

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.