

Cancel a Payment Batch

Scope

The process for generating the necessary treasury disbursement files is composed of the following activities in the SFA FMS application:

- Create a Payment Batch
- Modify a Payment Batch, as needed
- Format a Payment Batch
- Cancel a Payment Batch, as needed
- Confirm a Payment Batch
- Transfer Treasury Disbursement File to FTP site.

System References

N/A

Policy

N/A

Responsibility

SFA CFO (Program) Payment Manager

Distribution

N/A

Ownership

N/A

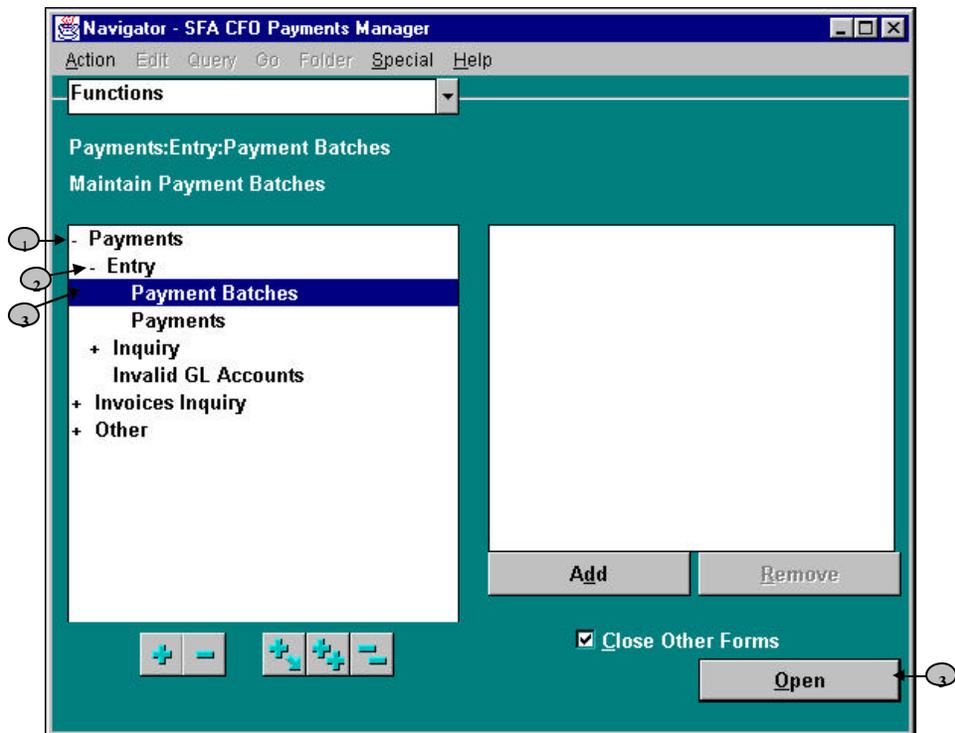
Activity Preface

The process for generating the necessary treasury disbursement files is composed of the following activities in the SFA FMS application. To access other procedures in this list, click on the link(s) below:

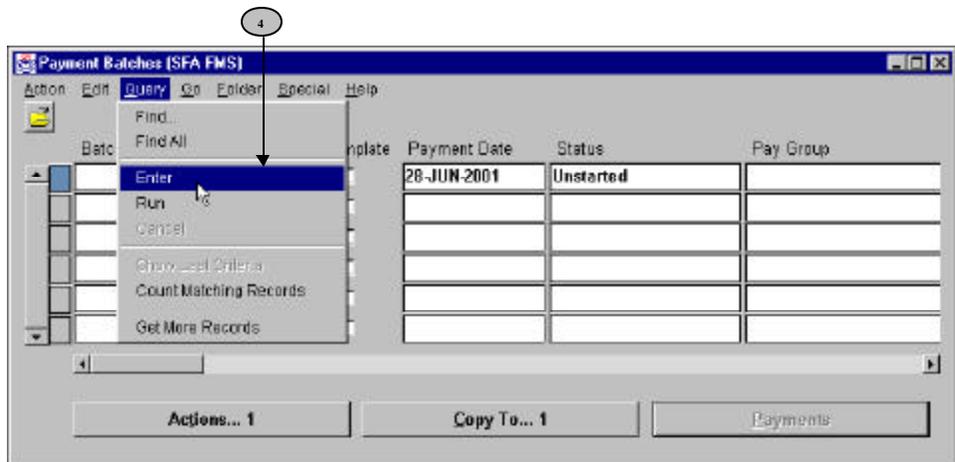
- [Create a Payment Batch \[PROA0003\]](#)
- [Modify a Payment Batch \[PROA0004\]](#)
- [Format a Payment Batch \[PROA0005\]](#)
- Cancel a Payment Batch
- [Confirm a Payment Batch \[PROA0006\]](#)
- [Transfer Treasury Disbursement File to FTP Site \[PROA0007\]](#)

Cancel a Payment Batch-SFA CFO (Program) Payment Manager

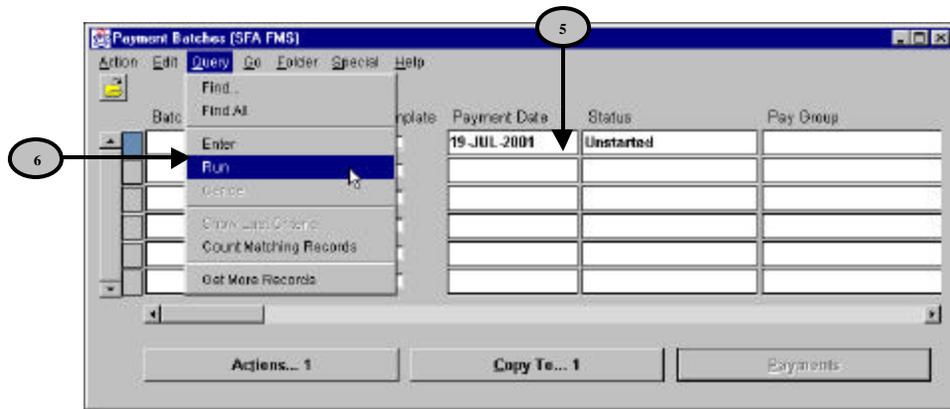
The SFA CFO Accounting Division can cancel a payment batch that has been created or formatted as long as it has not been confirmed. When a payment batch is cancelled, SFA FMS updates the status of each invoice selected in the batch to Unpaid. In addition, canceling a payment batch makes the payment batch's payment document type available for another use.



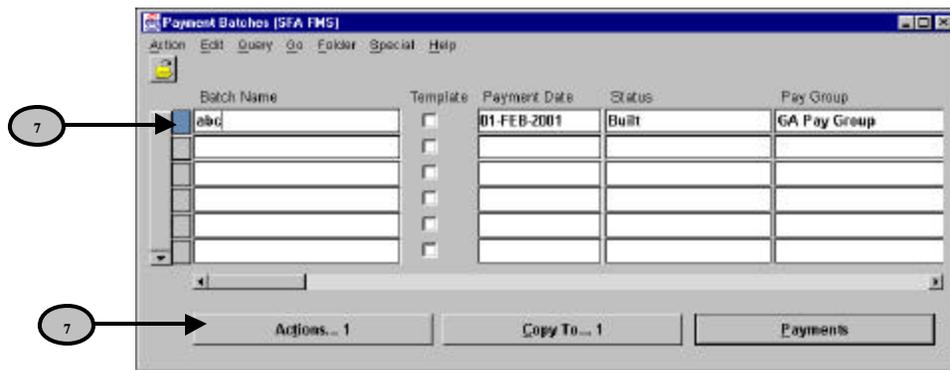
1. From the “Navigator” window, double-click **Payments**. The Payments sub-menu appears.
2. Double-click **Entry**. The Entry sub-menu appears.
3. Click **Payment Batches** and click the **Open** button. The “Payment Batches (SFA FMS)” window appears.



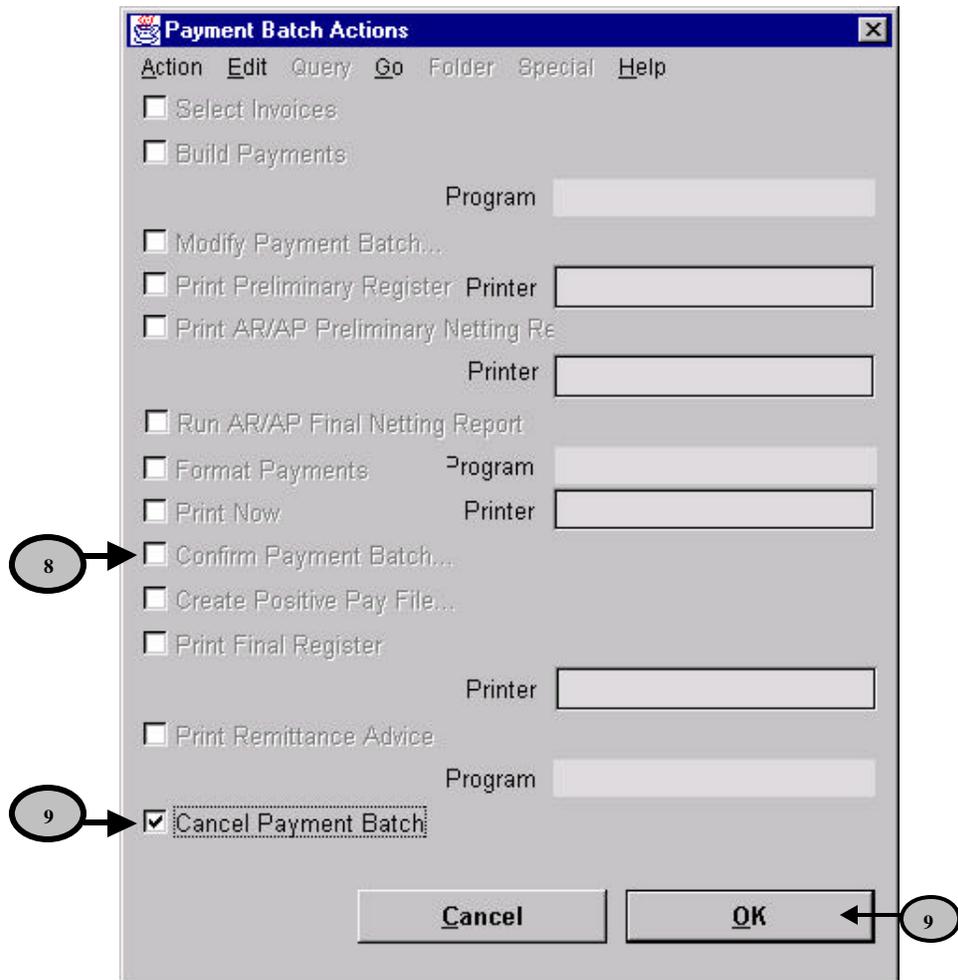
4. Select **Enter** from the **Query** menu to search for the batch to be confirmed. The fields on the “Payment Batches (SFA FMS)” window are cleared.



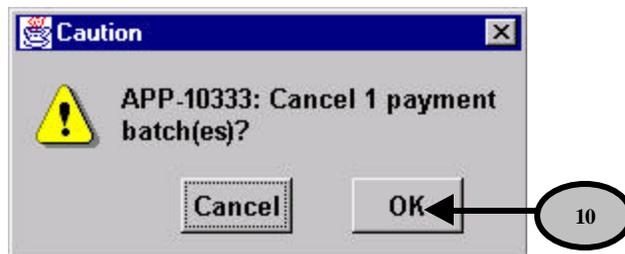
5. Tab to the **Payment Date** field and type the desired date of the payment batch that you wish to find. To narrow your search, type the first few letters of the batch name and a percent sign (e.g., FL%) in the **Batch Name** field.
6. Select **Run** from the **Query** menu. The batches that match your search criteria will appear in the “Payment Batches (SFA FMS)” window.



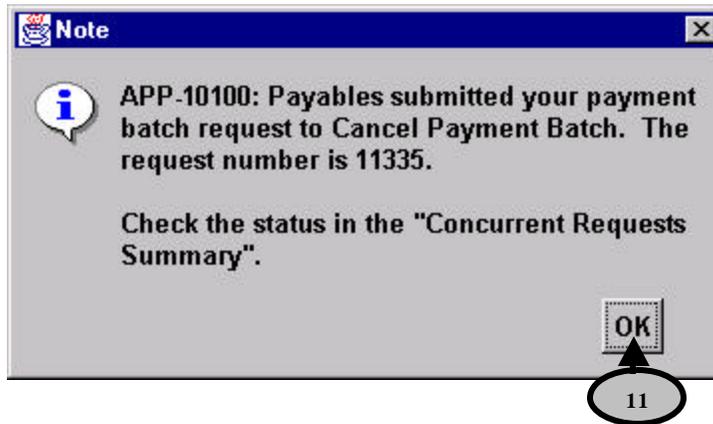
7. From the “Payment Batches (SFA FMS)” window, click the **Actions** button. The “Payment Batch Actions” window appears. The checkbox next to **Confirm Payment Batch** will automatically be checked.



8. Un-click the checkbox corresponding to **Confirm Payment Batch**
9. Click the checkbox corresponding to **Cancel Payment Batch** and click the **OK** button. A “Caution” window appears to verify that you want to cancel one payment batch.



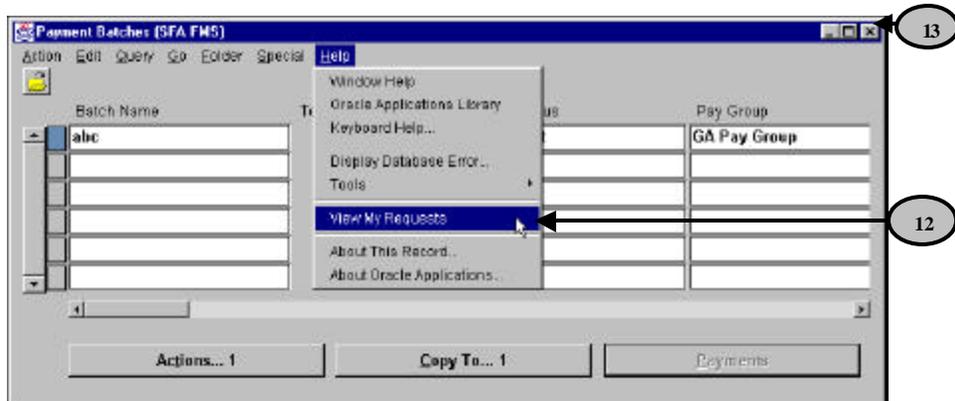
10. Click the **OK** button. A “Note” window appears indicating that the request to cancel the payment batch was submitted.



11. Click the **OK** button. A “Note” window appears indicating that the request to cancel the payment batch was submitted.

FYI: The request initiated by the Cancel Payment Batch action is:

- Confirm Payment Batch



12. For confirmation that the payment batch was cancelled successfully, select **View Requests** from the **Help** menu. You may need to click the **Refresh Status** button multiple times until the Confirm Payment Batch request is completed. The **Status** field will update to Canceling and Cancelled.

13. Click the **X** button to close the “Payment Batch (SFA FMS)” window. The “Navigator” window appears.

End of activity.

