

Vendor Check Cancellation Request (AP004) Instructions

The Vendor Check Cancellation Request Form AP004 is used for the following:

- Cancel Check and Do Not Reissue Check
- Stop Payment on Check and Reissue Check
- Stop Payment on Check and Do Not Reissue Check

Please note: Vendor Check Cancellations that are requesting to be reissued will not be accepted until the check has reached 30 days old per FSF Notification #08-25 dated 11/15/24.

The AP004 form is located on the FSF Extranet and the Office of the State Treasurer website at: [Services and Materials - State Treasurer Colleen C. Davis - State of Delaware](#)

(form is located under Payment Cancellations Forms)

The top section of the form will require the Agency’s information:

This form must be completed in its entirety to request a payment cancellation. Incomplete forms will not be accepted.

Date:	Date of Request	Organization:	Name of Agency, if RA is being selected include State Location Code (SLC). Ex: N250	Dept ID:	6-Digit Dept ID (EX: 120501)
Name of Requestor:	Name of Person Submitting Request			Telephone Number:	Place Contact Phone number and Fax (if Available)
Requestor’s Email Address:	Person Submitting Request Email Address			Fax Number:	

The “Check Information” Section is completed by the requesting agency.

CHECK INFORMATION	
Check Number:	To locate check number and check date follow below instructions (Label A)
Date of Check:	
Payee:	
Voucher Number:	To locate Payee, Voucher Number(s), and Amount of check follow below instructions (Label B)
Amount:	

Label A Instructions – Locate Check Number

- Log in to FSF using your credentials by accessing the following link: [Oracle PeopleSoft Sign-in](#)

- Click on “FSF Production”



- Click on “AP – Voucher”



- Use Regular Entry (on left side of screen)

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 Smart Voucher

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- Enter Voucher ID number and Click Search

- Click on Payments Tab

[Summary](#) [Related Documents](#) [Invoice Information](#) **[Payments](#)** [Voucher Attributes](#) [Error Summary](#)

- Scroll down to Schedule Payment. The Check number is the Reference number (see highlight). The Payment date is the check date (see highlight) ***Please note: If payment date is 30 days or less from current date, check cancellation reissue request will not be accepted (per FSF Notification #08-25).**

Payment Options

Bank	JPMC	Pay Group		Netting	Not Applicable	Supplier Bank	
Account	VENC	Handling	Return to Agency/Schl by mail	LC ID		Messages	
Method	CHK	Check				<input type="checkbox"/> Hold Payment	
Message		Hold Reason		Actions		<input type="checkbox"/> Separate Payment	

Message will appear on remittance advice.

Schedule Payment

Action	Schedule Payment	Payment Date	
Pay		Reference	

Label B Instructions – Locate Payee, Voucher Number, Amount

- Press the Home button in the upper right side of the screen
- Click “AP-Review AP Info”



- Click drop down for “Review Payment”. Then click on “Payment”

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AP Accounting Entries
 AP Voucher Document Status
 Journal Drill Down
 Unbalanced Accounting Entries
 Voucher

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 Detail Data
 Summary Data
 AP Payments Document Status
Payment

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- Enter check number (aka reference number) under “From Ref ID”. (Please note: the Reference id is a total of 10 digits. Place preceding numbers as Zero to have 10 digits. Example: Check number (aka reference number) is 985321, so “From Ref ID” will be

0000985321). Then click Search

- Click on “Payment Reference ID”

Actions	Source	Payment Reference ID	Payment Method
→ Actions	VCHR	0000985321	System Check

- You will find the following information to finish completing the “Check Information” section of the AP004 form:
 - Payee – See screen shot circled in red
 - Please include payee name and current address (only for reissues)
 - If the address listed is incorrect, please confirm the correct address is listed under the same Supplier id.
 - If the correct address is not listed in FSF the check will not be reissued. OST will process a Stop Payment Do Not Reissue.
 - Vendor will have to log into the esupplier portal and update their information.
 - FSF Supplier Maintenance Contact information:
 - Phone: 302-672-5000
 - Email: FSF_Supplier_Maintenance@delaware.gov
 - Website: esupplier.erp.delaware.gov
 - Once Vendor address has been updated in FSF the agency can create a new payment voucher with corrected address.
 - Check amount – See screen shot circled in purple
 - Voucher Number (s) – See screen shot in blue
 - Please note: The State of Delaware combines some payments on checks. You may have a check with multiple vouchers. If these vouchers belong to multiple agencies approval must be received by each agency to stop payment or cancel the check. Please contact OST for assistance.

- Please note: If you see a payment cleared date (circled in brown below) that means the check has cleared. If you require a copy of the cleared check, please reach out to Check Services.

[Back To Payment Inquiry](#)

Bank Name [REDACTED]
 Bank Account # [REDACTED]

Supplier Name [REDACTED]
 Address [REDACTED]

Payment Amount [REDACTED] USD Payment Method CHK

Accounting Date 06/10/2015
 Payment Date 06/10/2015
 Days Outstanding 12
 Payment Clear Date 06/22/2015
 Reconcile Date 06/23/2015
 Value Date 06/10/2015

Pay Cycle DAILY Seq Num 1207

Details

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
STATE	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	USD			[REDACTED]

The third section is the “Requested Action”:

REQUESTED ACTION	
<input type="checkbox"/>	Cancel Check and Do Not Reissue Check (must have possession of Check)
<input type="checkbox"/>	Stop Payment on Check and Reissue Check
<input type="checkbox"/>	Stop Payment on Check and Do Not Reissue Check
Reason for Requested Action:	Must give a reason for check to be reissue or cancelled. Even if you have original check.

Please select only one requested action.

*If you select “Cancel Check”, you must have the original check in hand. Please write void over the original check and include a scanned copy of the voided check with your AP004 Form Request.

*If Stop payment is selected, OST will place a stop on the check with the State of Delaware’s bank.

*Checks can be reissued as an ACH if the following items are meet:

- Payee address in FSF is still valid (still list address on AP004 form as instructed above)
- Payee must be setup in FSF to receive an ACH
- Under Reason for Requested Action make note that to reissue payment as an ACH
- Payments cannot be reissued as an ACH due to invalid mailing address

The fourth section is “For Reissue Check” (please select one):

FOR REISSUE CHECK	
<input type="checkbox"/>	RE Mail Directly to Vendor
<input type="checkbox"/>	RA Return Check to Agency

*If RA is selected, please include the State Location Code (SLC) with the Organization’s name. Each Agency/School has a State Location Code.

Please email the completed form and copy of voided check (if needed) to:
Treasury_RTM_helpdesk@delaware.gov