

PS1005 - Automatic Check Cancellation Screen

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Description

Use PS1005 to generate the cancellation of transactions associated with a check or an advice. (An advice is the earnings statement for a paycheck that is directly deposited into a bank account.) This screen automatically generates the transactions that decrease the expenditures to the payroll accounts previously charged, as well as the vendor payments affected. The automatic check cancellation process is valid for the period of time that the payroll history is online. For an example of the screen, see below:

PS1005-002 **AUTOMATIC CHECK CANCELLATION SCREEN**

PAYROLL SCHEDULE []

CHECK DATE	EMPLOYEE ID	C/A	CHECK/ADVICE#
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

NEXT: FUNC [A] SCREEN KEY1 KEY2 KEY3

CANCEL NEXT SCREEN PRINT REFRESH HELP MENU

User Functions and Key Fields

FUNC	A (Add)
KEY1	Leave blank
KEY2	Leave blank
KEY3	Enter a Payroll Schedule

Using the Screen

After you type check cancellation transactions on the Automatic Check Cancellation Screen, pressing the Enter key automatically enters the transactions on the following screens:

- Cancellation/Overpymt/Handdrawn Header Screen (PS1006)
- Cancellation/Overpymt/Handdrawn Distributions Screen (PS1007)
- Cancellation/Overpymt/Handdrawn Bonds Screen (PS1008)

You can access these screens to correct account codes or deduction codes.

An advice should not be cancelled unless the deposit of the advice has been stopped. The cancellation of an advice reverses all of the accounting entries and takes the net pay out of the central payroll account and transfers it back to the local payroll account. If the advice has been deposited into a personal bank account, the institution must recover the net pay from the employee and enter the transaction as an overpayment.

Data Fields

Payroll Schedule (Key 3)	C/A Indicator
Check Date	Check/Advice #
Employee ID	

Payroll Schedule (PAYR-SCHD)

Definition	Key3 field. A code identifying a specific payroll.
Length	3 characters The first two characters identify the month of the accounting period (01-12). The third character identifies the schedule code.
Values	The third character is defined by the SBCTC-ITD on the Schedule Code Table (PS9042) as follows: <ul style="list-style-type: none"> A Semimonthly payroll schedule for the pay period of the 1st through the 15th of the month B Semimonthly payroll schedule for the pay period of the 16th through the last working day of the month H Hourly payroll schedule M Monthly payroll schedule S Supplemental schedule for fiscal year end Z Schedule for W-2 balance adjustments 1 First payroll schedule for new academic year

Edits	<p>A payroll schedule must be initialized on the Payroll Schedule Initialization Screen (PS1000) before it can be used on the other Payroll Processing screens.</p> <p>On all Payroll Processing screens: the add, change, and delete functions cannot be performed for a payroll schedule if it has already been processed.</p> <p>The schedule code (third character of Payroll Schedule) must not be Z on the following screens:</p> <ul style="list-style-type: none"> • Payroll Batch Control Screen (PS1001) • Payroll Time Reporting Screen (PS1002) • Retroactive Adjustments Screen (PS1003) • Automatic Check Cancellation Screen (PS1005) • Cancellation/Overpayment/Handdrawn Header Screen (PS1006) • Cancellation/Overpayment/Handdrawn Distributions Screen (PS1007) • Cancellation/Overpayment/Handdrawn Bonds Screen (PS1008) • Deduction Adjustments Screen (PS1010) • Payroll Expense Transfers Screen (PS1011) 				
Data sets	<table border="0"> <tr> <td>PAYR database:</td> <td>PAYR-SCHD-D PAYR-SCHD-M</td> </tr> <tr> <td>TBL5 database:</td> <td>DED-CAL-D</td> </tr> </table>	PAYR database:	PAYR-SCHD-D PAYR-SCHD-M	TBL5 database:	DED-CAL-D
PAYR database:	PAYR-SCHD-D PAYR-SCHD-M				
TBL5 database:	DED-CAL-D				

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Payroll Check Date (PAYR-CHK-DATE)

Definition	The date of the check being posted as a cancellation, an overpayment, or a handdrawn transaction.
Length	6 digits
Format	mmddy
Edits	On the Automatic Check Cancellation Screen (PS1005), the date in this field must match the check date in online payroll history.
Data Sets	COH-TRNS-M

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Employee ID (EMP-ID)

Definition	Entry required. A unique number that identifies an employee. This number is usually the employee's Social Security number.
Length	9 digits
Values	College-entered on the Employee Status Screen (PS0001) or Student/Hourly Screen (PS0012)

Edits	<p>On screens where the employee ID field is open, the employee ID must have been entered into the Employee database on the Employee Status Screen (PS0001) or the Student/Hourly Screen (PS0012).</p> <p>On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), the employee ID field must not contain spaces.</p>
Data Sets	<p>Employee (EMP) database:</p> <ul style="list-style-type: none"> DED-BAL-D (key) EMP-A (key) EMP-ADDR-D (key) EMP-BENE-D (key) EMP-BOND-D (key) EMP-DED-D (key) EMP-EDUC-D (key) EMP-HIST-D (key) EMP-JOB-D (one of 2 keys) EMP-M (key) EMP-NAME-D (one of 2 keys) EMP-YRQ-D (key) EMPLR-XREF-D (one of 2 keys) FAC-PLACE-D (key) LEAVE-DAY-D (key) LEAVE-XREF-D (one of 2 keys) <p>Payroll (PAYR) database:</p> <ul style="list-style-type: none"> COH-TRNS-M TIME-RPT-D

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Check/Advice Indicator (CT-CHK-ADV-IND)

Definition	A code indicating whether a check/advice number refers to a check or an advice.
Length	2 characters
Values	<p>Defined by SBCTC-ITD as follows:</p> <ul style="list-style-type: none"> C Check A Advice
Data Sets	<ul style="list-style-type: none"> COH-BOND-D (one of 3 keys) COH-DED-D (one of 3 keys) COH-EARN-DISTR-D (one of 3 keys) COH-TRNS-M (one of 3 keys)

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Check/Advice Number (CT-CHK-ADV-NUM)

Definition	The number of a payroll check or advice.
Length	8 characters
Edits	<p>The check/advice number must be in online history.</p> <p>The check/advice number must not be duplicated for the indicated payroll schedule.</p> <p>If a check/advice number is entered, values must be entered in the following fields:</p> <ul style="list-style-type: none">Payroll Check DateEmployee IDCheck/Advice Indicator
Data Sets	<p>COH-BOND-D (one of 3 keys)</p> <p>COH-DED-D (one of 3 keys)</p> <p>COH-EARN-DISTR-D (one of 3 keys)</p> <p>COH-TRNS-M (one of 3 keys)</p>

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