

Overview & Objective – The purpose of this I M & U is to demonstrate how to void checks. Voiding involves one of two user options –void OR void and reverse. Both options are considered below.

Initial Navigation – To navigate to the Check Register Screen (from the Accounting Console):

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Accounts Payable Module
3. Once in the A/P Module go to the Reports dropdown (middle-right of the menu bar)
4. Select the Report “Check Register”
5. The title “Check Register” should appear in the upper left hand corner, proceed as follows:
 - Select the month(s) the check was issued by selecting from the “Reporting Period” dropdown
 - If greater search filtering for the check is required utilize the “Filters” settings
 - Click on the [View] (button) (upper right hand corner)

⇒ A list of all checks issued for the period and/or for the filter selection(s) should appear

Voiding & Reissuing a Check – If the requirement is to **void and reissue**, the following procedures apply. This might occur if a check “went through the laundry,” and a replacement needs to be issued.

1. Click the “Void” Link to the right of the check requiring void
2. A dialog box with the title “Void Payment Date” (upper left hand corner) should appear
3. A confirmation of the check details will appear in the middle of the screen and a date input field which reads “Enter the date to be applied for voiding the payment”
4. Select a **CURRENT PERIOD DATE** for voiding (I.E. today’s date or a date in the current month). Do **NOT** select a date corresponding to the original check date –this will disrupt prior period results!
5. **DO NOT** mark the checkbox that reads “Reverse” (lower portion of the screen)
6. Click the [Submit] button in the middle of the screen

⇒ The check should reappear in the “Select to Pay” screen –ready for selection, approval, and reprinting

Voiding a Check & Reversing the Invoice – If the requirement is to **void and reverse**, the following procedures apply. This would occur if the User intends to void a check and reverse the original bill (meaning does not intend to make payment on the vendor invoice now or in the future).

1. Follow the same procedures as above for voiding (I.E. click the “Void” link to the right of the check)
2. Select a **CURRENT PERIOD DATE** for voiding (I.E. today’s date or a date in the current month). Do **NOT** select a date corresponding to the original check date –this will disrupt prior period results!
3. **Mark** the checkbox “Reverse” (lower portion of the screen) AND enter a Reversal date in the right field
4. Click the [Submit] button in the middle of the screen

⇒ The check should NOT reappear in the “Select to Pay” screen and an A/P Debit Memo will be issued against the original invoice.

Further Instruction & Use – For further information regarding voiding and voiding and reversal of checks contact your Account Executive or call The NDH Group, Ltd. at 312.461.0505.