

# Reviewing the Status of your Request (Warrant Cancellation or Reissue)

The following information is intended for Departmental and Program use only:

- 1) To check on the status of your request please go to the PDCHK screen and search by warrant number. The status will be "cancelled".

**Paid Checks** [Menu](#) [Back](#)

[Browse](#) [Clear](#)

Bank Account :  Document Code :   
 Check / EFT Number : \*8000523819 Doc Dept :   
 Check / EFT Amount :  Document ID :   
 Check / EFT Issue Date :  Cleared Date :    
 Last Action Date :  Status :

Bank Account	Check / EFT Number	Check / EFT Amount	Document ID	Status	Cleared Date	Cancel/Reclass Reason	Comments
✓ 8	000008000523819	\$421.00	<a href="#">20150000000000530569</a>	Cancelled	10/02/2015	Lost	

- 2) Open up the document
- 3) Click on the downward triangle and select Document References

**Automated Disbursement(AD)** Dept: 999A ID: 20150000000000530569 Ver.: 2 Function: Cancellation Phase: Final

Header 1

General Info Consolidation Object Payee Cancellation Additional Amounts

Document Name:

- Add to Favorites
- Page Help
- Document Comments
- Document Attachments
- Document History
- Document References**

- 4) Select Backward Reference, and then select the payment document.

**Document Reference Query**

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\*Document Code :   
 \*Doc Dept :   
 \*Document ID :

Referencing Document	Function	Last
<a href="#">Copy</a>	First Prev Next Last	
<a href="#">Forward Reference</a>	<b><a href="#">Backward Reference</a></b>	

**Document Reference Query**

[Back](#) [Clear](#)

\*Document Code :   
 \*Doc Dept :   
 \*Document ID :

Referenced Document	Function
✓ <a href="#">GAX1.PMAA.15ELK034232.1</a>	New
<a href="#">AD.999A.20150000000000530569.2</a>	Cancellation

- 5) Once in the payment document click on the downward triangle and select Document References.
- 6) Now select Forward Reference. This will list all AD documents associated with this payment.

**Document Reference Query**

[Back](#) [Clear](#)

\*Document Code :

\*Doc Dept :

\*Document ID :

	Referencing Document	Function	Last User	Date
✓	<a href="#">GAX1.PMAA.15ELK034232.1</a>	New	BATCHADMIN	6/10/15
	<a href="#">AD.999A.20160000000000108558.1</a>	New	BATCHADMIN	10/2/15
	<a href="#">AD.999A.20150000000000530569.2</a>	Cancellation	m.whistler	10/2/15
	<a href="#">AD.999A.20150000000000530569.1</a>	New	BATCHADMIN	6/10/15

[Copy](#)   First   Prev   Next   Last

- 7) A cancelled AD will have the original AD and version 2 of the original AD – function will be Cancellation.
- 8) A reissued AD will have the original AD, version 2 of the AD – which is the cancellation, and a third AD which has a new document ID and is the reissue. Make sure you select the most current “New” AD document.
- 9) At the header level of the reissued/new AD you can locate the warrant number on the General Info tab.

Automated Disbursement(AD)   Dept: 999A   ID: 20160000000000108558   Ver.: 1   Function: New   Phase: Final   Modified by: BATCHADMIN   10/02/2015

**Header**

**General Info**   Consolidation Object   Payee   Cancellation   Additional Amounts   Document Information

Document Name:

Record Date: 10/02/2015

Bank Account: 8

**Check/EFT Number: 000008000740612**

Routing ID Number: