

Void and re-issue lost check or cancel and re-write check to wrong vendor
(Direct)

	What to Do	Who	How to Do It
1	Go to Accounts Payable website	Business Office, Accounts Payable Staff	Click on "Forms", then "Accounts Payable Cancel/Rewrite and Check Copy Request"
2	Verify check has not cleared the bank.	Business Office, Accounts Payable Staff	Check OnePurdue system for check encashment information <u>Instructions:</u> http://www2.itap.purdue.edu/BS/BusMgrs/Tips/FBL1N.pdf If check has not been paid, continue to step 3. <ul style="list-style-type: none"> • If check has been paid, obtain copy from Accounts Payable and notify payee. If check has been paid, STOP HERE.
3	Issue Stop Payment.	Accounts Payable	Use bank systems to place stop payment on check with the bank.
4	Void and Re-issue Check.	Accounts Payable Staff	<ul style="list-style-type: none"> • Execute Transaction FCH8, Cancel Payment. For more information on how to do this, go to OnePurdue Help. • This will cancel the original check in the OnePurdue system, and issue a new check to the same payee. • If check is to go to a different payee <ul style="list-style-type: none"> ✓ Use FCH8 to cancel check ✓ Use FB08 to reverse document ✓ Use FB60 to post to new vendor number
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.	Production Control	<ul style="list-style-type: none"> • IT staff will print checks overnight, create check log, verify usage by Inventory Control Numbers and attach system generated Check Summary to the log. • Central Disbursements Staff will pick up checks from IT.
7	Verify the check log.	Central Disbursements Desk	<ul style="list-style-type: none"> • Verify the check log and the check summary • Printing Services will pick up checks
8	Mail checks	Printing Services	<ul style="list-style-type: none"> • Printing Services will fold, stuff, and mail checks to payee.