Void Payment

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Void Payment
Daily > Accounts Payable Payments > Void Payment

Video Tutorial

Click the play button below for a video tutorial. This tutorial is about 7 minutes long. Written instructions are below the video.

NOTE: *If viewing from the right-side screen, to open the video on a larger screen, use the "Open in full site" link at the bottom left of the help display. If you are already viewing from the full site, click the play button below to begin the tutorial.*

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Step-by-Step Instructions

A check or EFT can be voided from one of two places:

1. Go to *Daily > Accounts Payable Payments > Void Payment.* Select the checkbook and enter the check# to void. This is a quick way to void multiple checks, as you enter only the check number and the check information will then be displayed. After voiding, you can enter the next check number to void.

2. Within vendors browse the summary or detail transactions. Select the payment line you wish to void and click the "Void Payment" button.

Choose the checkbook and enter the check# or EFT as well as the period for the void and the void date. The void date is defaulted to the original payment date but can be overridden.

A comments box allows you to enter the reason for the void. A list of invoices that were included in the payment you are voiding is displayed. Uncheck the Reopen box on any invoice lines that should remain voided. Click the void button.

The payment and corresponding invoices will be voided with the void period and void date specified. Any reopened invoices will be also be created in the period assigned. If applicable, the P.O. seq# will be reopened for the original P.O. sequence amount.

How to remove a vendor payment from the ACH file before transmitting to the bank: See Process Payment.

How to reverse/undo a voided payment or invoice: See the Video below.

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