

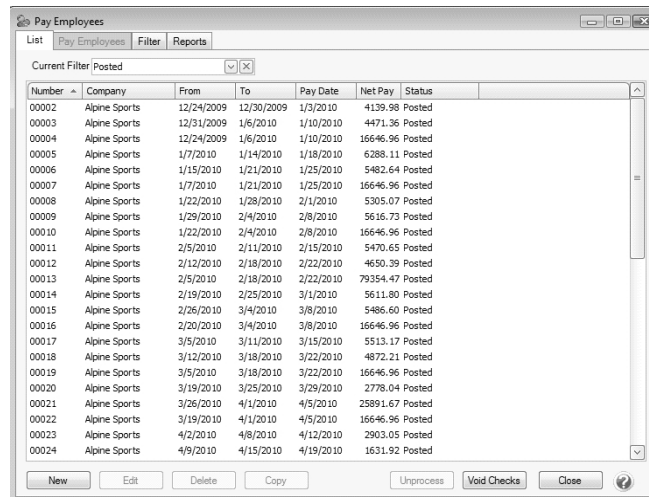
Void Payroll Checks or Entire Pay Runs

Document #:	3084	Product:	CenterPoint® Payroll
--------------------	------	-----------------	----------------------

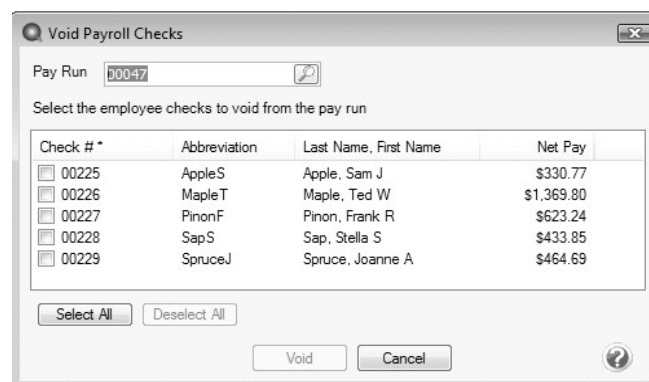
Void Checks in payroll is used to reverse individual pay checks or to void an entire pay run. The void process reverses the original transaction including the employee's net pay check and any accounts payable invoices posted for taxes or deductions. The pay check can be re-entered by processing a new pay run. The same dates and check numbers can be used on the re-entered pay check.


Void a Pay Run/Paycheck

1. On the **Processes** menu, click **Pay Employees** or on the **Processes** menu, point to **Payroll**, and then click **Pay Employees**.





2. Click **Void Checks**.



3. In the **Pay Run** box, enter the pay run from which you want to void checks, or click the **lookup** button , select the pay run from which you want to void checks, and then click **OK**.

4. Select the check(s) that you want to void from the pay run. Click **Select All** to select all checks in the pay run. Click **Deselect All** to remove all of the selections.

 Note: The Void Payroll Checks list can be sorted by clicking on a column header. The column that the list is sorted on will display with an * in the column header.

 Note: If a pay run included an employee who received a direct deposit advice and a check, the Check # column will include both the direct deposit advice and check number. Both will be voided using this process.

5. Click **Void**.
6. At the **Void the Selected Checks?** message, click **Yes**.
7. If there are published pay advices associated with employee check(s) or a pay run being voided, a message displays asking if the published advices should be removed.
8. Click **OK**.
9. If no additional checks or pay runs need to be voided, click **Cancel** to close the **Void Payroll Checks** window.