

#### **Cancelling a Payment – Disbursing Agency Overview**

This Job Aid focuses on what needs to be done as the Disbursing Agency:

- To cancel and reissue the payment
- To cancel and put a payment on hold (Voucher only)
- To cancel and not reissue the payment

**Navigation Note:** Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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### **Revision History**

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages ( <u>Section 1</u> , after Step 1 and Step 2; <u>Section 2</u> , after Step 1 and Step 2; <u>Section 3</u> , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.



#### Cancelling a Payment Process

- 1. Complete the appropriate Payment Cancellation form to request the stop payment on a check:
  - Cardinal Stop Payment Authorization Form Department of Treasury General Warrant: used to stop payment on a Commonwealth of Virginia (COVA) General Account check. Make sure to complete every section indicated on the form.
  - b. Cardinal Stop/Void Payment Authorization Form Agency Petty Cash: used to stop payment on a Petty Cash account. Make sure to complete every section indicated on the form.
- 2. Send the completed signed form by email to the email address indicated on the form.
  - a. Cardinal Stop Payment Authorization Form Department of Treasury General Warrant: <u>STOP.PAYMENTS@TRS.VIRGINIA.GOV</u>
  - b. Cardinal Stop/Void Payment Authorization Form Agency Petty Cash: <u>EDI@DOA.VIRGINIA.GOV</u>
- 3. For General Account payments, Treasury stops payment with the bank and notifies the Fiscal Officer at the agency (or an email address of the agency's choosing). No additional action is taken by the agency at this time.

For Petty Cash checks, the stop is placed by the agency with the bank.

- For General Warrant stop payments, Treasury sends the updated Cardinal Stop Payment Authorization Form – Department of Treasury – General Warrant (updated with the **Treasury Use Only** information) to Department of Accounts (DOA).
- 5. DOA processes the stop payment in Cardinal as indicated on the Cardinal Stop Payment Authorization Form for General Warrant or Petty Cash and notifies the agency (as indicated on the form) that the stop payment has been processed in Cardinal.
- 6. Depending on the request, the agency may need to take additional steps. If the requested action is:
  - a. To reissue (payment was lost, mutilated, etc. and no change is required for the remit information), no action is required by the agency. The payment will be reissued in the next pay cycle.
  - b. To not reissue (payment should not be reprocessed), no action is required by the agency. All accounting entries for the transaction are automatically reversed.
  - c. To hold the payment (when remit information needs to be updated so it can be properly delivered and/or deposited by the Supplier), the requesting agency must now take action on the Voucher. This is not available for expense transactions.



Step	Action
1.	Navigate to the Voucher page using the following path:
	Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

The Voucher page displays with the Add a New Value page displayed by default.

Favorites	✓ Main Menu ✓	Accounts Payable      Source Add/Update      Regular Entry
Voucher		
Add a	New Value	Q Find an Existing Value
Ad	*Business Unit *Voucher ID *Voucher Style Supplier Name Short Supplier Name Supplier ID Supplier Location ddress Sequence Number	15100 Q NEXT Regular Voucher V Q Q Q Q Q Q Q Q Q Q Q Q Q
Estin	Invoice Number Invoice Date Gross Invoice Amount Freight Amount Misc Charge Amount mated No. of Invoice Lines Add	0.00       0.00       0.00       1
i	For more infe "Overview of Website in <b>J</b>	ormation pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled f the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal <b>ob Aids</b> under <b>Learning</b> .
2.	Click the <b>Fin</b>	<b>d an Existing Value</b> button. Existing Value



Step	Action
The Find	an Existing Value page displays.
Favorites	Main Menu      Accounts Payable      Souchers      Add/Update      Regular Entry
Voucher	Add a New Value
Find a Sea	In Existing Value Search. Leave fields blank for a list of all values.
P	Recent Searches Choose from recent searches V 🖉 🖓 Saved Searches Choose from saved searches V 🖉
	Business Unit = v 15100 Q Voucher ID begins with v Invoice Number begins with v Invoice Date = v iii Short Supplier Name begins with v Cuptier ID begins with v Q
	Supplier Name begins with    Voucher Style    Related Voucher begins with    Entry Status    Voucher Source    Voucher Source    Incomplete Voucher    Show fewer options
	Clear
3.	Enter the <b>Voucher ID</b> (or <b>Invoice Number</b> ) to access the Voucher that is on payment hold and needs action taken.
i	If the Voucher ID is unknown, the <b>Short Supplier Name</b> , <b>Supplier ID</b> , or <b>Name 1</b> fields can be entered to display a list of Vouchers that can be selected.
4.	Click the <b>Search</b> button.
5.	Click the <b>Payments</b> tab.



Step	Action	
The Paym	nents tab displays for the applicable Voucher.	
	Favorities •     Main Menu •     > Accounts Payable •     > Vouchers •     > Add/Update •     > Regular Entry	
	Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary	
	Business Unit 15100 Invoice No 1236 × Voucher ID 00001820 Invoice Date 11/02/2016 13 Action × Run Voucher Style Regular Voucher Total Amount 4 316 28 *Pay Terms 30 Q Net 30 Schedule Payments	
	Supplier Name     Aspect Software       Payment Information     Find   View All	
	Payment 1  Remit to 000000003  Good Gross Amount  Address  Address  Appent Software  300 Apollo Drive VA1003651 EVAD83206  Character MA 01921	
	Payment Options         *Bank 1100       Pay Group        *Netting Not Applicable        Supplier Bank         *Account TR01       *Handling Regular Payments       LIC ID       Messages         *Method CHK       Check       Hold Reason Other       Ø       #Actions       Separate Payment         Message will appear on remittance advice.        *Actions       Separate Payment	
	Schedule Payment       V         *Action       Schedule Payment         Pay       V         Reference	
	Image: Add Image	
	Make adjustments to the Voucher remit information as needed.	
	Below are some examples of Voucher actions that may be needed:	
	a. Change/update the remit address on the Voucher:	
i	i. If the address exists in Cardinal, update the Voucher with the correct address by choosing the address under the <b>Payment Information</b> section.	
	<ul> <li>ii. If the address does not exist in Cardinal, a Vendor Maintenance Request form must be used to have the address added to the supplier. On the Vendor Maintenance Request Form, indicate an effective date for the new address that is earlier than the accounting date of the Voucher that is on Payment Hold.</li> </ul>	
	b. Remit comment needs to be added to the Voucher:	
	i. Update the <b>Message</b> line under <b>Payment Options</b> .	



Step	Action
6.	In the <b>Payment Options</b> section, uncheck the <b>Hold Payment</b> checkbox to remove the hold to allow the payment to be reissued.
	Supplier Bank Messages I Hold Payment Separate Payment
7.	Click the <b>Save</b> button.
	Save



#### **Reviewing Cancelled Payments**

#### Payment Status for Vouchers – Cancelled and Reissued Payment Information

Step	Action
1	Navigate to the <b>Voucher</b> page using the following path:
••	Main Manu > Accounts Payabla > Vouchars > Add/Undata > Pagular Entry
	Main Menu > Accounts Payable > vouchers > Add/Opdate > Regular Entry
The <b>Vo</b>	ucher page displays with the Add a New Value page displayed by default.
Fav	vorites  Main Menu  Accounts Payable  Vouchers  Add/Update  Regular Entry
νοι	icher
	Add a New Value
	*Business Unit 15100
	*Voucher ID NEXT
	*Voucher Style Regular Voucher
	Supplier Name Q
	Support Codemon
	Gross Invoice Amount 0 0 0
	Freight Amount 0,00
	Misc Charge Amount 0.00
	Estimated No. of Invoice Lines 1
	Add
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled
	"Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website
	in Job Aids under Learning.
2	Click the <b>Find an Existing Value</b> button
	Q Find an Existing Value



Step	Action
he Fir	nd an Existing Value page displays.
Fav	vorites  Main Menu  SAccounts Payable  Vouchers  SAdd/Update  SRegular Entry
vou	Joner
- F	Find an Existing Value
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Recent Searches Choose from recent searches
	Business Unit = v 15100 Q
	Invoice Date = V
	Short Supplier Name begins with V
	Supplier ID begins with V
	Supplier Name begins with V
	Related Voucher Legins with V
	Voucher Source = v
	Show fewer options
	Case Sensitive
	Search Clear
· · · · ·	
	Enter the applicable Voucher ID Number in the Voucher ID field.
	Veueber ID III III
	voucher ID begins with V
	Click the <b>Search</b> button.
	Search



Favorites -	Main Menu <del>v</del>	Accounts Payable	Vouc	hers 🔻 > Add/Up	idate 🔻 > 🛛	Regular Entry	
Summary	Related Documents	Invoice Information	<u>P</u> ayments	Voucher Attribute	es <u>E</u> rror Su	immary	
Busin	ess Unit 50100			Invoice Date 1	1/23/2015		
Voi	icher ID 00557432			Invoice No	1775		
Vouch	er Style Regular			Invoice Total	34,345.00	USD	
Supplie	er Name Halcrow Inc						
	5701 Cleveland	l Street					
	Suite 200						
	VA10030223						
	EVAAD327750						
	Virginia Beach,	VA 23462					
Entry	/ Status Postable			Pay Terms	Net 30		
Matcl	Status Matched	Approval	History	Voucher Source	Online		
Approva	I Status Approved			Origin	ONL		
Pos	t Status Posted			Created On	01/27/2016 1	2:00AM	
				Created By	ROBERT GA	Y	
				Last Update	01/29/2016 1	2:00AM	
Budge	t Status Valid			Modified By			
				FRS Type	Not Applicabl	e e	
Budget Mis	status Valid			Close Status	Open	2	
*View	Related Payment Inquin	/	✓ Go				
	200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200						
Return to	Search 🔄 Notify	C Refresh				📑 Add	Update/Display
Summary I Do	lated Desuments Linueis	Information I Paymon	to I Vousbor	Attributes   Error Sur	000004		
summary   Re	lated Documents   Invoice	e miormauori į Paymen	is   voucher/	Auribules   Error Surr	innary		



Step	Act	tion										
The <b>F</b> Voucl	Relate her.	d Documents tab	display	's and	includ	les the	Payr	ment S	tatus for	each p	payment or	n this
	Favorites 👻	Main Menu - Accounts Paya	ole 🕶 > Vouc	hers 🔻 👌 A	.dd/Update 👻	> Regular E	Entry					
	Summary	Related Documents Invoice Information	n <u>P</u> ayments	Voucher A	ttributes E	rror Summary	1				New Window   H	Help Personalize
	B	Voucher ID 00557432 oucher Style Regular Voucher Supplier ID 000005994		Invoice Invoice D	No 1775 late 11/23/201	15		Act	tion		Run	
	▼ Paymen	t Details	Scheduled to	Payment		Remit	Remitting	Personalize   Payment	Find   View All	🔜 First	1-2 of 2 🕑 Last	
	- Actions	Canceled	Pay 01/28/2016	Reference 20177377	STATE	Supplier 0000005994	Address	4 CHK	Amount 34,345.00	) 34.3	45.00 USD	
	+ Actions	Paid	01/28/2016	20250857	STATE	0000005994		4 CHK	34,345.00	) 34,3	45.00 USD	
1	Voucher	Line - PO Information										
]	Voucher	Line - Receiver Information										
	Sav	e										
	Return to	Search Refresh									Add 🕅 Updat	e/Display
5	Summary   Rela	ated Documents   Invoice Information   Payr	nents   Voucher	Attributes   Erro	or Summary							oronopidy
0												
6.	Clic	ck the <b>Payments</b> t	ab.									
		Deleted Desuments	Inveloe	Informatio	Deux	manta	Vauahas	Attributes	Error Ourse			
	20	Immary    Related Documents	I Invoice	Informatio	n Pay	ments	voucner	Attributes	Error Summ	ary		
The F	Pavme	nts tab displavs.										
_												
1	Favorites 🗸	Main Menu - > Accounts Payab	e 🔻 > Vouch	ers 🕶 > Ad	d/Update 👻 🗄	> Regular En	try					
	Summary	Related Documents Invoice Information	Payments	Voucher Attr	ibutes Erro	or Summary					New Window   Help   I	Personalize Page
				_	1 -							
	E	Business Unit 50100		Invoice	No 1775			]				
	,	Voucher ID 00557432		Invoice Da	ate 11/23/2018	5		Actio	on	$\sim$	Run	
		Total Amount 34 345 00		*Pay Ter	ms 30	Net 3	0				Schedule Payments	
	s	upplier Name Halcrow Inc.					-					
	Payment Info	rmation								Find   View A	ll First ④ 1 of 2 ④	Last
		Payment 1										+ -
		*Remit to 0000005994		Gross An	nount	34345	.00 USD	Scheduled E	Due 01/28/2016		Payment Inquiry	
		Location MAIN		Disc	count	0.	.00 USD	Net D	Due 01/01/2016		Express Payment	
		^Address 4						Discount L Accounting D	ate 02/02/2016		Payment Comments( Holidav/Currency	))
		Halcrow Inc										
		5701 Cleveland Street										
		Suite 200 VA10030223										
		EVAAD327752										
		Virginia Beach, VA 23462										
	Payment	Options										
		*Bank 1100		Pay Gr	oup			*Nett	ting Not Applicable	~	Supplier Bank	
		*Account TR01		*Hand	lling Regular	Payments	$\checkmark$	L/C	C ID		Messages	
		*Method CHK Q Check		Hold Rea	ison		$\checkmark$		- 40*		Hold Payment	nt
		Message Remittance							◆ Actions			
	wessage w	appear on remittance advice.										
	Schedule	Payment										
		*Action Cancelled	<	Payment I	Date 02/02/20	16						
		Pay	~	Refere	ence 2017737	7						
	Save											
	Return to	Search 🔛 Notify 📿 Refresh									Add Dig Update/Dig	splay



	Action			
-	The Schedule Payment sectior	n indicates the Action of "	Cancelled".	
	*Action Cancelled Pay	>		
)	The <b>Reference</b> field displays the Payment Date 02/02/2016 Reference 20177377	e payment's Reference ID	Number.	
	Click the right arrow to advance Find   View All First ④ 2 of 2	to the next set of Paymen	t Information.	
				New Window Help Per
	Summary         Related Documents         Invoice Information         Payment           Business Unit         50100         Voucher ID         00557432           Voucher ID         00557432         Voucher Style         Regular Voucher           Total Amount         34,345.00         34,345.00         34,345.00	Invoice No 1775 Invoice Date 11/23/2015 *Pay Terms 30 Net 30	Action	Run Schedule Payments
	Summary         Related Documents         Invoice Information         Paymer           Business Unit         50100         Voucher ID         00557432           Voucher ID         00557432         Voucher           Total Amount         34,345.00         Supplier Name           Supplier Name         Halcrow Inc.           Payment Information         Payment 2           "Remit to         0000005994           "Address         4	Invoice No 1775 Invoice Date 11/23/2015 *Pay Terms 30 Net 30 Gross Amount 34345.00 USD Discount 0.00 USD	Action Find Vie Scheduled Due 01/28/2016 Net Due 01/01/2016 Discount Due Accounting Date 03/16/2016	Run Schedule Payments ew All First ④ 2 of 2 ④ I Payment Inquiry Express Payment Payment Comments(0) Holiday/Currency
)	Summary       Related Documents       Invoice Information       Paymer         Business Unit       50100       Voucher ID       00557432         Voucher Style       Regular Voucher       Total Amount       34,345.00         Supplier Name       Halcrow Inc.       Payment         Payment Information       Payment 2       *Remit to 000005994       \$	Invoice No 1775 Invoice Date 11/23/2015 *Pay Terms 30 Net 30 Gross Amount 34345.00 USD Discount 0.00 USD	Action Vi Find Vi Scheduled Due 01/28/2016 Net Due 01/01/2016 Discount Due 03/16/2016	Run Schedule Payments ew All First ④ 2 of 2 € L Payment Inquiry Express Payment Payment Comments(0) Holiday/Currency
)	Summary       Related Documents       Invoice Information       Paymer         Business Unit       50100       Voucher ID       00557432         Voucher Style       Regular Voucher       Total Amount 34,345.00         Supplier Name       Halcrow Inc.         Payment Information       Payment 2         "Remit to       0000005994       T         Location       MAIN       *Address 4         Halcrow Inc       5701 Cleveland Street       Suite 200         VA10030223       EVAAD327752       Virginia Beach, VA 23462         Payment Options       *Bank 1100       *Account TR01         *Method CHK       © Check       Message Remittance         Message will appear on remittance advice.       Event       Check	Invoice No 1775 Invoice Date 11/23/2015 *Pay Terms 30 Net 30 Gross Amount 34345.00 USD Discount 0.00 USD Pay Group *Handling Regular Payments V Hold Reason V	Action Vi Find Vi Scheduled Due 01/28/2016 Net Due 01/01/2016 Discount Due Accounting Date 03/16/2016 VLC ID VActions	Run Schedule Payments ew All First ① 2 of 2 ① L Payment Inquiry Express Payment Payment Comments(0) Holiday/Currency Holiday/Currency
	Summary       Related Documents       Invoice Information       Paymer         Business Unit       50100       Voucher ID       00557432         Voucher Style       Regular Voucher       Total Amount 34,345.00       Supplier Name Halcrow Inc.         Payment Information       Payment 2       *Remit to 000005994       T         Location       MAIN       *Address 4       Halcrow Inc         Strict       Strict 200       VA10030223       EVAAD327752         Virginia Beach, VA 23462       Payment Options       *Bank 1100       *Account TR01         *Method CHK       © check       Message Remittance         Message will appear on remittance advice.       Schedule Payment       Y         Pay       Y       Y       Y	Invoice No 1775 Invoice Date 11/23/2015 *Pay Terms 30 Net 30 Gross Amount 34345.00 USD Discount 0.00 USD Pay Group *Handling Regular Payments ✓ Hold Reason ✓	Action Vi Find Vi Scheduled Due 01/28/2016 Net Due 01/01/2016 Discount Due Accounting Date 03/16/2016 VLC ID CLC ID Actions	Run Schedule Payments ew All First ① 2 of 2 ① L Payment Inquiry Express Payment Payment Comments(0) Holiday/Currency Supplier Bank Messages Hold Payment Separate Payment



#### **Payment Status for Expense Reports**

Step	Action
1.	Navigate to the Employee Payment History page using the following path:
	Main Menu > Travel and Expenses > Process Expenses > Review Payments > Payment History

#### The Employee Payment History Search page displays.

ployee Pa	ayment Hist	tory						
Find an E	xisting Valu	ıe						
Enter any i	nformation you	have and click Search.	Leave fields blar	nk for a list of all valu	es.			
<b>D</b> Red	cent Searches	Choose from recent	searches	~ 0	P	Saved Searches	Choose from saved searches	~
		Empl ID begins with	~	Q				
		Name begins with	✓					
	Paymen	t Number begins with	~					
		*SetID = 🗸	STATE	Q				
	B	ank Code begins with	~	Q				
	Ban	k Account begins with	✓	Q				
	Payment F	Reference begins with	~					
		∧ Show fewer option	ons					
		Case Sensitive						
		Search	Clear	Save Search				

2. Populate either the **Employee ID** or **Employee Name** field.

in Job Aids under Learning.

	Empl ID begins with 🗸
	Name begins with V
3.	Click the <b>Search</b> button.
	Search Clear



~	Search Result	ts Empli	CatID "O						
	o results -	Emprid	Selid S	IAIE					
							View All	First ④ 1-6 of	6 🕟 Last
	Empl ID	Name	Payment Number	SetID	Bank Code	Bank Account	Payment Reference	Creation Date	
			0008536270	STATE	1100	TR01	82217611	10/26/2023	>
			0008462371	STATE	1100	TR01	82196274	09/29/2023	>
			0006976385	STATE	1100	TR01	81805775	04/21/2022	>
			0003116612	STATE	1100	TR01	80781119	05/09/2018	>
			0000418974	STATE	1100	TR01	80038139	05/07/2014	>
			0000268995	STATE	1100	TR01	80021053	05/18/2013	>

STATE

1100

**TR01** 

82217611

Н

>

10/26/2023



Step	Action
The En	mployee Payment History page displays.
	Favorites •     Main Menu •     >     Travel and Expenses •     >     Process Expenses •     >     Review Payments •     >     Payment History
	Employee Payment History
	Payment Info
	Payment Reference 82217611 Bank Code Cardinal Disb Bank Account Cardinal Disb
	Payment Amount     80.00     USD       Pay Status     Stop
	Payment Method         Check           Action         Open/Issue         Date Cancelled         11/10/2023
	Payee Address
	Payments Personalize   Find   🔄   🔜 First 🕢 1 of 1 🕟 Last
	Type ID Descr Status Created Amount
	Expense Report         0000387223         Shelter Reservation-VTRC Lunch         Staged         10/12/2023         80.00         USD
	Save A Return to Search 1 Previous in List Next in List
5.	Review the key fields:
	a. The <b>Pay Status</b> field indicates the payment is "Stop"
	b. The <b>Action</b> field indicates the action taken for the Stop which is "Open/Issue" in this example
	c. The <b>Date Cancelled</b> field identifies the date that the payment was cancelled
6.	Click the Return to Search button.
	Return to Search



р	Actio	on											
he <b>Employee Payment History</b> search page redisplays for the selected employee.													
Favorites •     Main Menu •     > Travel and Expenses •     > Process Expenses •     > Review Payments •     > Payment History													
Find an Existing Value Search Criteria Enter any information you have and click Search. Le						blank for a li	st of all values	i.					
	PRecent Searches Choose from recent searches					<b>~</b> /		Saved Sear	ches Choos	e from saved searche	s v		
-		Paym Ba Paymen	Empl ID Name ent Number "SetID Bank Code ank Account tt Reference A Sh Ca	begins with begins with begins with begins with begins with begins with begins with ow fewer op se Sensitive	0008536 STATE STATE 1 V 1100 V TR01 V 8221761 tions	270	ू ू ू ू ू ू ू ू		~				
				Search	Clear	□ S	ave Search						
Search Results 6 results - Empl ID					Se	tid "Stat	E"						
					Dank	Deals	View All	I First	🕢 1-6 of 6 🕟 Las	t			
Empl ID Name Paym Numb			ber Setil	Code	Accoun	t Referer	nce Creat	ion Date					
					0008	536270 STA	FE 1100	TR01	822176	611 10/26	/2023 >		
					0008	462371 STA	TE 1100	TR01	821962	274 09/29	/2023 >		
					0006	976385 STA	FE 1100	TR01	818057	775 04/21	/2022 >		
					0003	116612 STA	FE 1100	TR01	807811	119 05/09	/2018		
					0000	418974 STA	FE 1100	TR01	800381	139 05/07	/2014 >		
					0000	268995 STA	IE 1100	TR01	800210	053 05/18	/2013 >		
	Click close	the <b>P</b> est dat earch Res results	ayme e. sults - Emp	nt Ref	erence	ID link	that is	most	likely	the reis	ssued paym	nent based on t	
											First 🕢 1-6 of 6	6 🕟 Last	
									-				
		Empl ID	Name			Payment Number	SetID	Bank Code	Bank Account	Payment Reference	Creation Date		
		Empl ID	Name			Payment Number	SetID 70 STATE	Bank Code 1100	Bank Account TR01	Payment Reference 82217611	Creation Date 10/26/2023	>	
		Empl ID	Name			Payment Number 000853623 000846233	SetID 70 STATE 71 STATE	Bank Code 1100 1100	Bank Account TR01 TR01	Payment Reference 82217611 82196274	Creation Date 10/26/2023 09/29/2023	>	
		Empl ID	Name			Payment Number 000853623 000846233 000697638	SetID 70 STATE 71 STATE 85 STATE	Bank Code 1100 1100 1100	Bank Account TR01 TR01 TR01 TR01	Payment Reference 82217611 82196274 81805775	Creation Date 10/26/2023 09/29/2023 04/21/2022	>	
		Empl ID	Name			Payment Number 000853623 000846233 000697638 000311661	SetID 70 STATE 71 STATE 35 STATE 2 STATE	Bank Code           1100           1100           1100           1100           1100	Bank Account TR01 TR01 TR01 TR01 TR01	Payment Reference 82217611 82196274 81805775 80781119	Creation Date 10/26/2023 09/29/2023 04/21/2022 05/09/2018	> > > >	
		Empl ID	Name			Payment Number 000853623 000846233 000697638 000311661 000041893	SetID 70 STATE 71 STATE 85 STATE 12 STATE 74 STATE	Bank Code 1100 1100 1100 1100 1100	Bank Account TR01 TR01 TR01 TR01 TR01 TR01	Payment Reference 82217611 82196274 81805775 80781119 80038139	Creation Date 10/26/2023 09/29/2023 04/21/2022 05/09/2018 05/07/2014	>	



Step	Action										
	For this scenario, the same Expense Report is listed and the new payment information is indicated.										
	Favorites  Main Menu  Travel and Expenses  Process Expenses  Proce										
	Employee Payment History										
A	Payment Info										
	Payment Reference 82217611										
		Bank Code	Cardinal Disb								
	В	ank Account	Cardinal Disb								
	Payr	nent Amount	80.00 USD								
		Pay Status	Paid		Sta	itus Posted					
	Payı	ment Method	Check		Payment D	ate 10/30/2023	3				
1	Payee Address										
	Payments	5	F	Personalize	Find   🛛   🔣	First 🕚 1 o	of 1 🕟 Last				
	Туре	ID	Descr	Status	Created	Amount					
	Expense Report	0000387223	Shelter Reservation-VTRC Lunch	Paid	10/12/2023	80.00	USD				
	Save Save	Return to	Search T Previous in List	t Nex	t in List						