



# PROCEDURE 36:

## CANCELLING PAYMENTS

### Job Aid AP01-36

AP01

The purpose of this job aid is to explain how to cancel payments in NCAS.

#### After accessing the Accounts Payable module:

1. Before canceling checks, the BAP code and payment reference number (check number) must be known. If you do not know the check number, follow Steps 1-7.
2. Type **PYL** in the NEXT FUNCTION field and press **ENTER** to access the *Payment List (PYL)* screen.
3. Type the **paying entity** in the PAY ENTITY field.
4. Type the **vendor's shortname@** (e.g., Buy@) in the SHORT NAME field.
5. Press **ENTER** to access the *Vendor Short Name Lookup (VSL)* screen.
6. Type **R** in the ACTIVITY field next to the vendor's name.
7. Press **ENTER** to return to the *Payment List (PYL)* screen.
  - a. Make note of the BAP code from this screen which is found in the BAP CODE field. Record the BAP code in the following space:
  - b. BAP CODE: \_\_\_\_\_

*and*

  - c. Make note of the check number found in the PYMT REF NUMBER field in the following space:
  - d. PYMT REF NUMBER: \_\_\_\_\_
8. Type **PCN** in the NEXT FUNCTION field and press **ENTER** to access the *Payment Cancellation (PCN)* screen.
9. Type the **BAP code** in the BANK ACCT PAY CODE field.
10. Type the **check number** in the PAYMENT REF NUMBER field.
11. Press **ENTER** to retrieve the information associated with the BAP code and check number.
12. Review the information displayed concerning the payment to be cancelled.
13. Type **Y** in the ENTER Y OR N field to confirm the cancellation of this check. Press **ENTER** to process the cancellation and access a blank *Payment Cancellation (PCN)* screen.