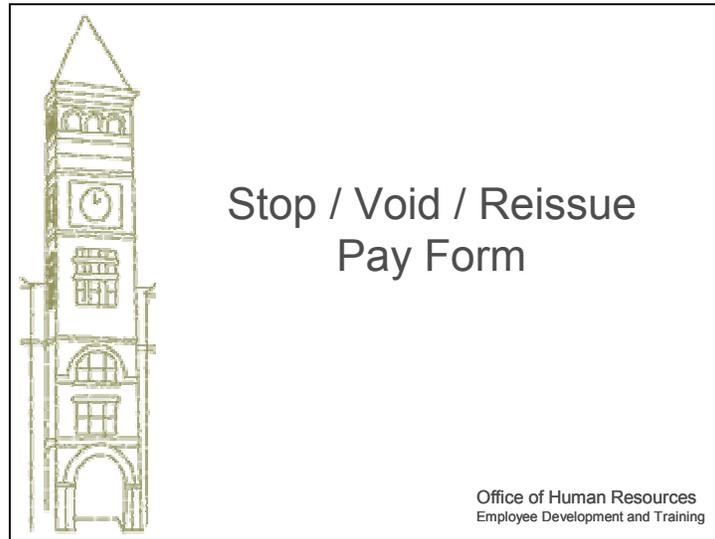


Stop/Void/Reissue Pay Form

Slide 1





Learning Objectives

- How to open the form
- How to stop payments
- How to void payments
- How to reissue payments

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This course will cover the Stop, Void, or Reissue Payment form. In this course, we will cover:

How to open the form

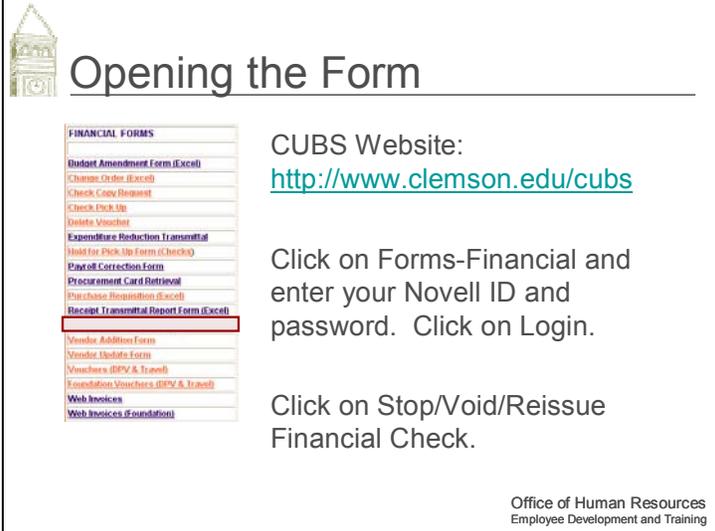
How to stop payments

How to void payments

How to reissue payments.

Stop/Void/Reissue Pay Form

Slide 3



 **Opening the Form**

FINANCIAL FORMS

- Budget Amendment Form (Excel)
- Change Order (Excel)
- Check Copy Request
- Check Deck Mfg
- Delete Vendor
- Expense/Re Production Transmittal
- Hold for Pickup Form (Check)
- Payroll Correction Form
- Procurement Card Retrieval
- Purchase Requisition (Excel)
- Receipt Transmittal Report Form (Excel)**
- Vendor Addition Form
- Vendor Update Form
- Vouchers (DPV & Travel)
- Foundation Vouchers (DPV & Travel)
- Web Invoices
- Web Invoices (Foundation)

CUBS Website:
<http://www.clemson.edu/cubs>

Click on Forms-Financial and enter your Novell ID and password. Click on Login.

Click on Stop/Void/Reissue Financial Check.

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To Open the form, go to the CUBS website at the URL shown on your screen, then click on Forms – Financial.

Then enter your Novell ID and Password. Click on Login. Click on Stop/Void/Reissue Financial Check.

Stop/Void/Reissue Pay Form

Slide 4

 **Stop/Void/Reissue Pay Form**

Stop/Void/Reissue Pay Form

Business Unit CU Employee Student
 CUF CURF

Voucher #

Check #

Date

Payee

Amount

Stop Payment
Void Check
Re-Issue Check Yes No

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Select the appropriate business unit (vendor type that the payment was to). CU = External Vendors.

Enter the voucher number.

Enter the check number and date it was created.

Enter the vendor that the check was payable to.

Enter the amount of the check.

Select what needs to be done with the payment.

Stop/Void/Reissue Pay Form

Slide 5



The screenshot shows a web form titled "Stop/Void/Reissue Pay Form" with a small icon of a building on the left. The form contains the following fields and options:

- Reason:** A group of radio buttons with the following options:
 - Duplicate Payment
 - Lost
 - Incorrect Address
 - Incorrect Vendor
 - Incorrect Amount
- Correct Address:** A text input field.
- Other Reason:** A radio button followed by the text "(Explain)".
- Comments:** A text input field.
- Requested by:** A text input field.
- Email Address:** A text input field with the text "@clermson.edu" pre-filled.
- Buttons:** Two buttons labeled "Submit" and "Reset".
- Footer:** The text "Office of Human Resources" and "Employee Development and Training" in the bottom right corner.

Select a appropriate reason and enter any necessary comments.

Enter who the request is by and their e-mail address.

Click Submit to send the form or Reset to clear the form.



Conclusion

The concludes the training session.



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