

This QRC outlines the steps to Void and re-issue lost check or cancel and re-write check to wrong vendor.

What to Do	Who	How to Do It
1	Verify check has not cleared the bank	Business Office  Check in SAP for check encashment information. Instructions: <ul style="list-style-type: none"><li>• <a href="#">Find Check Number or Encashment Information - ME23N</a></li><li>• <a href="#">Find Check Number or Encashment Information - FBL1N</a></li></ul> If check has been paid, Notify Payee If check has not been paid, continue to Step 2
2	Go to Accounts Payable website	Business Office  Under “Checks”, Click on “Cancel and Rewrite” – Online Form Key requestor name, phone and email Key check number, amount and payee name Add details in the comment section advising what needs to occur and why it needs to occur. Click submit
3	Issue Stop Payment.	Accounts Payable Staff  Confirm check has not been cashed. Log into JP Morgan Access to place stop payment on check with the bank. <a href="https://access.jpmorgan.com">https://access.jpmorgan.com</a> Go to Inquiry tab Click on check inquiry Make sure date range is correct Key in check number Click Inquire Select All Click Place Stop Click Submit
4	Void and Re-issue Check.	Accounts Payable Staff  <ul style="list-style-type: none"><li>• Execute Transaction FCH8, Cancel Payment.</li><li>• This will cancel the original check in the SAP system, and issue a new check to the same payee.</li><li>• If check is to go to a different payee or needs to be just voided<ol style="list-style-type: none"><li>1. Use FCH8 to cancel check</li><li>2. Use FB08 to reverse the KR document</li><li>3. The dept. will need to create a new ZV60 for the correct vendor or payment.</li></ol></li></ul>
5	Set up payment run.	AUTOPCA  At the end of the day, the Payment Program will run and prepare each entry for payment. Execute Transaction Code: F110

6	Print Checks	Xerox	<ul style="list-style-type: none"><li>• Checks will print the following morning. Checks are mailed directly from Xerox with the exemption of HELD checks.</li><li>• HELD checks are sent to PTCA for pick up.</li></ul>
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