

Void a Check or Payment Transaction

Document #:	3064	Product:	CenterPoint [®]				
The void process is used to cancel an existing payment transaction.							
Note: If the <i>i</i> paid open ir and Vendor Invoices fiel	Apply to C ivoices. A Aging rep d is zero)	Open Invoices fter voiding, th ports. If the orig , then the voic	field in the payment to be voided has a dollar amount, then this payment originally nose invoices will be marked as unpaid and will again display on the Open Invoices ginal payment was entered without applying it to open invoices (the Apply to Open I process will also void the expense portion of the check.				

Option A - Void a Check using Transaction Search

- 1. Select **Reporting Tools > Transaction Search**.
- 2. Using the **Date Selection** or **From/To** fields, select the date of the check. The **Format & Filter Definitions** would normally be **Summary**.
- 3. Click on Search. All transactions with that date will be displayed.

F	Date Selection This ormat Definition Sum Filter Definition Sum	Month mary mary	From 02/01/2010	王 To 02/28/2010 マ	₩ Se ×	arch	
	 Transaction Date 	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount		
1	02/04/10	000015	Payments	Pro Cast Supplies	-5.00		
2	02/04/10	000016	Payments	Summit Utility Company	-50.00		
3	02/18/10	000059	Receipts	Frank Buchanan	500.00		
4	8				445.00		
5							
6	Search Criteria:						
7	Date Selection: This N	Nonth (02/01/10 to 02/	28/10)				
8	3						
9	Other Filters:						
10	Transaction Status: Posted						
11							
12	² Sorted By:						
14	3 Transaction Date: Ascending						
14	Transaction Number: Ascending						
10	10 Total Bank Amount: Ascending						
17	Pertry Screen: Ascending						
		. recentery					
	Print V Export Edit Options V Close						

4. Double-click on the payment transaction to be voided and the original transaction will be displayed.

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Payments					- 0 ×
Company Alpine Sports	5	P	Current Batch Wint		P
Bank Account Cash in Bank	- Checking	D Cu	rrent Balance	\$2,090,020.79	
Pay To The Order Of	Summit Water Company	РC	Sequence	Payments 🔎	
Pay To The Order Of Address	Business Address	P	Check Number	000002	
			Date	02/18/2009 [荘]	
	Keystone, CO 80435		Amount	\$22,123.00	
Memo Line 1 Apply To Open Invoices	\$0.00	Line 2			
Account	Invoic	e / Ref #	Amount /		
+ Water & Sewer		-	\$ 22,123.00	Detail	
			Total	\$22,123.00	Adjust Amount

5. Click on the **Void** button.

Use the original ch	eck date as the void Date (Sta	ndard Method)
Original Check Da	te 02/04/2011 [基]	
Void Check Da	te 🚟	
🕅 Reissue Check		
Check Numb	er 007129	
Check Da	te 08/20/2012	
	🗌 Print this check? 😹	
Description		
		~
		*

6. If you want to use the original check date as the void date, click **OK**. Click **Yes** at the confirmation message. The payment will no longer display in the default search screen and the transaction is now voided.

If you want to void the check with an 'As of' date, unselect the **Use the Original check date as the Void Date** check box and in the **Void Check Date** box, enter the date you want to void the check as of, click **OK**. Click **Yes** at the confirmation message. The voided transaction will display on the default search screen with a posted status on the date selected for the void with a transaction number that begins with VOID*****.



- 7. If you want to reissue the voided check, select the **Reissue Check** check box. The default sequence number and the transaction date from the Payment screen will display. A new transaction is entered to replace the original check. If the transaction was a payment on an invoice(s) that invoice(s) will be repaid.
- 8. Enter a **Description** that explains why the payment was voided.
- 9. Click OK.
- 10. Click the **Print** button to print a new check. (An image of a printer displays on the button).



Note: If you want to attach a document to this transaction, see the <u>Attach Documents to Transactions</u> topic for detailed nformation.

Option B - Void a Check using Report Drill Downs

- 1. Select a report where the check will display. For example, a Payments Journal or Vendor Ledger. In our example, we will use the Payments Journal (**Reports > Reports > Transaction Reports > Payments Journal**).
- 2. Choose the Check Date and Vendor assigned to the check to be voided. Click Preview.

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G	02/23/10			Alpine S	Sports		Page 1 of 1
ener	9:58 AM			Payments	Journal		
≞_				02/01/10 to	02/28/10		
Hea							
der	Aco	ount nber /	Account Name		Amount		
Colun	1000 Cash	in Bank	- Checking	Pavee: Pro Cast Sur	nliec		
Sult	7050) (100007	SDI Expense	rayee. no case sap	5.00		
g				Check Amount	\$5.00		
ę		100	00 Cash in Bank -	Checking Totals	\$5.00		
ŵ				Report Totals	\$5.00		
Sort			Records inclu	ided in total = 1			
<u> </u>	Report Options						
ters	Display Notation	a					
Footer	Check Date: 02/	/01/10 to 02/28	/10				

3. Click on the check to be voided and the system will display the original payment transaction.

Note: The interactive view option allows you to drill-down to original transactions from reports. If you click on the transaction and it does not automatically display, then you are not using the Interactive view. From the report preview screen, simply click on the **View** drop-down box and choose **Interactive**. Then, click on the transaction in the report again to display the original transaction.

4. Click on the **Void** button.

Q Void Check					
☑ Use the original check date as the Void Date (Standard Method)					
Original Check Date 09/02/2010	羅				
Void Check Date	舞				
Reissue Check					
Check Number	12				
Check Date 09/02/2010	謹				
Print this ch	eck? 嚢				
ОК Са	ncel				

5. If you want to use the original check date as the void date, click **OK**. Click **Yes** at the confirmation message. The payment will no longer display in the previewed report and the transaction is now voided.

If you want to void the check with an 'As of' date, unselect the **Use the Original check date as the Void Date** check box and in the **Void Check Date** box, enter the date you want to void the check as of, click **OK**. Click **Yes** at the confirmation message. The payment will no longer display in the previewed report and the transaction is now voided.

Note: If you chose to use the Void Check Date method, the original entry and the voided check entries will need to be cleared when reconciling your bank statement.

- 6. If you want to reissue the voided check, select the **Reissue Check** check box. The default sequence number and the transaction date from the Payment screen will display. A new transaction is entered to replace the original check. If the transaction was a payment on an invoice(s) that invoice(s) will be repaid.
- 7. Enter a **Description** that explains why the payment was voided.
- 8. Click OK.
- 9. Click the **Print** button to print a new check. (An image of a printer displays on the button).

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