

Check Maintenance: Cancels, Reissues and Check Corrections

Check canceling and reissuing procedures have been updated in order to streamline the process for departments. Any corrections to the reissued check will be carried out by the Auditor's Office with any new invoices to be approved via workflow. Check cancels are currently processed weekly. If you have a need for a rush request, please submit your request with justification to apinterfaces@edcgov.us. The new forms and the Affidavit mentioned below can be found on the Auditor's Intranet site: <http://edcnet/Auditor/AcctsPayable/CheckMaintenanceProcedures.html>. If you have any questions about the changes or filling out the form, please email apinterfaces@edcgov.us.

- I. If canceling only, or designating as unclaimed property, complete the Check Maintenance Form and submit with the original check (if available) to the Auditor-Controller's Office.
- II. If the check needs to be reissued, complete the Check Maintenance Form, and submit to the Auditor-Controller's Office with the original check or an affidavit. This includes the following scenarios:
 - A) Lost/destroyed/never received (including stale checks)
 - B) The vendor number is correct, but the remit address is not
 - C) Check needs to be split (single checks)
- III. If there is an error with one or more of the invoices on the check, causing the check to be incorrect, a new invoice will need to be entered (examples: Incorrect vendor, incorrect amount) Please take the following steps:
 - A) Complete the Check Maintenance form.
 - B) Complete the Corrections Needed form on the 2nd tab of the form. (Complete one page for each corrected invoice. If the check included invoices that are correct, no form is needed, those will re-print as is.)
 - C) Submit the Check Maintenance Form, Corrections form(s), relevant backup and Check/Affidavit to the Auditor Controller's Office.
- IV. HNSA/EDCOE canceling checks printed outside of FENIX. It is imperative that the check's status is identical in both FENIX and the originating system. Reissues are processed out of the same system as the original check.
 - A) Cancel check(s) in originating system and print evidence that the check has been canceled.
 - B) Complete the [Check Cancel \(Outside FENIX\) Form](#). Submit the signed form with documentation from step A) above, any original affidavits and relevant backup to the Auditor-Controller's Office. In order to expedite the process for any needed stop payments, scan the packet and email it to apinterfaces as well.
 - C) Auditor's Office will cancel checks in FENIX weekly. If the check reissue needs to be expedited, please indicate on the email and provide a justification for the rush request.
 - D) Confirm that the check has been canceled. The status of a check can be viewed in Expenditure Central or check inquiry from vendor inquiry screen.