

PeopleSoft IR-#4

Enterprise-Wide Payment Cancellation (Void) of Prior Year Check

Scope:

This PeopleSoft Information Release (IR) applies to Enterprise-wide Accounts Payable and General Accounting populations.

Purpose:

The purpose is to provide procedures for Payment Cancellation (Void) of Prior-Year Check made by Accounts Payable.

Module:

The IR affects the Accounts Payable Module in Financials Production.

Source:

The source of this IR is a result of a work-a-round provided by PeopleSoft Corporation.

Procedures

Disclaimer – These procedures are not to be used in Voiding a Prior Check during FY Close, during the Time Period of July 1st and AP Cutoff as established by your Business Unit GL Department. Special instructions applicable for this said time period will be forthcoming.

Parameters – The following must exist for this procedure to be successful:

Database: PS Financial Production (PSFSPRD)

Voucher(s) for which check is to be voided must have:

Budget Period of Voucher(s): Budget Period < Current Budget Period.

Voucher(s) Post Status: P (posted)



Payment (check) Status: P (Posted)

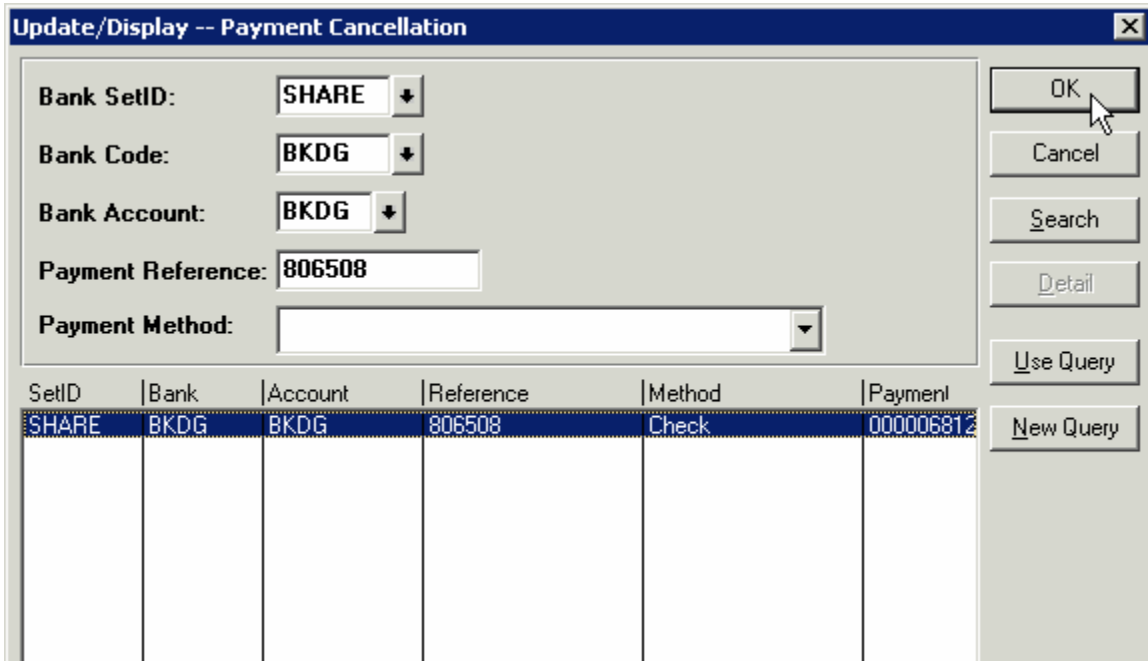
Navigation & Process Overview

- Section A. [Cancel Check](#)
- Section B. [Check Cancellation Verification](#)
- Section C. [Voucher Closed Verification](#)
- Section D. [Book Close Entries](#)
- Section E. [Verification Journal Voucher Posting](#)





Navigation & Process

Section A. Cancel check (Void) - Do not reissue - Close liability


Step	Action
1.	Click Go , Administer Procurement , Create Payment 
2.	Click Use , Payment Cancellation 



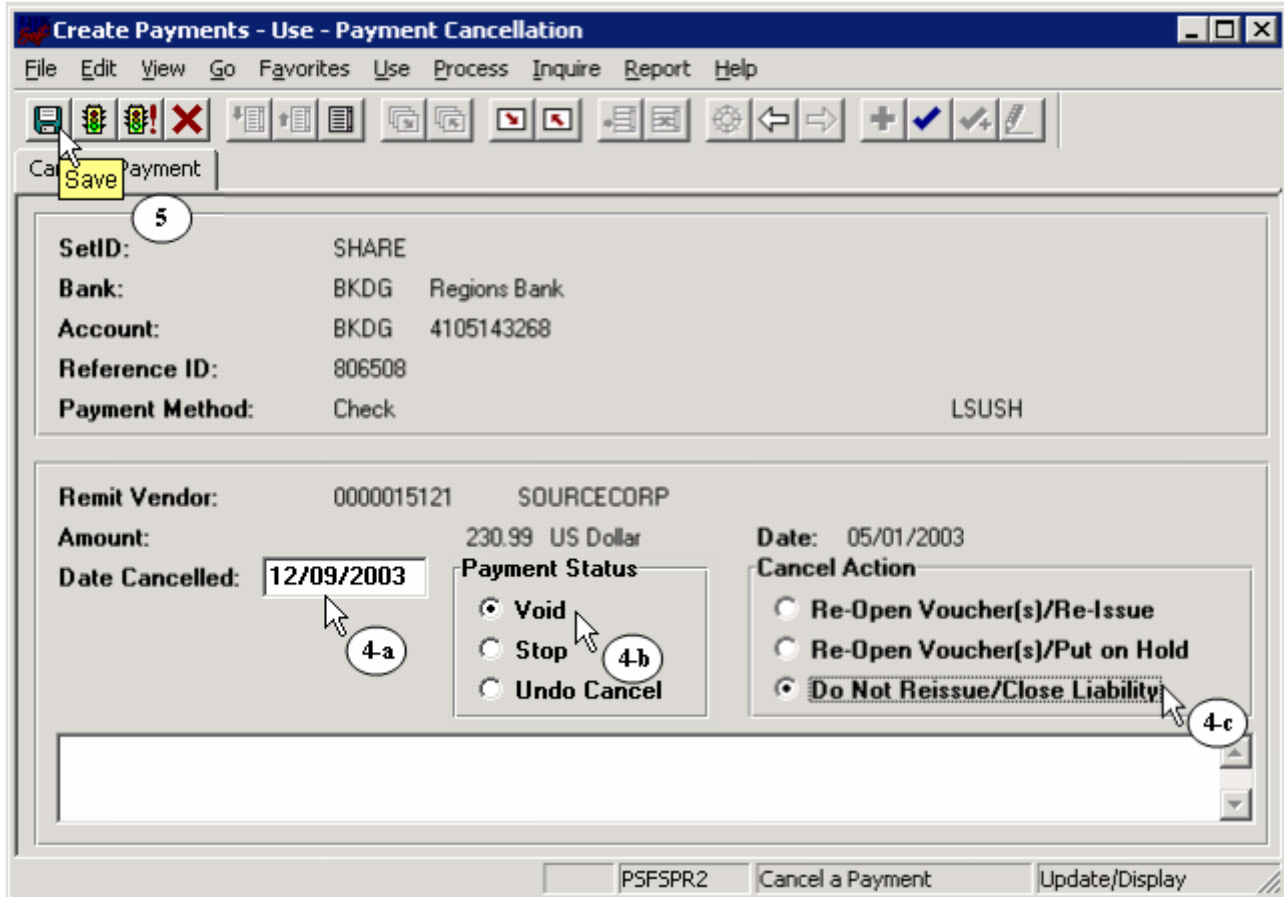
Update/Display -- Payment Cancellation


Bank SetID: 
 Bank Code: 
 Bank Account: 
 Payment Reference:
 Payment Method: 

SetID	Bank	Account	Reference	Method	Payment
SHARE	BKDG	BKDG	806508	Check	000006812

Step	Action
3.	Enter the following: Bank SetID: SHARE Bank Code: (Your Bank Code) Bank Account: (Your Bank Account) Payment Reference: (Check Number to Void) Click 

The **Cancel A Payment** panel displays.



Step	Action
4.	<p>Enter the following:</p> <ul style="list-style-type: none"> a. Date Cancelled: Current Date b. Payment Status: Void (or Stop) c. Cancel Action: Do Not Reissue/Close Liability <p>NOTE: Do not restore Encumbrance if any PO Vouchers are associated with the check.</p>
5.	Click  (Save the panel).

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Section B. Verify Check was Voided successfully.

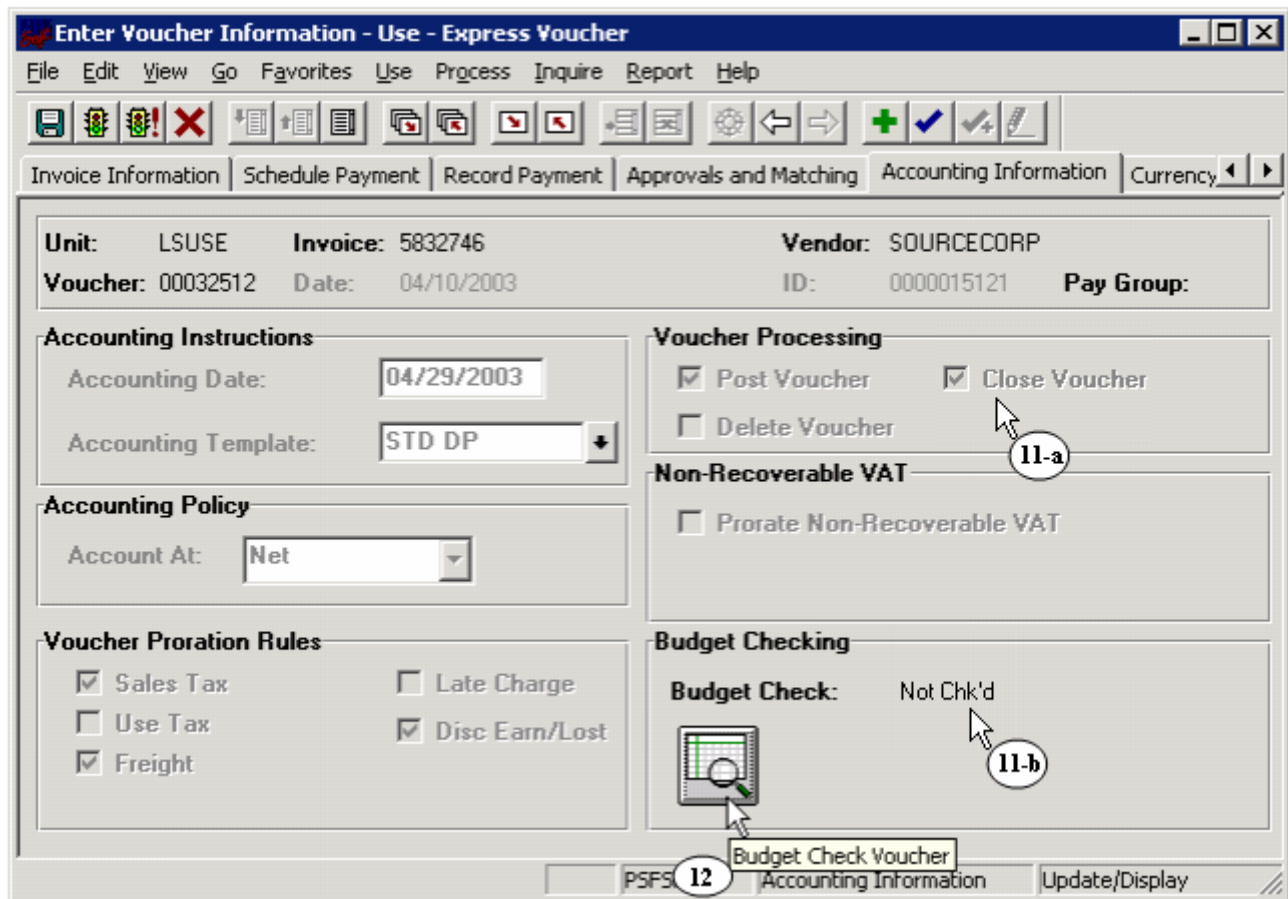
NOTE: ALLOW PAYMENT POSTING TO RUN ON THE NIGHTLY SCHEDULE

Step	Action
6.	<p>After PAYMENT POSTING runs (nightly)</p> <p>Click Go, Administer Procurement, Create Payments</p> <p><input type="button" value="Go"/></p>
7.	<p>Click Inquire, Payment Information</p> <p><input type="button" value="Inquire"/></p>
8.	<p>Verify the following before proceeding:</p> <p>Payment Status: Void Post Status: Posted Cancel Status: Processed</p>

Section C. Verify Voucher is closed.

Step	Action
9.	Click Go , Administer Procurement , Enter Voucher Information <input type="button" value="Go"/>
10.	Click Use , PO Voucher OR Express Voucher , Accounting Information , Update/Display <input type="button" value="Use"/>

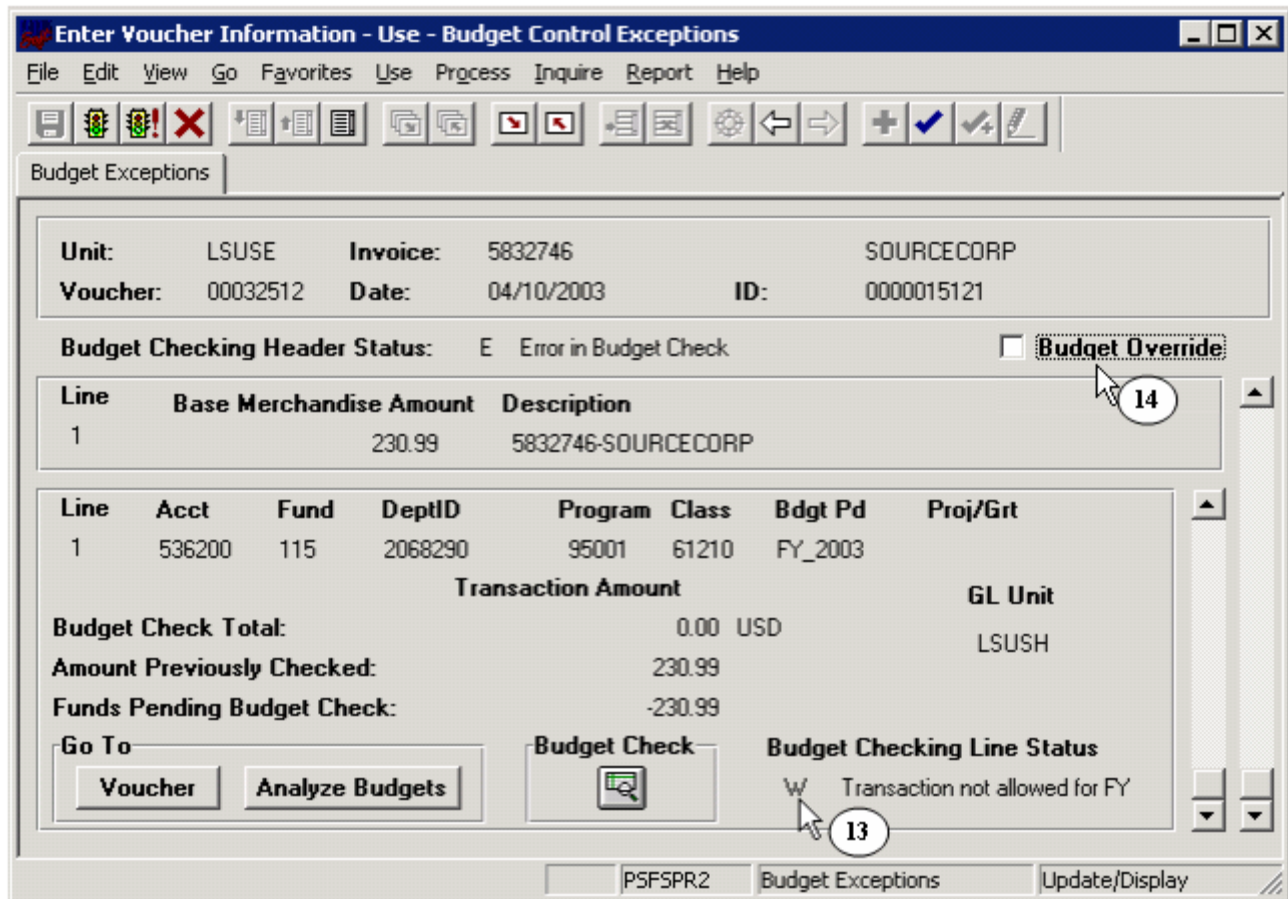
The **Accounting Information** panel displays.




Step	Action
11.	Verify the following: <ul style="list-style-type: none"> a. Voucher Processing: Close Voucher (Checked) b. Budget Checking: Error or Not Chk'd

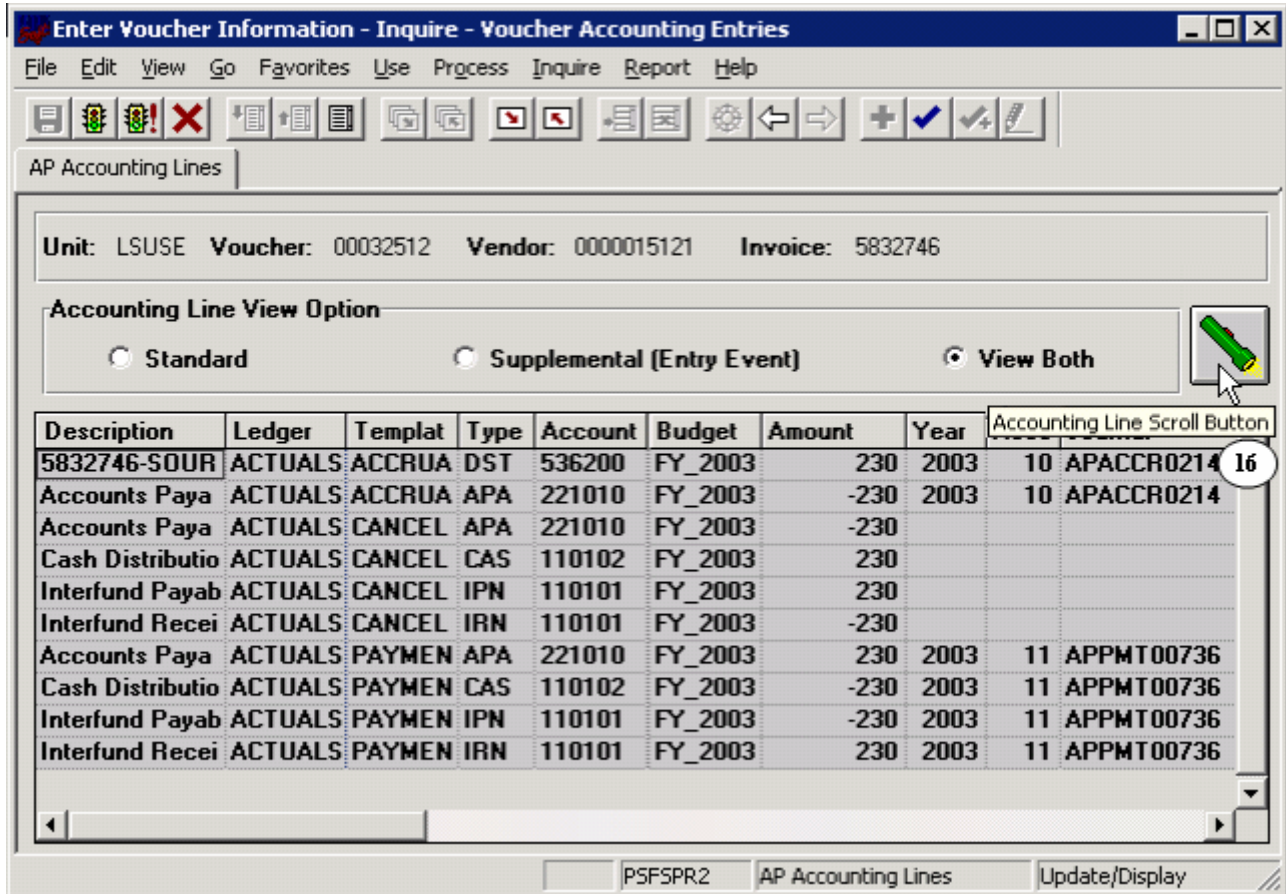
Step	Action
12.	<p>NOTE: Perform this step if Budget Check status is “Not Chk’d”</p> <p>Click Budget Check Voucher button.</p> <p>A Budget Checking “Error” will result because the Prior Budget Period is closed.</p>



The **Budget Exceptions** panel displays.



Step	Action
13.	<p>NOTE: The voucher has a Budget Control Exception (this example shows: W “Transaction not allowed for FY”)</p>
14.	<p>Leave the Budget Checking Error as is</p> <p>DO NOT (CHECK) OVER-RIDE the Budget Control Exception</p>
15.	<p>Click Inquire, Voucher Accounting Entries</p> <p></p>

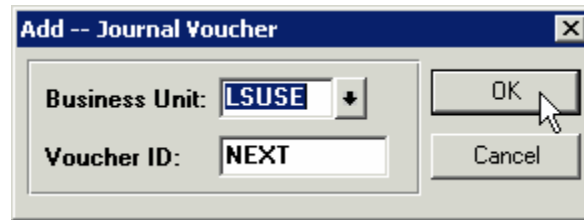
The AP Accounting Lines panel displays.



Step	Action
16.	<p>After the panel displays</p> <p>Click  Accounting Line Scroll Button</p> <p>NOTE: The Payment Cancellation is now posted (DR Cash; CR AP). However, since the voucher will not pass Budget Check due to “Transaction not allowed for FY”, the Close Voucher Portion on the Accounting Entry has not been made (DR AP; CR Expense).</p>
17.	<p>Click  to close panel.</p>

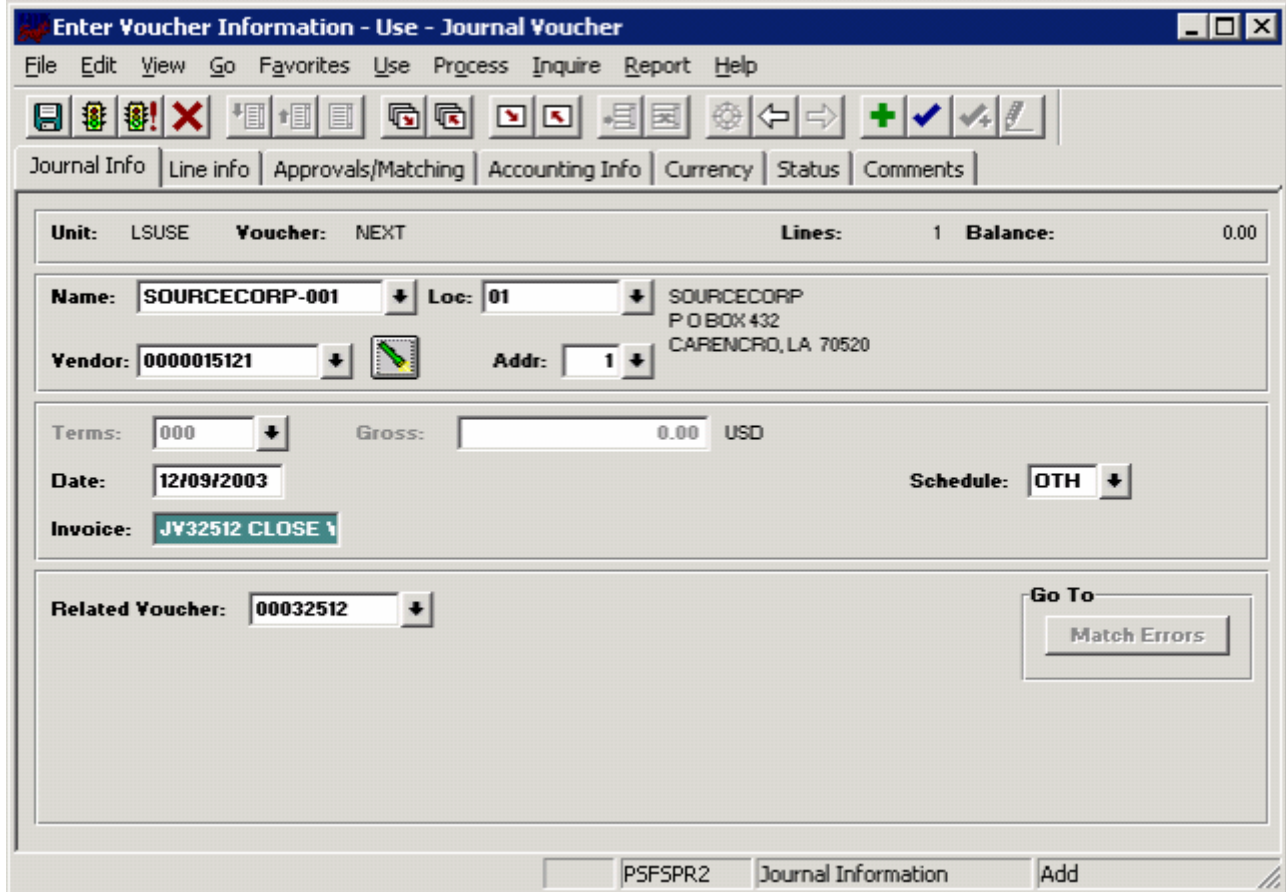
Section D. Book close entries of the Voucher.

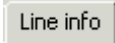
Step	Action
18.	To book the Close of the Voucher, Create a Journal Voucher in Accounts Payable by: Click Go , Administer Procurement , Enter Voucher Information <input type="button" value="Go"/>
19.	Click Use , Journal Voucher , Journal Information , Add <input type="button" value="Use"/>



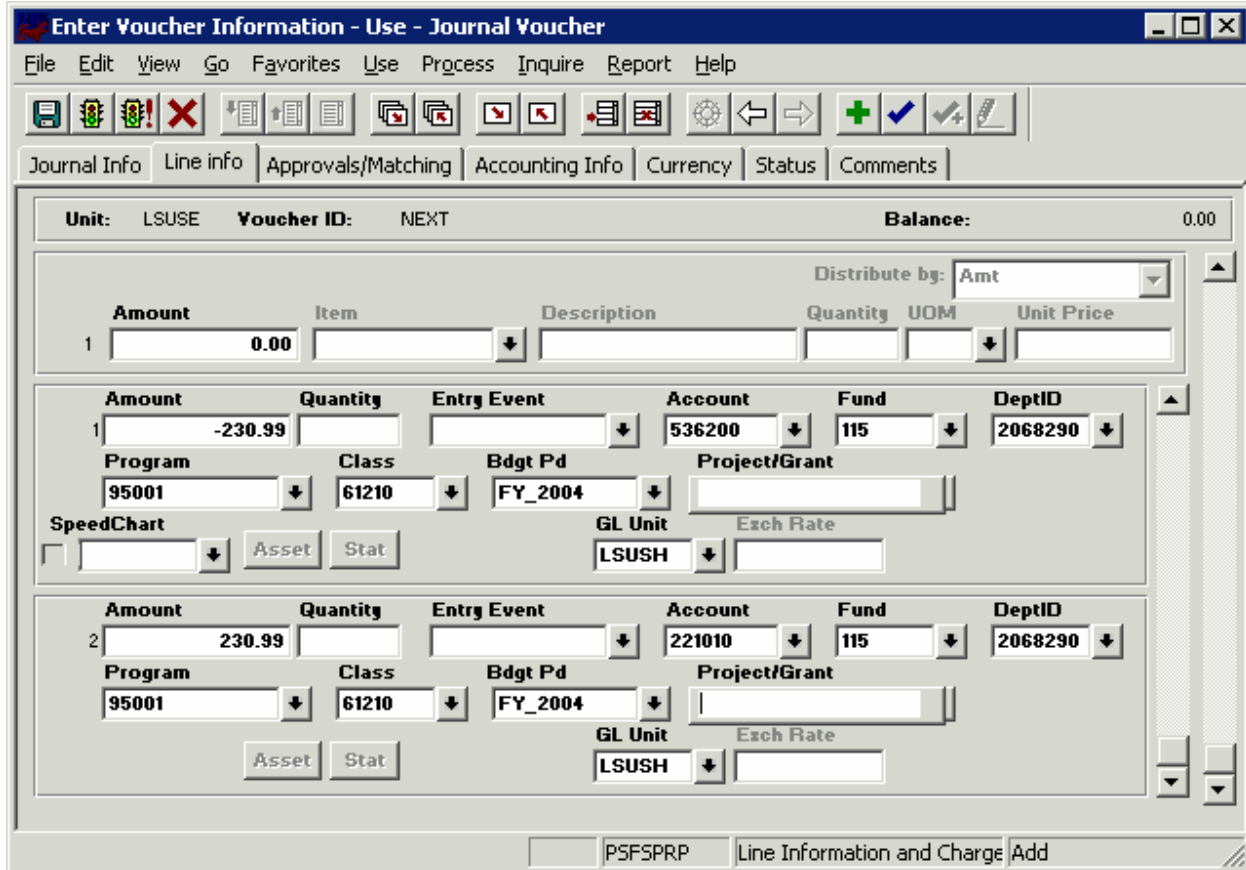
Step	Action
20.	Enter the Appropriate Business Unit .
21.	Click <input type="button" value="OK"/>



The **Journal Info** panel displays.




Step	Action
22.	Enter or Select the following: Vendor: (10 Digit Vendor ID) Date: (Current Date) Invoice: JVXXXXX CLOSE VOUCHER (With xxxxx being the original Voucher# that is being closed) Related Voucher: (Original Voucher number being closed)
23.	Click  tab.

The **Line Info** panel displays.



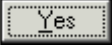
Step	Action
24.	Enter the CR to EXPENSE on Line #1 of the Voucher: Amount: (Voucher Amount - Negative Value) Account, Fund, DeptID, Program, Class, (if applicable - Project/Grant)
25.	Click  Insert Row icon or Press F7 .
26.	Enter the DR to ACCOUNTS PAYABLE on Line #2 of the Voucher: Amount: (Voucher Amount - Positive Value) Account: Select from the PS Account Values below SHARE 221005 A/P-Vendor SHARE 221010 A/P-Travel & Direct Pay Fund, DeptID, Program, Class, (if applicable - Project/Grant)
27.	Click  tab.

The Accounting Info panel displays.


Step	Action
28.	Budget Check the Journal Voucher Click  Budget Check Voucher button.

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Step	Action
29.	Click 

The **Accounting Info** panel displays refreshed.

Step	Action
30.	Click  Save the Voucher

Section E. Verify Journal Voucher Acctg Lines Posted to Book close entry of original Voucher.

Step	Action
31.	NOTE: ALLOW VOUCHER POSTING TO RUN ON THE NIGHTLY SCHEDULE
32.	Click Go , Administer Procurement , Enter Voucher Information <input type="button" value="Go"/>
33.	Click Inquire , Voucher Accounting Entries <input type="button" value="Inquire"/>

The **AP Accounting Lines** panel displays.

Unit: LSUSE Voucher: 00044368 Vendor: 0000015121 Invoice: JV32512 CLOSE VOUCHER

Accounting Line View Option

Standard Supplemental (Entry Event) View Both

Description	Ledger	Type	Budget Period	Amount	Currency	Account
	ACTUALS	DST	FY_2004	-230.99	USD	536200
	ACTUALS	DST	FY_2004	230.99	USD	221010
Accounts Payable	ACTUALS	APA	FY_2004	0.00	USD	

PSFSPR2 AP Accounting Lines Update/Display

NOTE: CR to EXPENSE and DR to ACCOUNTS PAYABLE.

If the Check is not to be reissued to the Vendor, all necessary Steps to Close the Voucher are complete.

If a Check is to be reissued to the Vendor, Please re-enter a new EXPRESS VOUCHER for Payment **OR** contact Purchasing to create a replacement PO and pay by PO Voucher.

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Questions/Comments:

Refer all questions or comments via e-mail to the **PS FIN SUPPORT GROUP**.