



Finance

VOIDING A PRIOR YEAR CHECK

There are two steps in voiding a prior year check in C/S FINANCE.

Step 1: Recall the check in question in Check Maintenance. You must select a finance bank and then enter the Check Number. Enter the letter C for Cleared or V for Void in the Status field along with a Comment, if you wish.

Step 2: You can follow **one** of the two processes described below. **DO NOT FOLLOW BOTH PROCESSES.** YOU MUST CHOOSE ONE OF THE TWO PROCESSES, otherwise, you will be doubling the amount added to the fund.

- a. Process a negative expense in Memo Expense Entry in the Voucher Menu using the original accounts (if you have that information). You may want to use the original Check Number as the Memo# notation.

--OR--

- b. Treat the check as a payin and process it in either Receipt Payin Entry **or** Memo Payin Entry. (If you use a manual payin book, you may want to record the void check there.)