FINANCIALS-AP

Cancel Agency Payments and Warrants Already Written (WAW)

Overview

The purpose of this task is to cancel close agency payments and WAW. This process applies to paper warrants only. When cancelling a Payment Plus (CHK5) or EFT payment, contact State Accounting Bureau.

	STEPS	Comments/Notes/Navigation
1	**Check MT Payment Inquiry** a. Verify the Business Unit, Payment Type, and Reconciliation Status.	Accounts Payable > Review Accounts Payable Info > Payments > MT Payment Inquiry Enter the Payment Reference ID to pull up the payment.
	b. Verify the payment type: Check, EFT, Payment Plus	Contact State Accounting Bureau for Payment Plus (CHK5) and EFT cancellation requests.
	c. Verify the payments reconciliation status	Payments must be unreconciled to cancel.
	d. Check for Full Offset	If a payment was fully offset, it cannot be cancelled in SABHRS. The agency must contact the Department of Revenue to proceed.
2	**Access the Agency Cancel Payments component**	Accounts Payable > Payments > Cancel/Void Payments > Agency Cancel Payments Search
	Cancel Agency Payments a. Enter the Business Unit associated with the payment to be cancelled. OR **Cancel Warrants Already Written (WAW)** Enter in the Remit SetID associated with the payment to be cancelled.	You can use Look Up icon to search for the Business Unit or Remit SetID that you have access to. The Business Unit <u>must match</u> the original payment detail from MT Payment Inquiry. Only UOM01, MSU01, and STPAY Remit SetID's are allowed.
	b. Enter the Payment ID (Warrant Number) and click the Search button.	Only payments that are eligible to be cancelled can be retrieved. Payment Plus (CHK5) and EFT cancel close payments are processed by the State Accounting Bureau.
3	**Cancel Payment** Review Enter Cancel Payment information to ensure this is the payment to be cancelled. • Remit Supplier • Payment Date • Payment Amount	Payments that are partially offset will have a message display "This payment has been partially offset. The only Cancel Action is Closure". Click OK Note: User ID is the user that is cancelling the payment. Payment Status defaults to Void.

			Cancel Action defaults to Do Not Reissue/Close Liability.
	a.	Click on the Cancel Reason Look Up Icon and select the appropriate reason.	Cancel Reason is a required field.
	b.	Enter a Description.	
	c.	Click the Save button.	Cancel Post Status changes to "Pending".
	d.	Cancelled payment will process during the nightly batch process.	Agency Cancel Payments: CANCEL Journals are created the night of the payment cancellation and CLOSURE Journals are created the following night. WAW – State Accounting Bureau will prepare journal.
4		**Cancel Additional Payments**	Click on Agency Cancel Payments Search in the navigation rather than clicking on the Return to Search button.
5		**Undo Cancel**	Undo Cancel can only be done the same day the payment was cancelled.
	a.	Follow step 1.	
	b.	Payment Status: Click on Undo Cancel.	Information in the Cancel Reason and Description fields automatically remove.
	c.	Click the Save button.	Cancel Post Status changes to "Not Applicable".
6		**Cancel Verification Using Query**	Reporting Tools > Query > Query Viewer.
	a.	Enter Query Name: MTAP_AGENCY_CANCEL_PAYMENTS (BU) OR MTAP_WAW_CANCEL_PAYMENTS (Remit SetID) Click Search	Queries will return all payments that have been cancel closed for the Business Units or Remit SetID's that the user has access to.
	b.	Enter Business Unit Like or Remit SetID Like Enter From Cancel Date Enter To Cancel Date Click View Results	Business Unit Like or Remit SetID Like will be a search criterion to assist users that have access to several Business Units/Remit SetID's. The wildcard character (%) may be used to view all cancel closed payments for all Business Units/Remit SetID's that a user has access to. User Comments is the information that the user entered in the Description field on the Payment Cancelation page.