G Void Checks

2017 - Spring Edition

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Overview

In this document we will discuss how to void checks/payments within the Office product. **Void Checks** allows the user to void any checks entered in error, or lost and needing reissued. The tool also enables users to void electronic payments.

Use Case(s)

A Vendor called indicating they did not receive payment from the Club. The Club reviews their records and determines that they had sent a check three weeks ago. The Club verifies that the check has not cleared their bank, and then proceeds to void the check. Depending on the amount of the check (>\$25), the Club also contacts their bank and issues a stop payment on the check to prevent the check from being cashed in the future. Once successfully voided, the Club re-issues a new check to the Vendor.

Accessing the Tool

To access Void Checks,

1) Select Accounts Payable from the user menu and choose Void Checks.



2) The Void Check Wizard will launch.

Void Check Wizard						
Void Checks Select a bank account, void date, selection criteria, and any additional options.						
Select a Bank Account Ledger:						
00-1020-000 Cash - Operating						
Select a Void Date:						
4/18/2017 🗸						
Specify how to select checks to void:						
By Check Number:						
C By Check Range: to						
C By Printed Date: 4/18/2017 -						
Do the invoices paid by these checks need to be paid again at a later time?						
€ Yes						
C No						
Do Credit Memos applied to these checks need to be used again?						
© Yes						
C No						
Cancel	Previous Next Finish					

Void Check Wizard

The Void Check Wizard allows the user to void any checks entered in error.

1) Enter the below information:

Void Check Wizard	
h C Void Checks Select a bank account, void date, selection criteria, and any a	additional options.
Select a Bank Account Ledger: 00-1020-000 Cash - Operating	
2 c Select a Void Date: 4/18/2017	
Specify how to select checks to void: Tr By Check Number: 56354 Tr C By Check Range: to Tr C By Check Range: to	
Do the invoices paid by these checks need to be paid again at a later time? C Yes C No	
Do Credit Memos applied to these checks need to be used again? Pr Pr Pr Sr C No	6
Bé Pé Le	Previous Next Finish

(1) Select the bank account the check was posted to.



- (2) Select the date for the void (date to post to GL).
- (3) Specify how to select checks to void:
 - By Check Number Enter the check number.
 - **By Check Range** Enter start and end check number. All checks in this range will display on the next screen.
 - **By Printed Date** Enter the printed date of the check. This is primarily used to void an electronic check (All electronic checks have a check number of zero and thus will not show by check number or check range).
- (4) Do the invoices paid by these checks need to be paid again at a later time?
 - Yes Invoices will be put back into Pay Bills to be paid at a later date.
 - No Invoices will not be put back into Pay Bills and do not need to be paid again.
- (5) Do Credit Memos applied to these checks need to be used again?
 - Yes Credit Memos will be put back into Pay Bills to be used at a later date.
 - No Credit Memos will not be put back into Pay Bills and do not need to be used again.
- (6) Select **Next** to continue.
- 2) Confirm check number(s) listed is/are to be voided, and click Finish to process the void(s).



Note: If **Check Range** or **Printed Date** was selected in first screen of wizard, optionally deselect checks/payments on screen that you do not wish to void. Only payments with a checkmark next to them will be voided.

Void Check	k Wizard			
Void C Sele	hecks ct which 1: you w	ould like to void.		1
Selected	Amount	Check Printed Date	Remit To	Check Number
	\$200.00	3/27/2017	Orinda Country Club	56343
	\$3,493.00	3/27/2017	Titleist	56344
\checkmark	\$539.92	3/27/2017	Titleist	56345
	\$486.00	3/27/2017	Almaden Country Club	56346
\checkmark	\$200.00	3/27/2017	Sysco Food Services Of SF	56340
	\$144.00	3/27/2017	Titleist	56341
\checkmark	\$600.00	3/27/2017	Almaden Country Club	56347
\checkmark	\$2,500.00	3/27/2017	42, Inc	56348
	\$300.00	3/27/2017	A S Hospitality	56342
				2
Cance	el		Previo	ous Next Finish

3) Batch preview screen will launch. **Post** the batch.

🥮 Post Batch	Preview						_ — ×
		0,					
Edit Batch Notes	Post Batch Expand	All Audit Log					
	of 1 b b k		100%	Find	Next		
Clubessential	Office: Club at Grand Ke	N	~				
Journal Batch Po	sting Summary		3				
Batch Control Nu	imber: Preview Only		6				
Activity Date: 4/1	18/2017		THE SEA ISLAND CLU	B AT			
			GRAND KI	EY			
		PREV	IEW ONLY				
G/L Posting							
Account			Deb	t Cre	edit		
⊕ 00-1020-000	Cash - Operating		\$310.8	7 \$0	0.00		
₩ 00-2000-000	Accounts Payable		\$0.0	0 \$310	.87		
Posting Total			\$310.8	7 \$310	.87		
In the Internet Protocol	Dataila						
Journal Entry	Details	Deferrer	Desseintism		Debit	Canadit	
Account #	Cash - Operating	AP	Void Ck: 56354 - Titleist		\$310.87	S0 00	
00-2000-000	Accounts Payable	AP	Void Ck: 56354 - Titleist		\$0.00	\$310.87	
				Totals:	\$310.87	\$310.87	
Journal Memo	Notes						
Voided Check N	umbers: 56354						
4/18/2017 10:14	AM		Page 1/1				
L							

4) Once posted, close screen to return to main menu.

🥬 Post Batch	Preview							_ _ _ ×
Edit Batch Note	s Post Batch Export IIF	Expand All Audit Lo	g					
≪ ∢ 1	of 1 ▶ ▶ ⇔ 🛞 🤇		100%	-	Find	Next		
Clubessential	Office: Club at Grand Key			~				
Journal Batch P	osting Summary			P				
Batch Control N	umber: GJ01624			6				
Activity Date: 4/	18/2017		THE SEA	ISLAND CLUB A	т			
Posted On: 4/18	/2017 10:14:00 AM By User, A	dministrative	GRA	ND KEY	7			
G/L Posting								
Account				Debit	Cree	lit		
₩ 00-1020-00	0 Cash - Operating			\$310.87	\$0.	00		
□ □ 00-2000-00	0 Accounts Payable			\$0.00	\$310.	87		
Posting Total	-		_	\$310.87	\$310.	87		
Journal Entry	Details							
Account #	Account Name	Reference	Description	n		Debit	Credit	
00-1020-000	Cash - Operating	AP	Void Ck: 563	354 - Titleist		\$310.87	\$0.00	
00-2000-000	Accounts Payable	AP	Void Ck: 563	854 - Titleist		\$0.00	\$310.87	
					Totals:	\$310.87	\$310.87	
Journal Memo	o/Notes							
Voided Check N	umbers: 56354							
4/18/2017 10:14	AM		Page	1/1				

Best Practices

- Ensure Bank Reconciliations are done properly, as checks/payments that have been reconciled cannot be voided.
- Remember to void by printed date when voiding an electronic payment (ACH), as check number will always be zero on these payments, and will not be found when searching by 0 check number.

Frequently Asked Questions

I need to void (2) checks, but system can't find them. What do I do?

Check the **Print Checks** screen to ensure the checks were actually cut.

I voided a check in a big batch (that was posted and paid), and selected to pay the bills later. How do I delete 2 of the invoices that I do not want to pay?

Enter a negative vendor invoice for the same date and expense account. Then, in Pay Bills, select both the charge and negative invoice. Then, go to Print Checks and print a zero check on plain paper using zero as a check number.

How do I delete a payment batch?

You cannot delete payment batches. To correct an incorrect posted payment batch, you will need to print the check, and void it.

Payment to be processed is under wrong bank account, how do I change before printing?

You can't. Go ahead and print the check (change check number to 0 and print on plain paper), and then immediately turn around and void it and say yes, you do want to pay it again and put it back into Pay Bills. Then, select it and pay it from the right account.

I accidentally entered an invoice that was paid on credit card and need to delete it from a batch, but can't because it is partially paid. What do I do?

Pay the invoice on a bogus check #, then, void the check, and use the option, "Do not pay the invoice again" in the Void Check Wizard.

I processed an ACH payment on the wrong day, and when voiding, accidentally selected No, when asked **Do invoices need to be paid at a later time?** I need to pay them again, how do I do that?

Re-enter the invoices, and pay them.