By Pay Cycle           | ;                 |                | $\checkmark$   |  |  |  |
| *Bank SetID UWSYS   |                          | *Payment Method System C       | heck              |                | $\checkmark$   |  |  |  |
| *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     | <b>9</b> + -   |  |  |  |
| Search Reset Criteria   |                          |                                |                   |                |                |  |  |  |

- 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 Search



| S AC   | counts Pa  | iyable Wo   | rkCenter  |  |   |  |   |   |
|--|--|---|---|--|---|--|---|---|
| *Field   | Name Payme   | ent Date  | ~   | between  | ✓ 05/0  | 01/2018  | and 05/   | /31/2018  |
| Sea  | irch   | Reset Criteria  | ١   | 8 payn   | nent(s) found 🛛 👍   |  |   |   |
| Step 2:<br>Unselec<br>Select a   | Complete th<br>t any payme<br>n action and   | e processing<br>ants on which<br>I press run te   | g details.<br>h you do not wis<br>o start the proce:  | h to perfor<br>ss.   | m an action.  |  |   |   |
| Proces   | sing Detail  |   |   |  |   |  |   |   |
| *R   | equest ID  | ANCEL1  | *Request<br>Description   | on:  | Cancel 2 of 8 payme   | ents between   | 5/1/18 and 5/31/  | /18.  |
| *Payı  | nent Status:   | Void  |   |  | 204 characters rema<br>✓  | aining   |   |   |
|  | Hold Reasor  | 1   |   |  | $\overline{}$   |  |   |   |
| Ca   | ncel Reason  |   |   |  |   |  |   |   |
| *Date Cancelled 07/03/2018 iii<br>*Cancel Action Reopen Voucher/Reissue Voucher/Reissue Allow if Withholding Exists  |  |   |   |  |   |  |   |   |
| *C   | ncel Action  | Reopen Vo   | ucher/Reissue   | Lis .  | ✓ Allo  | ow if Withhol  | ding Exists   |   |
| *Co  | Action   | Reopen Vo   | ucher/Reissue   | Run  |   | ow if Withhol  | ding Exists   |   |
| *Ci<br>Select  | t All  | Reopen Vo   | ucher/Reissue   | Run  | Personalize   | Find   View /  | ding Exists   | First ④ 1-8 of 8 ④ Last   |
| *Ci<br>Select<br>Searc<br>Paym   | t All  | Reopen Vo   | ucher/Reissue   | Run  | Personalize   | Find   View A  | ding Exists   | First 🚯 1-8 of 8 🛞 Last   |
| *Ca<br>Select<br>Paym<br>Sel   | Action<br>Action<br>t All C<br>h Results<br>ent Informat<br>Bank Code  | I Reopen Vo   | e Payment Status  | Run<br>8 Cancel<br>Action  | Personalize   Payment Reference   | Find   View A  | ding Exists   | First (1) 1-8 of 8 (2) Last   |
| *Ca<br>Select<br>Paym<br>Sel   | Action<br>Action<br>t All C<br>h Results<br>ent Informat<br>Bank Code<br>USB95   | I Reopen Vo   | e Payment Status  | Run<br>Run<br>, Cancel<br>Action<br>N  | Personalize  <br>Payment Reference<br>032331  | Find   View /<br>Payment<br>Method<br>CHK  | ding Exists   | First ④ 1-8 of 8 ④ Last<br>Int Payment Currency<br>391.70 USD   |
| *Ca<br>Select<br>Paym<br>Sel   | Action<br>Action<br>t All C<br>h Results<br>ent Informat<br>USB95<br>USB95   | Reopen Vo   | e<br>Payment Status<br>P  | Run<br>, Cancel<br>Action<br>N<br>N  | Personalize  <br>Payment Reference<br>032331<br>032334<br>032334  | Find   View A<br>Payment<br>CHK<br>CHK   | ding Exists   | First ④ 1-8 of 8 ④ Last<br>Int Payment Currency<br>891.70 USD<br>196.18 USD   |
| *Ca<br>Select<br>Paym<br>Sel   | Action<br>Action<br>t All C<br>h Results<br>ent Informat<br>USB95<br>USB95<br>USB95  | Reopen Vo   | e Payment Status P P P P P P  | Run<br>Cancel<br>Action<br>N<br>N<br>N   | Personalize       Payment Reference     032331     032335     032336  | Find   View A<br>Payment<br>CHK<br>CHK<br>CHK  | Aur (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)   | First   |
| *Ca<br>Select<br>Paym<br>Sel<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C  | Action<br>Action<br>t All C<br>h Results<br>ent Informat<br>USB95<br>USB95<br>USB95<br>USB95<br>USB95                        | Bank         Page           Bank         Account           4188         4188           4188         4188           4188         4188  | e<br>Payment Status<br>P<br>P<br>P<br>P<br>P  | Run<br>Cancel<br>Action<br>N<br>N<br>N<br>N<br>N<br>N<br>N   | Alic     Personalize       Payment Reference     032331     032335     032336     032337  | Find   View A<br>Payment<br>CHK<br>CHK<br>CHK<br>CHK<br>CHK  | ding Exists   | First   |
| *C:<br>Seerc<br>Seerc<br>Seer<br>Seer<br>Seer<br>Seer<br>Seer<br>Se  | Action<br>Action<br>t All C<br>h Results<br>ent Informat<br>USB95<br>USB95<br>USB95<br>USB95<br>USB95                        | Bank         Page           Bank         Account           4188         4188           4188         4188           4188         4188           4188         4188           4188         4188  | ucher/Reissue   | Run<br>Action<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N  | Alic     Personalize       Payment Reference     032331     032334     032335     032336     032337     032338  | <ul> <li>Find   View A</li> <li>Payment</li> <li>CHK</li> <li>CHK</li></ul> | ding Exists   | First ④ 1-8 of 8 € Last<br>mt Payment Currency<br>1961.70 USD<br>1961.81 USD<br>1960.00 USD<br>1000.00 USD<br>1000.00 USD<br>1000.00 USD<br>1000.00 USD   |
| *C:<br>Searc<br>Paym<br>Sel  | Action<br>Action<br>t All Code<br>USB95<br>USB95<br>USB95<br>USB95<br>USB95<br>USB95<br>USB95<br>USB95<br>USB95              | Bank         Page           Bank         Account           4183         4188           4188         4188           4188         4188           4188         4188           4188         4188           4188         4188           4188         4188  | ucher/Reissue   | Run<br>Action<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N  | Claric     Claric | Find   View A<br>Payment<br>CHK<br>CHK<br>CHK<br>CHK<br>CHK<br>CHK<br>CHK<br>CHK<br>CHK<br>CHK   | Payment Amou           100           2000           100           2000           16365           11           1           1 | First         I -8 of 8         Last           Imt         Payment Currency           1901.70         USD           1961.81         USD           1000.00         USD           1000.00         USD           1039.41         USD           1039.50         USD           1039.62         USD           1039.62         USD                         |
| *Crives Selection Selectio | Lesses<br>USB95<br>USB95<br>USB95<br>USB95<br>USB95<br>USB95<br>USB95<br>USB95<br>USB95<br>USB95<br>USB95<br>USB95           | Reopen Vo           Image: Construction of the second seco | e<br>e<br>Payment Status<br>P<br>P<br>P<br>P<br>P<br>P<br>P<br>P<br>P                       | Run<br>Cancel<br>Action<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N | Allo           Payment Reference           032331           032333           032333           032333           032333           032333           032333           032333           032334   | Find   View A<br>Find   View A<br>Payment<br>CHK<br>CHK<br>CHK<br>CHK<br>CHK<br>CHK<br>CHK<br>CHK  | ding Exists<br>u (2) (2) (2)<br>Payment Amou<br>18<br>10<br>2000<br>163665<br>111<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1   | First         I -8 of 8         Last           nt         Payment Currency           0391.70         USD           1961.78         USD           000.00         USD           000.00         USD           000.00         USD           163.50         USD           163.50         USD           126.42         USD           87.20         USD    |
| *Ci Select<br>Searce<br>Paym<br>Sel<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2   | Action<br>Action<br>Results<br>Informat<br>Bank Code<br>USB95<br>USB95<br>USB95<br>USB95<br>USB95<br>USB95<br>USB95<br>USB95 | Bank           4188  | ucher/Reissue<br>e<br>Payment Status<br>P<br>P<br>P<br>P<br>P<br>P<br>P<br>P<br>P<br>P<br>P | Run<br>Cancel<br>Action<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N<br>N                     | Personalize         Personalize           032331         032334           032333         032334           032333         032336           032333         032338           032333         032338           032334         032334   | <ul> <li>Find   View A</li> <li>Payment</li> <li>CHK</li> </ul>   | ding Exists   | First         I-8 of 8         Last           nt         Payment Currency           191.70         USD           1961.78         USD           1961.78         USD           1000.00         USD           1000.00         USD           1000.00         USD           1000.00         USD           126.42         USD           87.20         USD |

- 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'
  - 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.



#### 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                                  |  |   |  |                          |                        |                       |                     |      |
|------------------------------|---|--|---|--|--------------------------|------------------------|-----------------------|---------------------|------|
| a o un on                    | ornorna                                   |  |   |  |                          |                        |                       |                     |      |
| *Mass                        | Operation:                                | Esch                                   | neat/Stale-date                                       |  | *Settle By               | :                      | Pay Cycle             |                     | -    |
| *Bank \$                     | SetID:                                    | UWA                                    | ND!   |  | *Payment                 | Method:                | System Check          | k                   |      |
| *Bank (                      | Code:                                     | FRS                                    | TR  |  |                          |                        |                       |                     |      |
| *Bank A                      | Account:                                  | ZBA                                    |   |  |                          |                        |                       |                     |      |
| Addit                        | ional Searcl                              | h Criteria                             |   |  |                          |                        | Fi                    | nd First 🚺 1 of 1 🖸 | Last |
| *Field                       | Name:                                     | Payment Da                             | te  | → betwe                                      | en 💌 04/01/20            | 013                    | and To 04/15/2        | 2013                | • -  |
|                              |   |  |   |  |                          |                        |                       |                     |      |
| Se                           | arch                                      | Reset Criteria                         | 2 payme   | nt(s) found                                  |                          |                        |                       |                     |      |
| Step 2:<br>Unsele<br>Selecti | Complete t<br>ct any paym<br>on an action | he process<br>ients on wh<br>and press | sing detail dire<br>nich you do no<br>run to start ti | ectly below.<br>of wish to pe<br>he process. | rform an action.         |                        |                       |                     |      |
| Proces                       | sing Detail                               |  |   |  |                          |                        |                       |                     |      |
| *Requ                        | est ID:                                   | E                                      | scheat1   |  | *Request<br>Description: | Es-cheat m             | ultiple Payments      | <b>ح</b> ر<br>.:.   |      |
| *Paym                        | ent Status                                | E                                      | scheated  |  | •                        |                        |                       |                     |      |
| Esche                        | at Date:                                  | 00                                     | 5/07/2013 3   |  |                          |                        |                       |                     |      |
| Stale                        | Date:                                     |  | 31  |  |                          |                        |                       |                     |      |
| Actio                        | n:  |  | Run   | -  |                          |                        |                       |                     |      |
|                              |   |  |   |  |                          |                        | Select All            | Clear All           |      |
| Searc                        | h Results                                 |  |   |  | <u>Personali</u>         | ize   <u>Find</u>   Vi | iew All   🗖   🛗 🛛 Fir | rst 🚺 1-2 of 2 🚺 La | st   |
| Paym                         | ent Informatio                            | Payee                                  |   |  |                          |                        |                       |                     |      |
| Sel                          | Bank<br>Code                              | Bank<br>Account                        | Payment<br>Status                                     | Cancel<br>Action                             | Payment<br>Reference     | Payment<br>Method      | Payment Amount        | Payment Currency    |      |
| V                            | FRSTR                                     | ZBA                                    | P   | N  | 013640                   | СНК                    | 38000.00              | 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.

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a. Enter Payment Status - Select a payment status of 'Escheated' or 'Stale'. Escheated appears as the default.

СНК

37.80 USD

- *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*.

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#### 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       | ▼ *Set    | *Settle By:<br>*Payment Method: |     | Pay Cycle   System Check |                |      |  |
| *Bank SetID:     | UWADM             | *Pay      |                                 |     |                          |                |      |  |
| *Bank Code:      | FRSTR 🔍           |           |                                 |     |                          |                |      |  |
| *Bank Account:   | ZBA 🔍             |           |                                 |     |                          |                |      |  |
| Additional Searc | ch 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 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.

#### **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.

|             |               |                 |                |                   |                       |                |                | 1<br>I<br>I<br>I            | New Win |
|-------------|---------------|-----------------|----------------|-------------------|-----------------------|----------------|----------------|-----------------------------|---------|
| Ma          | ass C         | ancellatio      | on Job         |                   |                       |                |                |                             |         |
| Us          | er ID         | VP1             |                |                   |                       |                |                |                             |         |
| Jo          | b List        |                 |                |                   |                       | Cu             | stomize   Find | View All 📴 🛗 First 🗹 1 of 1 | Last    |
| Jo          |               | Search Criteria | a 📖            |                   |                       |                |                |                             |         |
| Pro<br>Inst | cess<br>tance | Process Date    | Run Control ID | Mass<br>Operation | Payments<br>Processed | Error<br>Count | Request ID     | Request Description         |         |
|             | 10350         | 10/12/2009      | RTM0000053     | Cancel            | 15                    |                | CANCEL         | CANCEL                      |         |
|             |               |                 |                |                   |                       |                |                |                             |         |



# **Revision History**

| Author          | Version | Date       | Description of Change           |
|-----------------|---------|------------|---------------------------------|
| 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                     |