Void a Check or Payment Transaction

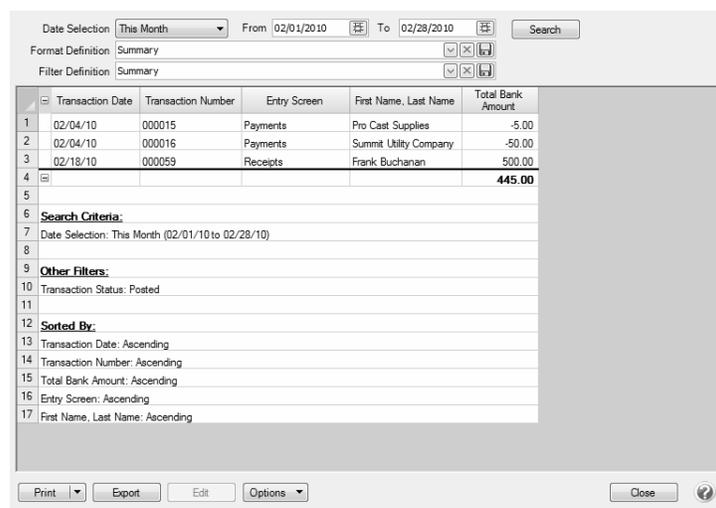| **Document #**:	3064	**Product**:	CenterPoint®

The void process is used to cancel an existing payment transaction.

> Note: If the Apply to Open Invoices field in the payment to be voided has a dollar amount, then this payment originally paid open invoices. After voiding, those invoices will be marked as unpaid and will again display on the Open Invoices and Vendor Aging reports. If the original payment was entered without applying it to open invoices (the Apply to Open Invoices field is zero) , then the void 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.

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

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

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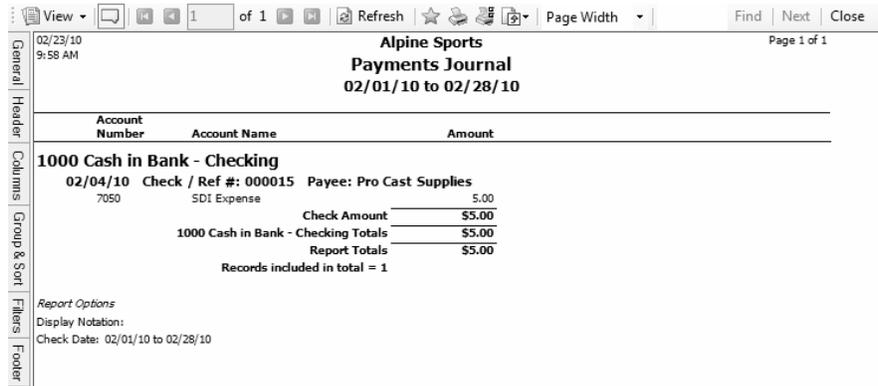
> **Note:** If you chose to use the Void Check Date method, the original entry and the voided check entries will need to be cleared when reconciling your bank statement.

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).

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> Note: If you want to attach a document to this transaction, see the [Attach Documents to Transactions](#) topic for detailed information.

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**.


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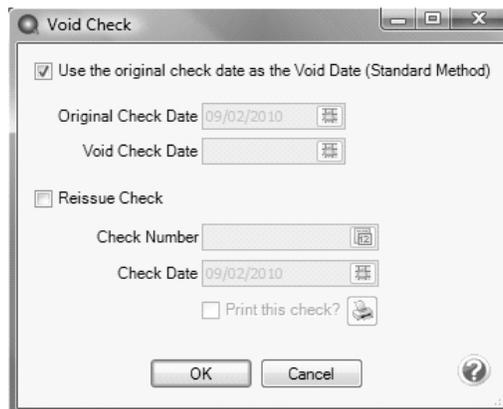
5. If you want to use the original check date as the void date, click **OK**. Click **Yes** at the confirmation message. The payment will no longer display in the previewed report and the transaction is now voided.

    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.

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