P310

Vendor Check Reversal / Stop Payment

PURPOSE

OSPS staff members use the P310 Vendor Check Reversal/Stop Payment screen to cancel vendor checks, employee off-cycle or manual checks, or regular payroll run employee checks that are no longer on the P190 PAYROLL REGISTER DATA (more than three months old). The P310 cancels the check in the OSPA check file and returns the money from the joint payroll account to the agency. It does not reverse the calculations in OSPA.

ALSO KNOWN AS

PREREQUISITES, IF ANY

OSPS must have the original voided check to be cancelled before a staff member will cancel it in OSPA.

SCREEN ACCESS KEY SEQUENCE

P310

SCREEN ELEMENTS

```
 A                                                      B
 P310                                VENDOR CHECK REVERSAL/STOP PAYMENT
                                 C ─ VC30 - TO ADD A REVERSAL OR STOP PAYMENT
                                     VC31 - FILL PARAMETERS, PRESS ENTER
           D
 MICR #           :  _____
          E
 AGENCY     F  :  _____
 NET PAY       :  _____
 PAY PER END G :  _____          I      J
 H
 CANCELLATION  : _    DELETE FROM P070: N SSN/EID: _____

 STOP PAYMENT  : _  K
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Legend

No.	Description
A	Screen designation. Screen access key sequence.
B	Screen title. Protected.
C	Application messages. Protected. See Screen Message Codes.
D	Check number. OSPA System checks are issued as a result of a regular payroll run and generally start with 4. Manual or off-cycle check numbers generally start with 9.
E	Number of agency that issued the check and that is requesting the cancellation, #####
F	Amount of check
G	End date for pay period in which check was produced
H	Y = cancel this check N = the check was cancelled in error; restore the check information to the check file. Must be entered the same day the check was cancelled.
I	Y = check is an employee check beginning with 9 (manual or off-cycle check). This entry will delete the PPNN transaction OSPA automatically enters on the P070 Deductions and Deduction Adjustments for a manual check.
J	Employee's SSN or EID. Required if I = Y.
K	Not used

NOTES

SCREEN MESSAGE CODES

Code	Message with Code	Description
VC01	MICR NUMBERS MUST BE ALL NUMERIC	Micr number must be a numeric entry
VC02	AGENCY NUMBER MUST BE NUMERIC	Agency number must be a numeric entry
VC03	NET PAY AMOUNT SHOULD BE NUMERIC	Net pay amount must be a numeric entry
VC04	NET PAY CANNOT BE EQUAL TO ZERO	Net pay amount cannot equal zero
VC05	AMOUNT LENGTH IS OVER FIELD SIZE	Amount entered was longer than 99999999
VC06	PAY PERIOD END DATE INVALID	Pay period end date entered is not valid
VC07	DAY MUST BE LAST DAY OF THE MONTH	Day entered must equal the last day of month
VC08	CANCELLATION MUST BE Y OR N	Entry in cancellation field must equal 'Y' or 'N'
VC09	STOP PYMT MUST BE Y OR N OR SPACE	Entry in stop payment field must equal 'Y' 'N' or Space
VC10	CHOOSE CANCEL OR STOP PAYMENT!!	Entry cannot be both a cancellation and a stop payment
VC11	KEY ONE OR THE OTHER NOT BOTH	Must choose cancellation or stop payment
VC12	DELETE MUST BE Y OR N	Entry in delete field must be a 'Y' or 'N'
VC13	INVALID SSN/AGENCY	Entry for SSN/Agency not valid
VC14	P070 DEDUCTION NOT FOUND	Deduction not found on P070
VC15	CK REDEEMED/INACTIVE	The check is no longer active - or it has already been redeemed.
VC18	DO NOT MATCH LOG ACTIVITY RECORD	Information entered does not match log record
VC20	MICR NUMBER NOT ON CHECK FILE!!	MICR # not found on check file
VC21	MICR NUMBER NOT ON DAILY LOG FILE	MICR # not found on daily log file.
VC23	CHECK FILE NOT OPEN	Check file is not available
VC24	AGENCY NUMBER IS INCORRECT	Agency number is incorrect
VC25	NET PAY AMOUNT IS INCORRECT	Net pay amount is incorrect

Code	Message with Code	Description
VC26	PERIOD ENDING DATE IS INCORRECT	Pay period ending date is incorrect
VC27	SCREEN ACTIVITY FILE NOT FOUND	Screen activity file not found
VC28	SCREEN ACTIVITY FILE NOT OPEN	Screen activity file not open
VC29	DO NOT MATCH CHECK FILE RECORD	Information entered does not match check file record
VC30	TO ADD A REVERSAL OR STOP PAYMENT	Message appears on screen when first entering screen
VC31	FILL PARAMETERS, PRESS ENTER	Message appears on screen when first entering screen
VC50	CHECK CANCEL/STOP PAYMENT ADDED	Cancel/Stop payment successfully added
VC90	SECURITY ERROR	Access not permitted to screen
	TRANSACTION DIFFICULTY - PLEASE CALL CENTRAL PAYROLL (SPECIFIC SYSTEM CODE WILL FOLLOW DEPENDING ON ISSUE)	Database Error. OSPS will document action being taken, screen print error and fax to programmer

For a complete alphabetical listing of OSPA message codes see Appendix E.

OSPA REASONABILITY EDITS

The PAY PER END must be within the current calendar year.

AGENCY, PAY PER END, and NET PAY entered = AGENCY, PAY PER END, and NET PAY for the MICR # entered.

SUPPORTING DOCUMENTATION

FVCR-5 Vendor Check Rewrite and original voided check

XREF23 Vendor Check Summary, which prints with each payroll run, provides a listing of vendor checks printed, including the check number and the amount.

OSPA SCREEN INTERACTIONS

Affected By

Directly Affects

P070 Deductions and Deduction Adjustments – When OSPA produces a manual check for an employee, it automatically enters a PPNN deduction on the P070 to reduce the employees subsequent pay by the amount of the manual check. If DELETE FROM P070 = Y on the P310, OSPA will delete the PPNN deduction.

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

General Information, Update

REVISION HISTORY

Date	Rev. No.	Modification
06/23/06	1.0	Original