Stop/Cancel/Void a Warrant Issued by MCSS

Before doing anything within Infinite Visions first contact Financial Systems Support (phone # 602-372-4833) so that we can assist you with the appropriate process for your situation. In addition to steps that are taken within Infinite Visions there is paperwork that must be submitted so that a warrant can be properly handled.

When you have spoken to MCSS about what you need to accomplish and you have been given any needed information you can follow the steps below. If a warrant is to be stopped/voided and reissued MCSS will handle the entire process and you will not do anything within Visions. If the warrant is to be a straight void then MCSS will let you know when to process the void within Visions.

Note: These steps apply whether it is a payroll warrant or a deduction/accounts payable warrant. The steps are different if you are working with an employee's direct deposit. See Reference Guide for Reversing and Voiding a Direct Deposit.

There are 3 options when voiding an employee's paper warrant:

- **Void**: The employee should not have been paid and the entire record needs to be reversed. This will remove the pay information from the employee position total amount and deduction journal as well as the employee's year to date accumulations (W-2).
- **Reissue**: The original warrant was lost or damaged and needs to be reissued with the same information on a new warrant with a new warrant number. (This makes no changes to the employee's pay, deductions, etc.)
- **Replace**: The employee was paid the wrong amount or had the wrong deductions and needs to be repaid. Selecting a Supplemental Pay Period during the void process will automatically add the Supplemental Period to the position distribution. It will not remove the amount from the position total.

Stop/Cancel/Void Form:

- Obtain a current copy of this form from the MCSS Website
    - School Finance > Payroll Services > Warrant Processing > Stop/Cancel Warrant Form
- Complete the form with the following information:
    - District Name
    - District #
    - Voucher # that contained the warrant
    - Fund
    - Preprinted MICR Number (begins with a 4 or a 1) and is on top left corner of the warrant. This is the RED Warrant number.
    - Amount of the warrant
    - Warrant Date – the date on the warrant

- System Generated Warrant # -- This is the system printed number under "CONTROL NO." on the top left corner of the warrant
- Payee – the employee or vendor to whom the warrant is written
- Reason for cancel/void
- Sign as Preparer and Date
- Get Approval Signature and Date
- Submit the Stop/Cancel paperwork to MCSS either by email, mail or courier the form and the original warrant (if available) to:

> Maricopa County School Superintendent
> Attn: Finance Desk
> 4041 N Central Avenue #1200
> Phoenix, AZ 85012
>
> Email: FinanceDesk@maricopa.gov

Then follow the following instructions if/when directed by MCSS Financial Systems Support.

Void:

Void warrant in Infinite Visions **ONLY** if directed to by MCSS. For many situations this step is not necessary.

- Go to **General Ledger > Bank Manager > Check Manager > Apply Selection**
  - Highlight the warrant you wish to void
  - **Actions > Void Check**
    - Fill in the Void information fields:
    - Enter the date for the void.
    - Enter a reason for the void.
  - **DO NOT Select** REISSUE WARRANT
  - **DO NOT** put anything in the Replacement Period
  - **OK**
- Journal Entry Report(s) and a Void Report will display in Report Viewer. *The Void Report cannot be regenerated. It is important to print this before closing.*
  - Print or Save for your records
  - Email a copy of the Void Report to FinanceDesk@maricopa.gov
- Void Warrant steps are finished.

Replace:

Voiding a Payroll warrant where the employee should have been paid but it was the wrong amount - you have the option of creating a Supplemental Pay Period within the Pay Cycles and selecting it during the void process.

Selecting a Replacement Period will tell Visions to place the position pay period amounts back in the position as a Supplemental Pay Period. The system will automatically add the Supplemental Period to the position distribution, it will not remove the amount from the position total.

- **General Ledger > Bank Manager > Check Manager > Apply Selection**
    - Highlight the warrant you wish to void
    - **Actions > Void Check**
        - Fill in the Void information fields:
        - Enter the date for the void.
        - Enter a reason for the void.
    - **DO NOT Select** REISSUE WARRANT
    - Replacement Period – using the drop down, select the Supplemental Pay Period for the replacement. (the system will place the amount back into the employee position distribution as a Supplemental Pay amount)
    - **OK**
- Journal Entry Report(s) and a Void Report will display in Report Viewer. *The Void Report cannot be regenerated. It is important to print this before closing.*
    - Print or Save for your records
    - Email a copy of the Void Report to FinanceDesk@maricopa.gov
- Void Warrant steps are finished.

What to do if "Reissue Check" was selected in error on the Void Check action:

- Call MCSS/FSS - They will go over the necessary steps to correct this issue. The reissued warrant will need to be voided again in Visions and you will need to process a replacement through the payroll voucher process.