

Office of State Uniform Payroll	
Procedure Title: Reverse AP LaGov Vendor Check/EFT	Revision Date: 10/02/20
	Issue Date: 11/30/18
Unit: Benefits and Financial Administration Unit	Page Number: 1 of 2
Contact: _DOA-OSUP-BFA@la.gov	

The [Reverse LaGov Accounts Payable Vendor Check/EFT \(OSUP/F095\)](#) form is used when a Vendor check/EFT payment has been issued in error.

- When an agency creates an invoice, the invoice is in PARKED status. When the agency approves the invoice, the status is changed to POSTED, and the document is considered an OPEN item. Once the payment program is processed (payments created by OTS program), the document is considered a CLEARED item.
- When an agency determines that an **EFT** payment made to a vendor is incorrect (i.e. wrong amount, invoice already paid, wrong vendor, etc.) an email should be sent to the OSUP BFA Unit at _doa-osup-bfa@la.gov to request a bank reversal. This email must come from the person authorized to “Sign Documentation to reverse or replace payments documents” per the [OSUP/F103 LaGov AP Agency Authorization Setup/Change](#) document. The following information must be included in the email:
 - Subject of the email should be “AP Vendor Direct Deposit Reversal Request – **Vendor Name, Vendor Number**” (only one vendor payment per email)
 - Reason for request (i.e. wrong amount, wrong vendor, etc.)
 - Payment date
 - Amount
- Once the BFA Unit advises the funds have been returned a [Reverse LaGov Accounts Payable Vendor Check/EFT form \(OSUP/F095\)](#) should be prepared and faxed to OSUP at 225-219-4432 or email it to _doa-osup-bfa@la.gov.
- When an agency determines that a **Check** payment made to a vendor is incorrect (i.e. wrong amount, invoice already paid, wrong vendor, etc.) and the agency does not have the check on-hand, then [Stop Pay procedures](#) must also be followed. If the agency has the check, then the form and the check must be mailed to:

OSUP BFA Unit
PO Box 94095
Baton Rouge, LA 70804-9095
- All documents received by 3:00 p.m. daily will be processed by 4:00 p.m. the same business day. Any documents received after the 3:00 p.m. deadline will be processed by 12:00 p.m. the next business day.

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- Once OSUP processes the reversal in LaGov, an email will be sent to the agency notifying them of the reversal and the agency must complete the steps below **in red** to prevent the payment from generating again.
- When OSUP processes a reversal, the original invoice document is again an OPEN item, and will be considered again the next time the applicable payment processing occurs. **To prevent the document from being considered in the next payment run, the agency must cancel/reverse the invoice document using transaction MR8M for the PO related invoices, or transaction FB08 for the non-PO related invoices.**

Each agency is responsible for preparing all forms and submitting these requests to OSUP for processing. It is the agency's responsibility to assure that complete and accurate information is provided to OSUP. Incomplete requests will not be processed and will be returned to the agency for completion and/or correction.