

Check Reissue Process

1. If a cancel **disbursement or** cancel reissue request **is** received over the phone, ask the person to send the request **via** email. **When email is received, for cancel reissue confirm the payment was sent to the correct** mailing address, **and** offer ACH/Direct Deposit.

Please note the following:

- A Lost check with correct mailing address: follow 30 days policy to reissue payment.
- A Lost check due to incorrect mail addresses (our error): reissue the payment upon request
- An expired check: the check was issued within 2 years, and the check can be sent back to us, the check can be extended without reissuing a replacement.

 Reply  Reply All  Forward



Tue 7/26/2016 4:19 PM

Cooper, Christene

FW: Check Return - Check # 1071183 (doc#3430778)

To He, Li

 You replied to this message on 7/27/2016 3:13 PM.
This message was sent with High importance.

 Message  Check for \$1225 for ZHAO, PENG.pdf (354 KB)

[Bing Maps](#)

+ Get more ap

From: Cooper, Christene

Sent: Monday, July 25, 2016 11:02 AM

To: Baron, Amanda <amanda.baron@uconn.edu>; Nobile, Christine <christine.nobile@uconn.edu>

Cc: Richard, Terri <terri.richard@uconn.edu>; Prentice, Tammy <tammy.prentice@uconn.edu>; Salafia, Lesley <lesley.salafia@uconn.edu>

Subject: Check Return - Check # 1071183 (doc#3430778)

Importance: High

Good Day:

I will be returning the attached Check # 1071183 (doc#3430778) issued to the US Department of Homeland Security. Please void this check and return the funds to the Department of Mathematics.

The reason that this check is no longer needed is that the UConn employee canceled travel plans this summer so expedited premium processing is no longer required for filing.

Apologies for the added work.

Sincerely,
Christene G. Cooper

Check Reissue Process



Thu 9/15/2016 1:16 PM
Nobile, Christine
FW: Payment Inquiry

To He, Li

Message payment-inquiry.txt (577 B)

Suggested Meetings

Action Items

+ Get more app

As per our discussion would you please do a stop payment and reissue ACH for the highlighted payment listed below?

Thanks so much!

Christine

From: do-not-reply=paymentworks.com@m.paymentworks.com [mailto:do-not-reply=paymentworks.com@m.paymentworks.com] **On Behalf Of** JOBPRO Temporary Services Inc.

Sent: Thursday, September 15, 2016 12:41 PM

To: Warren, Daniel (Accts Payable) <daniel.warren@uconn.edu>; Paulson, Brett <brett.paulson@uconn.edu>; Accounts Payable - Vendor Coordinator <AP_Vend_Coord@uconn.edu>; rich.schmitz+uconn@paymentworks.com;

tad.staley+uconn@paymentworks.com; david.chudnow@gappsuconn.edu; andy.feiner+uconn@paymentworks.com

Subject: Payment Inquiry

Good Afternoon!

Invc No 22347 is the first to be paid since setting up our Payment Works portal/account and submitting our ACH direct deposit info. Can you please confirm the payment scheduled for Mon the 19th (and all future payments) will be paid via ACH deposit?

Also - Chk No.1075294 for Invc 22203 mailed to our incorrect previous address has still not been received. Will you reissue it as a replacement check and mail to the correct new address or will it be reissued as an ACH deposit?

2. To confirm the check status in KFS. Once you are logged into KFS, click on the Maintenance tab



Check Reissue Process

- Under the “Pre-Disbursement Processor” section, choose “Search for Payment”

Pre-Disbursement Processor

- [Accounting Change Code](#)
- [ACH Bank](#)
- [ACH Transaction Code](#)
- [ACH Transaction Type](#)
- [Customer Profile](#)
- [Disbursement Number Range](#)
- [Disbursement Type](#)
- [Format Checks/ACH](#)
- [Format Reset](#)
- [Format Summary](#)
- [Payee ACH Account](#)
- [Payee Type](#)
- [Payment Bank History](#)
- [Payment Change](#)
- [Payment File Batch Upload](#)
- [Payment Type](#)
- [Payment Status](#)
- [Search for Batch](#)
- [Search for Payment](#)



- Enter the Document # in the “Source Document Number” field or check# in the “Disbursement Number” field and click “Search”

Payee Name:	<input type="text"/>	Location:	<input type="text"/>
Payee ID Type:	<input type="text"/>	Unit:	<input type="text"/>
Payee ID:	<input type="text"/>	Sub-Unit:	<input type="text"/>
Disbursement Type Code:	<input type="text"/>	Purchase Order/TEM Number:	<input type="text"/>
Disbursement Number:	<input type="text"/>	Invoice Number:	<input type="text"/>
Net Payment Amount:	<input type="text"/>	Requisition Number:	<input type="text"/>
Disbursement Date From:	<input type="text"/>	Disbursement Date To:	<input type="text"/>
Pay Date From:	<input type="text"/>	Pay Date To:	<input type="text"/>
Immediate Print:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both	Customer Number for Institution:	<input type="text"/>
Special Handling:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both	Process ID:	<input type="text"/>
Attachment:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both	Payment Detail ID:	<input type="text"/>
Payment Status Code:	<input type="text"/>	Batch ID:	<input type="text"/>
Source Document Type:	<input type="text"/>	Payment Group ID:	<input type="text"/>
Source Document Number:	<input type="text"/>		
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>			

Check Reissue Process

- Verify that you are choosing the correct document or check before confirming the check status
 - Check cleared: the check was cashed, no reissue needed. Log into BOA and get the check image if it is available online and reply to the email noting the check was paid on MMDDYY.
 - Extracted: the check is still outstanding per KFS

Please note, there is a two week lag in updating check status in KFS. For example, check#543136 was paid on 04/21/2016 and accounting office received the file from bank and updated KFS on 05/06/2016

Payee Name:	<input type="text"/>	Location:	<input type="text"/>
Payee ID Type:	<input type="text"/>	Unit:	<input type="text"/>
Payee ID:	<input type="text"/>	Sub-Unit:	<input type="text"/>
Disbursement Type Code:	<input type="text"/>	Purchase Order/TEM Number:	<input type="text"/>
Disbursement Number:	1071002	Invoice Number:	<input type="text"/>
Net Payment Amount:	<input type="text"/>	Requisition Number:	<input type="text"/>
Disbursement Date From:	<input type="text"/>	Disbursement Date To:	<input type="text"/>
Pay Date From:	<input type="text"/>	Pay Date To:	<input type="text"/>
Immediate Print:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both	Customer Number for Institution:	<input type="text"/>
Special Handling:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both	Process ID:	<input type="text"/>
Attachment:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both	Payment Detail ID:	<input type="text"/>
Payment Status Code:	<input type="text"/>	Batch ID:	<input type="text"/>
Source Document Type:	<input type="text"/>	Payment Group ID:	<input type="text"/>
Source Document Number:	<input type="text"/>		

One item retrieved.

Actions	Customer	Source Document Number	Purchase Order/TEM Number	Invoice Number	Payee Name	Pay Date	Disbursement Date	Payment Status	Disbursement Type Name	Disbursement Number	Net Payment Amount
	01-KUAL-PRAP	3219755	117997	10048543	Spec Seats Inc	06/13/2016	06/27/2016	Check Cleared	Check	1071002	9,995.00

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

3. To confirm the check status with BOA. –Once you are logged into BOA, click on Payments tab, the click stop payment.

The screenshot shows the Bank of America CashPro Online interface. The 'Payments' tab is selected, and the 'Check Management' dropdown menu is open. A red arrow points to the 'Stop Payments' option. Below the dropdown, there is a table with columns for Check Number, Amount, Memo, and Duration. The table contains one row with Check Number 543136, Amount 187.50, and Duration 12 months. A message at the bottom states 'Check has been Paid. View Details'.

Check Reissue Process

- Fill in the following four fields marked with * then click continue.

My Favorites Reporting Payments Service

Check Management > Stop Payments

Positive Pay Stop Payments Inquiry Reconciliation Approvals File Import Requests

Stop Payments

* Indicates Required Field

* Action: Place Stop * Account: 000067728052 - Disbursements ✓

* Check Number: 643136 ✓ * Amount: 167.50 ✓ Payee: (40)

Duration: 12 months Reason: Select Reason Memo: (35)

Add Another Reset

Continue

- BOA will then tell you if the check can be stopped.
 - Please review your selections below and submit: the check hasn't been paid, verify that all the information you entered are correct, then click submit.

My Favorites Reporting Payments Service

Check Management > Stop Payments

Positive Pay Stop Payments Inquiry Reconciliation Approvals File Import Requests

Please review your selections below and submit.

Review Stop Payments Entries

Action	Account	Check Number	Amount	Memo	Duration
Place Stop	000067728052 - Disbursements	1076027	40.00		12 months

Submit Edit Cancel

- Save the report named as StopPayment-ck#1071006 and attach the report and email from step 1 to the Edoc.

Stop Payment: Stop Details



The following will not be processed because a stop payment already exists for this check number

Check Details		
Check Number: 1073217	Type: Stop Placed	Initiated By: lih13004 08/29/2016 02:41:34 PM EDT
Account Number: 000067728052	Expiration Date: 08/29/2017	
Account Name: Disbursements	Effective Date: 08/29/2016	
Bank ID: 011900571		
Amount: 19,020.19		
Status: Accepted		

Notes and Attachments				
	Posted Timestamp	Author	* Note Text	Attached File
add:			<input type="text"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="CANCEL"/>
1	06/13/2016 11:29 AM	Billion, Joyanne	receipts and documents	Sajad Mirzaei Azandarian LA CA April 2016.pdf (4 MB, application/pdf)
2	06/23/2016 03:13 PM	Owens, Leshonda M	partial reimbursement	
3	09/02/2016 01:46 PM	He, Li	Disb#1071006 voided and reissued per attached email.	FW Reimbursement not issued yet.msg (67 KB, application/octet-stream)
4	09/02/2016 01:47 PM	He, Li	Disb#1071006 stop payment report.	StopPaymentSummary check#1071006.pdf (42 KB, application/pdf)

Please note: If check has already been cashed you will receive the following message:

"Warning-the item you attempted to action cannot be submitted: the check has been cashed."

My Favorites Reporting **Payments** Service

Check Management > Stop Payments

Positive Pay **Stop Payments** Inquiry Reconciliation Approvals File Import Requests

The item you attempted to action cannot be submitted.

Review Stop Payments Entries

Action	Account	Check Number	Amount	Memo	Duration
Place Stop	000067728052 - Disbursements	543136	187.50		12 months
Check has been Paid. View Details					

Check Reissue Process

- Click view details to obtain who endorsed and paid date. Reply to the email with copy of below noting the check was paid on MMDDYY and no reissue needed.

Stop Payment: Paid Item Details

The following will not be processed because the item has paid.



Check Details

Check Number: 543136	Amount: 187.50
Account Number: 000067728052	Paid Date: 04/21/2016
Account Name: Disbursements	
Bank ID: 011900571	

Electronic Endorsement Information

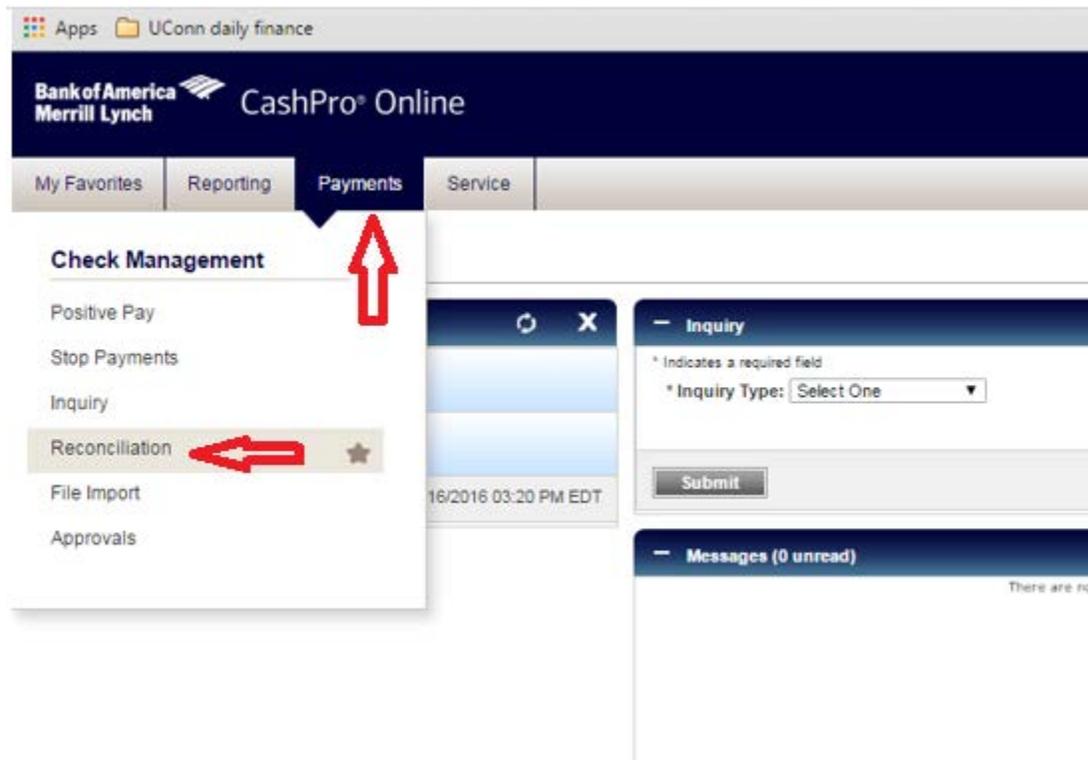
BOFD - Bank Of First Deposit	
Bank Name: LIBERTY BANK (BOFD)	Bank Name: BANKERS BANK NORTHEAST
Date: 04/20/2016	Date: 04/20/2016
R/T: 211170282	R/T: 11110617
Sequence Number: 000007069560875	Sequence Number: 7069560875
Bank Name: BANK OF AMERICA, NA	
Date: 04/21/2016	
R/T: 111310346	
Sequence Number: 006592343947	

4. If a check was returned to AP for cancellation or replacement, the check can be cancelled with BOA at no cost instead of **doing a stop payment which costs \$15 per transaction. A cancellation of a**

Check Reissue Process

check can only be done if you have the physical check in hand. If the check is lost, always do a stop payment.

- Once you are logged into BOA, click on Payments tab, then click reconciliation.



- Fill in the following four fields marked with*, then click continue.

The screenshot shows the 'Reconciliation' form in the Bank of America CashPro Online interface. The 'Reconciliation' tab is selected in the navigation bar. The form contains the following fields:

- * Action: Cancel Issue - Single
- * Account: 000067728052 - Disbursements
- * Check Number: 543136
- * Amount: 187.50
- * Issue Date: 10/07/2013

Each field has a green checkmark indicating it is filled. Below the fields are 'Add Another' and 'Reset' buttons. At the bottom of the form is a 'Continue' button, which is highlighted with a red arrow.

Check Reissue Process

- Please review your selections below and submit: verify that all the information you entered is correct, then click submit. Save and attach the report cancellation report to Edoc. Attach the email from step1 to Edoc as well.

Reconciliation Summary



Action	Count	Amount
Add Issue	0	0
Cancel Issue - Single	1	1,500.00
Cancel Issue - Range	0	

Action	Account Number	Check Number	Amount	Issue Date
Cancel Issue - Single	000067728052 - Disbursements	1071557	1,500.00	07/01/2016

Notes and Attachments				
	Posted Timestamp	Author	* Note Text	Attached File
add:			<input type="text"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="CANCEL"/>
1	06/14/2016 02:04 PM	Mell, Mary G	copied from document 3331143	
2	06/14/2016 03:02 PM	Mell, Mary G	Letter of confirmation	Dv 3331143 P Wood Presenter Gullah Voice.PDF (55 KB, application/pdf)
3	06/14/2016 03:07 PM	Mell, Mary G	Letter of Confirmation for F Quimby.	Dv 3331236 F Quimby Presenter Gullah Voice.PDF (50 KB, application/pdf)
4	08/04/2016 11:49 AM	He, Li	Disb#1071557 cancelled per attached email from Mary Mell.	RE 2 Checks to Cancel-Mary Mell.msg (68 KB, application/octet-stream)
5	08/04/2016 11:50 AM	He, Li	Disb#1071557 voided in BOA.	printReconSummary-1071557.pdf (46 KB, application/pdf)

- If the check has **already been** cancelled or paid, BOA will not allow you to cancel it again, click view details to find who initiated cancellation and date.

Check Reissue Process

Check Management > Reconciliation

Positive Pay Stop Payments Inquiry **Reconciliation** Approvals File Import Requests

The item you attempted to action cannot be submitted.

Review Reconciliation Entries

Action	Account	Check Number	Amount	Issue Date	Payee
Cancel Issue - Single	000067728052 - Disbursements	543136	187.50	10/07/2013	

An issue cancel already exists for this check number. [View Details](#)

Check Details

<p>Check Number: 543136</p> <p>Account Number: 000067728052</p> <p>Account Name: Disbursements</p> <p>Bank ID: 011900571</p> <p>Amount: 187.50</p> <p>Bank Status: Issue Cancelled</p>	<p>Type:</p> <p>Confirmed Date: 09/15/2016 </p> <p>Initiated By: cn480868 09/14/2016 12:21 PM EDT</p> <p></p>
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Positive Pay Stop Payments Inquiry **Reconciliation** Approvals File Import

The item you attempted to action cannot be submitted.

Review Reconciliation Entries

Action	Account	Check Number	Amount	Issue Date
Cancel Issue - Single	000067728052 - Disbursements	1071002	9,995.00	06/27/2016

Check has been Paid. [View Details](#)

5. Log excel of KFS_Voided checks-ACH-wires: Q:\AP\AP-Disbursements\Voided (cancelled) Cks & ACHs

Check Reissue Process

Date Voide	PDP ID	DOC Type	CK #	Payee	CK Date	Amount	Method
9/13/2016		Cancel/Reissue	540479	MIT Libraries	9/9/2013	135.00	check
9/13/2016		Cancel/Reissue	533770	Ma, Yi	6/24/2013	44.95	check
9/13/2016		Cancel/Reissue	533781	Lachapelle, Valerie	6/24/2013	270.00	check
9/13/2016		Cancel/Reissue	544679	Hamilton, Mark	10/22/2013	98.27	check
9/13/2016		Cancel/Reissue	550175	Bosse, James	12/11/2013	150.00	check
9/14/2016		Cancel Disb	521940	Treasurer, State of CT	3/11/2013	15.00	check
9/14/2016		Cancel Disb	548280	Edmund Industrial Optics	11/22/2013	21.38	check
9/14/2016		Cancel/Reissue	526879	Butler, Carol	4/24/2013	300.00	check
9/14/2016		Cancel/Reissue	170119	Brand Build Inc	9/9/2016	9,900.00	ACH
9/14/2016		Cancel/Reissue	542956	Couch, Kenneth	10/3/2013	782.90	check
9/14/2016		Cancel/Reissue	170130	Barrett, Michael Reed	9/6/2016	1,000.00	ACH
9/15/2016		Cancel/Reissue	1075294	Jobpro Temporary Services Inc	9/1/2016	1,298.00	check
9/16/2016		Cancel/Reissue	170379	Talking Eyes Media Inc	9/13/2016	250.00	ACH

6. **To Cancel a Payment or Cancel/Reissue.** Go back to the Maintenance tab in KFS and repeat step 3. Verify that you are choosing the correct document before, choosing the correct Action based on the email from Step 1. Click on the appropriate action. When the dialog box opens, enter a brief explanation and click Yes.

One item retrieved.

Actions	Customer	Source Document Number	Purchase Order/TEM Number	Invoice Number	Payee Name	Pay Date	Disbursement Date	Payment Status	Disbursement Type Name	Disbursement Number	Net Payment Amount
Cancel Disbursement Cancel Reissue	01-KUAL-PRAP	1494579		102114/SPEAKER	Pennsylvania Coalition Against Rape	05/23/2015	06/02/2015	Extracted	Check	1043240	600.00

Export options: CSV | spreadsheet | XML

7. Payment status changes to reissue or cancel disbursement depends on the request.

Actions	Customer	Source Document Number	Purchase Order/TEM Number	Invoice Number	Payee Name	Pay Date	Disbursement Date	Payment Status	Disbursement Type Name	Disbursement Number	Net Payment Amount
Cancel Disbursement Cancel Reissue	01-KUAL-PRAP	3317539		53663354738	Mirzaei Azandarian, Sajad	06/14/2016	09/06/2016	Extracted (Reissued)	ACH	169601	1,751.34

Actions	Customer	Source Document Number	Purchase Order/TEM Number	Invoice Number	Payee Name	Pay Date	Disbursement Date	Payment Status	Disbursement Type Name	Disbursement Number	Net Payment Amount
Reissue	01-KUAL-PRAP	3331236		QUIMBY71316	Quimby, Frankie	07/01/2016	07/05/2016	Cancel Disbursement	Check	1071557	1,500.00

8. Address updates per recent invoices, payee request, and returned/forward mail needs a vendor edit. Please refer to vendor manual for further instructions on updating a vendor profile.

Richmond, Luke
28112 Town Walk Drive
Hamden CT 06518

061 NFE 1 41510009/07/16
FORWARD TIME EXP RTN TO SEND
RICHMOND LUKE T
2720 STATE ST APT 14
HARDEN CT 06517-2237

RETURN TO SENDER

06510009/07/16