

Option 1 – Void Check/Reissue Payments

The purpose of this option is to provide the ability to void a check and reissue it. For example, this option would be used if the original check was issued and subsequently lost.

A payment schedule must be entered for this type of void (if the original warrant is closed, select an open schedule). After the void is completed an option will appear to print a report that lists the "reissued" A/P Trans Group #. Print this report by clicking the Print button after selecting a printer. This report should be attached to the void check and retained for audit purposes. This "reissued" transaction is then treated like any ordinary A/P payment.

Option 2 – Void Check/Selectively Reissue Payments

The purpose of this option is to provide the ability to reissue specific transactions when there are multiple transactions on a check. For example, if add similar was used on an A/P transaction three times when only two were needed. To correct this, two transactions could be selectively reissued.

A payment schedule must be entered for this type of void (if the original warrant is closed, select a different schedule). After the schedule and reason are entered, a screen appears allowing the selection of the void method to be used for each transaction

Void Check/Reissue Payments
Void Check/Reverse Expenditure and Liquidation
Void Check/Reverse Expenditure Only

Left-click on each transaction and select which method to use under the "corrective action" section. After the void is completed an option will appear to print a report that lists the "reissued" A/P Trans Group #. Print this report by clicking the Print button after selecting a printer. This report should be attached to the void check and retained for audit purposes. This "reissued" group is then treated like any ordinary A/P payment.

Option 3 – Void Check/Reverse Expenditure and Liquidation

The purpose of this option is to provide the ability to void a check and put the money back into the purchase order. This option can be used after issuing a check that should not have been issued at this time, and the money needs to be available for payment at a later date. If the original payment closed the PO, this option will re-open the PO.

Option 4 – Void Check/Reverse Expenditure Only

The purpose of this option is to provide the ability to void a check and not put the money back into the PO for a future payment. This option is also used for voiding payments that were not part of Purchase Orders.