PAYSCAN VOID CHECKS

If a check has not been reconciled, you can void it. Voyager creates a new payment record with a negative amount to back out the original one.

When you void a check, you can also reverse the associated invoice (the payable). In this case, Voyager creates a new invoice with a negative amount to back out the original one.

Void Checks by utilizing the VOID Checks function on your menu. (You can also void checks by clicking the **Void** button on a payment record.)

To void checks using the VOID Checks Function

1. Go to Payables~VOID checks.
   a. Fill in the Bank #
   b. Fill in the Check # (To VOID a single check, enter the same check # in both fields).
   c. Click "Submit"

2. "Select" the checks you want to VOID.

3. Complete the fields in the top part of the screen.

   a. Void Date: Enter the Date you want to record the check as being voided.

   b. Post Month: Enter the month in which you want the voiding transaction to affect the GL

   c. Reverse Invoices: Select YES to reverse the original payable.

   d. Invoice Date: If Reverse Invoices = Yes, complete the Invoice Date, Post Month, and Invoice Notes Field.

   e. IR Options: If Reverse Invoices = Yes, choose option for IR in Payscan

         i. Restart Workflow
        ii. Leave as Approved
       iii. Delete IR
        iv. Leave IR Posted

4. Click "Post" to post VOID.
   Notes on Options to Select:

Selecting Reverse Invoice = No — This will leave the Payable Open, Approved, and Committed waiting for you to Process Payment. *(Example of Use: You want to void the current check and pay the invoice as originally entered at a later date <u>AND</u> you want the invoice showing up on this month's open payables. You will find it in Process Payments.)*

Selecting Reverse Invoice = Yes &

IR Options = Restart Workflow — This Invoice will show back up on your Payscan Dashboard. You can make any necessary changes to the invoice, then move it through the Invoice Register Approval Process. *(Example of Use: You need to change the amount or GL accounts in the invoice.)*

IR Options = Delete IR — The payable is reversed and the invoice is deleted*. (Example of Use: Delete Duplicate Invoice/Payable.)*

IR Options = Leave as Approved — The payable is reversed and the invoice will show up on your Payscan Dashboard as "Approved" waiting for you to "Post" it to a payable batch. (Example of Use: You need to void the current check and pay as originally entered at a later date <u>AND</u> you do not want the invoice showing up on this month's open payables.)

Note: Each client is unique. Please contact MM Consulting Solutions if you would like to develop a custom solution for your business.