Prior Year Check Cancellation/ Reissue Procedures  
For Commercial Bank Accounts

This process will be followed for prior fiscal year check cancellation and reissues accomplished in the current fiscal year. This process applies only to Commercial Bank Accounts:

A. **Prior Year Checks Issued from a Non AASIS House Bank using payment method “H”**.

1) **A Prior Year Check was posted to AASIS using a Non AASIS House Bank and payment method “H”.** It was then lost or stolen. The vendor wants the check to be replaced.
   - Stop Payment on the check following your bank’s procedures.
   - Write new check to vendor (same amount only).
   - No posting to AASIS should be done.

2) **A Prior Year Check was posted to AASIS using a Non AASIS House Bank and payment method “H”.** The check should not have been issued. **Check is in hand.**
   - Write Void on the check.
   - Service Bureau and User Agency Fill out Prior Year Check Cancellation Form.
   - Service Bureau Agencies should send the form to the Service Bureau.
   - User Agencies should use transaction FB50 for data entry.

3) **A Prior Year Check was posted to AASIS using a Non AASIS House Bank and payment method “H”.** The check should not have been issued. **Check is lost or stolen.**
   - Stop Payment on the check following your bank’s procedures.
   - Service Bureau and User Agency Fill out Prior Year Check Cancellation Form.
   - Service Bureau Agencies should send the form to the Service Bureau.
   - User Agencies should use transaction FB50 for data entry.
B. Prior Year Checks Issued from an Agency House Bank using payment method “C”.

Agency Uses AASIS to write checks:

1) Prior Year check was lost or stolen. The vendor wants the check to be replaced.
   - Stop Payment on the check following your bank’s procedures.
   - Void Check with ZFCH8
   - Write new check to vendor with ZF110 or F-53 and FCH5.
   - No posting to AASIS should be done.

2) Prior Year check should not have been issued. Check is in hand.
   - Write Void on the check.
   - Fill out Prior Year Check Cancellation Form.
   - Service Bureau Agencies should send the form to the Service Bureau. Service Bureau use transaction ZFCH9 to void check and FB50 for data entry.
   - User Agencies should use transaction FB50 for data entry.

3) Prior Year check should not have been issued. Check is lost or stolen.
   - Stop Payment on the check following your bank’s procedures.
   - Fill out Prior Year Check Cancellation Form.
   - Service Bureau Agencies should send the form to the Service Bureau. Service Bureau use transaction ZFCH9 to void check and FB50 for data entry.
   - User Agencies should use transaction FB50 for data entry.

Agency Does Not Use AASIS to write checks:

4) Prior Year check was lost or stolen. The vendor wants the check to be replaced.
   - Stop Payment on the check following your bank’s procedures.
   - Write new check to vendor.
   - No posting to AASIS should be done.

5) Prior Year check should not have been issued. Check is in hand.
   - Write Void on the check.
   - Fill out Prior Year Check Cancellation Form.
   - Service Bureau Agencies should send the form to the Service Bureau. Service Bureau use transaction ZFCH9 to void check and FB50 for data entry.
   - User Agencies should use transaction FB50 for data entry.
6) Prior Year check should not have been issued. **Check is lost or stolen.**
   - Stop Payment on the check following your bank’s procedures.
   - Fill out Prior Year Check Cancellation Form.
   - Service Bureau Agencies should send the form to the Service Bureau. Service Bureau use transaction ZFCH9 to void check and FB50 for data entry.
   - User Agencies should use transaction FB50 for data entry.