

Void Check - FIN3300

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This page is used to void a check and all transaction records associated with the check if you are authorized. The current date (i.e., the date that the check is voided) is used as the check date when a transaction is voided. In addition, the voided transactions are removed from the vendor EFT notification.

The tab consists of three sections: transaction, summary, and detail.

Note: If a computer-written check is voided in a month other than the month that it was issued, the check is listed as a district-written check on the FIN1300 - Check Payments List.

Additional notes

- Checks created in the current accounting period can be voided in the current or next accounting period.
- Deferred checks can be voided in the current or next accounting period.
- Checks created in the next accounting period can only be voided in the next accounting period.
- EFT deferred Checks can be voided in the current or next accounting period.
- EFT Checks created in the next accounting period can only be voided in the next accounting period.
- The Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1600 - Batch Process Balance Error Listing report should not have any out-of-balance errors after a check is voided.
- All voided checks are included on the current Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1300 - Check Payments List and the FIN1750 - YTD Check Payment List reports.

Retrieve checks:

Retrieve a check number	Use the following search parameters to retrieve a list of check transactions. **Check Number** **Vendor Number** **From Date** and **To Date** - Type the date range for which you want to retrieve check data. If a check number was entered, only that check number's transaction, summary, and detailed information are displayed. This query item can be combined with a vendor number and date or date range during the sort to narrow the search. If a vendor number was entered, all checks that have been issued to that vendor in the transaction, summary, and detail sections of the tab are displayed. This query item can be combined with a check number and date or date range during the sort to narrow the search. If a date or range of dates (**From Date** and **To Date**) was entered, all checks issued within that period are displayed. This query item can be combined with a check number and vendor number during the sort to narrow the search results. **Note**: If more than one PO exists for a check, you can click on that PO's row in the summary grid, and all detail items are displayed in the detail section of the tab.

❑ Click **Retrieve**. A list of check transactions that meet the search criteria is displayed.

❑ Click to open a pop-up window with the transaction details from the Postings page.

Void a check:

Field	Description
Check Type	The check type displayed.
Acct Per	The accounting period is displayed.
Check Number	The check number is displayed.
Check Date	The check date is displayed.
Vendor Number	The vendor number is displayed.
Vendor Name	The vendor name is displayed.
Check Amt	The check amount is displayed.
Void Flag	Select on the row of the check to be deleted. Multiple checks can be selected.
Void Reason	Type a reason that you are voiding the selected checks.
Del EFT	This check box is selected by default for EFT checks (i.e., check number begins with “E”, example: E12345.) This field is disabled for non-EFT checks. If selected, the electronic vendor email notification is deleted.
Application	The process from which the check transaction originated is displayed.

Field	Description
Repost Transactions	This field is displayed and automatically selected if **Allow for repost option when voiding checks** is selected on the Finance > Tables > District Finance Options > Finance Options tab. This field is not displayed if **Allow for repost option when voiding checks** is not selected. Select the top-level checkbox (in the blue header at the top of the page) to select/unselect all listed transactions. Or, select individual checkboxes to only select specific transactions. This field allows you to re-post check transactions for POs, PAs, Finance credit memos and Grants and Projects checks and EFT payments in the signed-on accounting period. If selected, the transaction is added back to the applicable posting page allowing you to process the transaction as a new check. The transaction is created without the check date, check number, and process date but with the current user ID. This option only applies to computer checks; district checks are excluded. For payables or deferred checks, the original dates are used and entries are created from the original check transactions, not the deferred check transactions. Credit memos are either created or updated. If the credit memo was depleted by the check payment, the credit memo record was deleted by the check processing so it will need to be recreated. If the credit memo amount exceeded the amount of the check, the credit memo should be increased by the amount of the check. For checks associated to purchase orders, the PO amounts should be added as encumbrances again so that they can be unencumbered when the check is processed again. If a check was issued in a closed accounting period or the current accounting period, then the transactions should be created in the logged-on accounting period. If the check was issued in the next accounting period, the check and new transactions should be created in the next accounting period only.

❑ Click **Void Transactions** to void transactions.

Transfer transactions can be voided. The transfer transaction is voided and reinserted without the check number and check date in order to reprocess the vendor.

All transactions for the selected check number and vendor number are voided. Partial voids are not allowed. If a check has been cleared through Bank Reconciliation, you are given the choice to continue with the void or to cancel.



CAUTION: A check that has been cleared through Bank Reconciliation can be voided.

The Void Checks Report is displayed, which lists all of the checks that are being voided. The report also displays any checks that are not voided and a reason for not being voided (e.g., already voided and fund/year for account code and contra account code do not match). Review the report.

❑ Click **Process** to proceed.

A message is displayed indicating that the process was completed successfully.

The check number and check date are removed and the user ID is updated on the Deduction Checks table when a Finance check stock is used for Deduction Check Processing. A new deduction check for the vendor can now be processed.

❑ Click **Cancel** to return to the Void Check tab without voiding the checks.

Other functions and features:

Retrieve	Click to retrieve data.
Errors	This button is only displayed if an error is encountered on the page. A red outline is displayed around the button, and an Errors pop-up window is displayed with a list of the encountered errors. Click  to close the pop-up window.


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