

Warrant Cancellation or ACH Reversal

Transaction Code:
PUOC_10

Purpose Use this procedure to cancel a warrant or to reverse an ACH.

Trigger Perform this procedure when an employees pay for a past period is reversed.

Prerequisites The employee did not receive the net pay (check returned or a stop payment was achieved) or the employee has repaid (or agreed to repayment) the net pay amount for the period.

End User Roles Payroll Processor, Payroll Analyst, Payroll Supervisor

Change History	Change Description
9/21/2005	Created
1/13/2011	User procedure updated to match current system. Added end user roles, Step one updated to include note of processing a ACH reversal.
4/24/2012	Updated Step 2 of the “then” if processing an ACH reversal.
5/11/2012	Corrected spelling error on page 3.

Menu Path Human Resources → Payroll → Americas→ USA → Off-Cycle→PUOC_10

Transaction Code PUOC_10

Helpful Hints Canceling a warrant or Reversing an ACH requires supporting actions in HRMS. An example (not related to this procedure) could be employee leave, which requires supporting actions to modify after payroll has run—if a leave slip requesting Leave Without Pay (LWOP) is turned in after payroll is run, CATS will need to be updated to show the LWOP.

Changes **must be made** in HRMS to reflect the fact that the payment should not have been made, and all deductions delimited for the specific period being reversed.

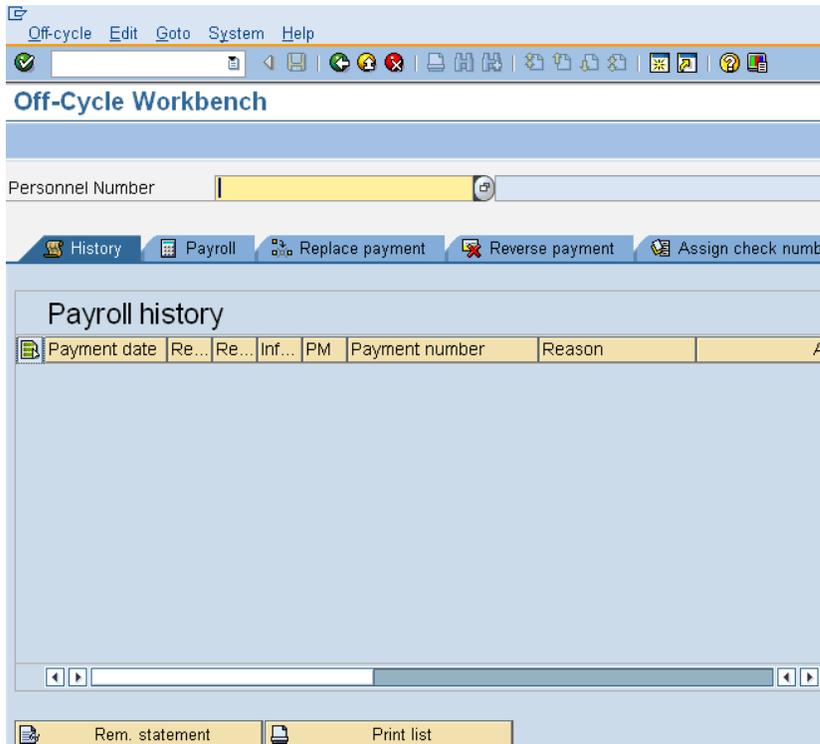
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

If	Then
You are cancelling a warrant	Continue with this procedure
If you are processing an ACH reversal	<ol style="list-style-type: none"> 1. You must contact the DOP Service Center (360) 664.6400 or ServiceCenter@DOP.WA.GOV to complete the ACH reversal. 2. DO NOT continue using this procedure until you have verified that the agency general ledger has been credited with the funds.

1. Start the transaction using the above menu path or transaction code **PUOC_10**



2. Complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no	R	The employee's unique identifying number. Example: 40000006

3. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.

Off-cycle Workbench

Personnel Number 40000006 CONGDON JENNIFER

History Payroll Replace payment Reverse payment

Payroll history

Payment date	Re...	Re...	Inf...	PM	Payment number	Reason
04/26/2010			f	C		
04/09/2010			f	C		
03/25/2010			f	C		
12/10/2008			f	C		
11/10/2008			f	C		
10/24/2008			f	C		
10/10/2008			f	C		
09/25/2008			f	C		
09/10/2008			f	C		
08/25/2008			f	C		
08/11/2008			f	C		
07/25/2008			f	C		
07/10/2008			f	C		

Rem. statement Print list

4. Click the  Reverse payment tab to select.

Off-cycle Edit Goto System Help

Off-Cycle Workbench

Personnel Number 40000006 CONGDON JENNIFER

History Payroll Replace payment Reverse payment Assign check number

Payroll history - Reverse

Payment date	Re...	Re...	Inf...	PM	Payment number	Reason
12/10/2008			f	C		
11/10/2008			f	C		
10/24/2008			f	C		
10/10/2008			f	C		
09/25/2008			f	C		
09/10/2008			f	C		
08/25/2008			f	C		

Information on payments to be reversed

Payment date	Payment number	Amount	Crty	PM	Text
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Reversal reason

5. Click the box to the left of the payment that you want to cancel.

Off-cycle Edit Goto System Help

Personnel Number 40000006 CONGDON JENNIFER

History Payroll Replace payment Reverse payment Assign check number

Payroll history - Reverse

Payment date	Re...	Re...	Inf...	PM	Payment number	Reason
12/10/2008			f	C		
11/10/2008			f	C		
10/24/2008			f	C		
10/10/2008			f	C		
09/25/2008			f	C		
09/10/2008			f	C		
08/25/2008			f	C		

Information on payments to be reversed

Payment date	Payment number	Amount	Crcy	PM	Text
12/10/2008		3,209.75	USD	C	Warrants

Reversal reason Reverse

6. In the **Reversal reason** field click on the drop down to select the appropriate reversal reason:

Reversal reason

- 4 Ripped during printing
- 5 Printed incorrectly
- 6 Destroyed/unusable
- 7 Stolen
- 8 Incorrect lot inserted
- 9 Reversed check payment
- 10 Check voided after printing
- 11

Reverse

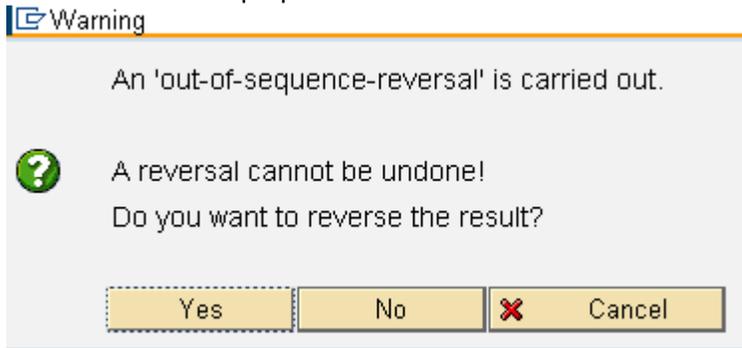
Example: Reversed check payment



The reasons that we use are **Reversed Check Payment** and **Check voided after printing**.

7. Click 

8. You will receive a Pop-up:



9. Click yes to permanently cancel the warrant or reverse the ACH.

10. The status bar will display: 

11. Click  (Exit) to return to the **SAP Easy Access Screen**.

Result

You have cancelled the warrant or ACH reversal.

Comments

To complete this retro action, change the master data for this employee. For example, if the cancellation was due to payment of hours that should not have been paid, such as Leave Without Pay that was entered as paid sick leave, then the system may try to pay those hours until the Absence type is corrected. In this example, you would need to assign the hours to an unpaid leave type to stop the system from continuing to try and pay them.