

# Voiding a check/invoice after batching

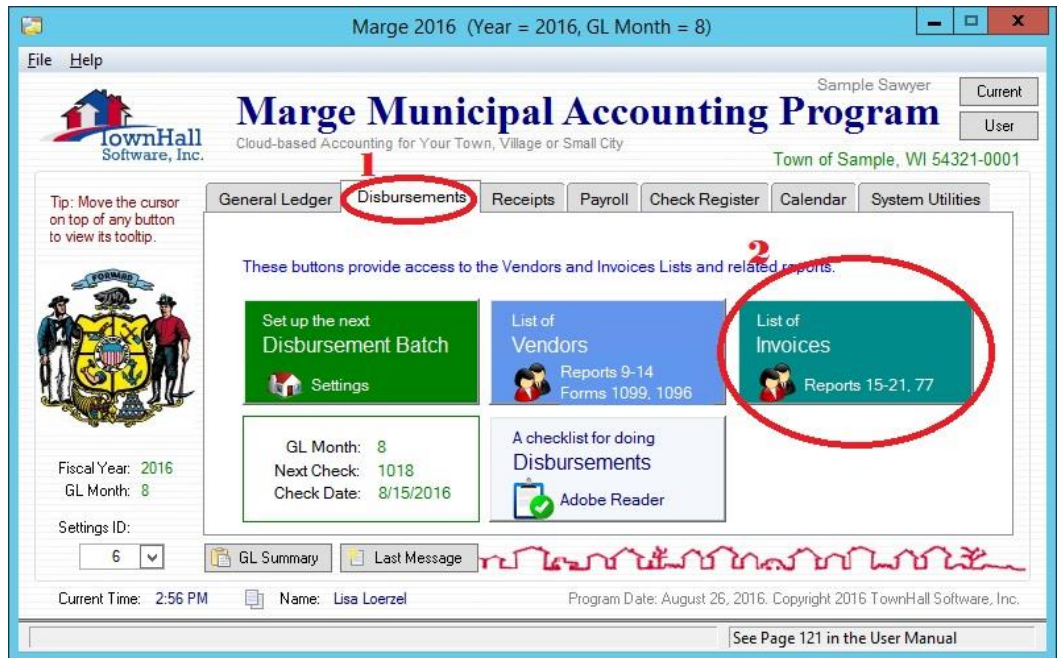
This tip sheet outlines the process for voiding a check and invoice after it has been batched to reverse the entry for the entire expenditure. This would be the type of void you use to cancel out a transaction completely.

Your original invoice will still exist. This process records the reversal of the original invoice.

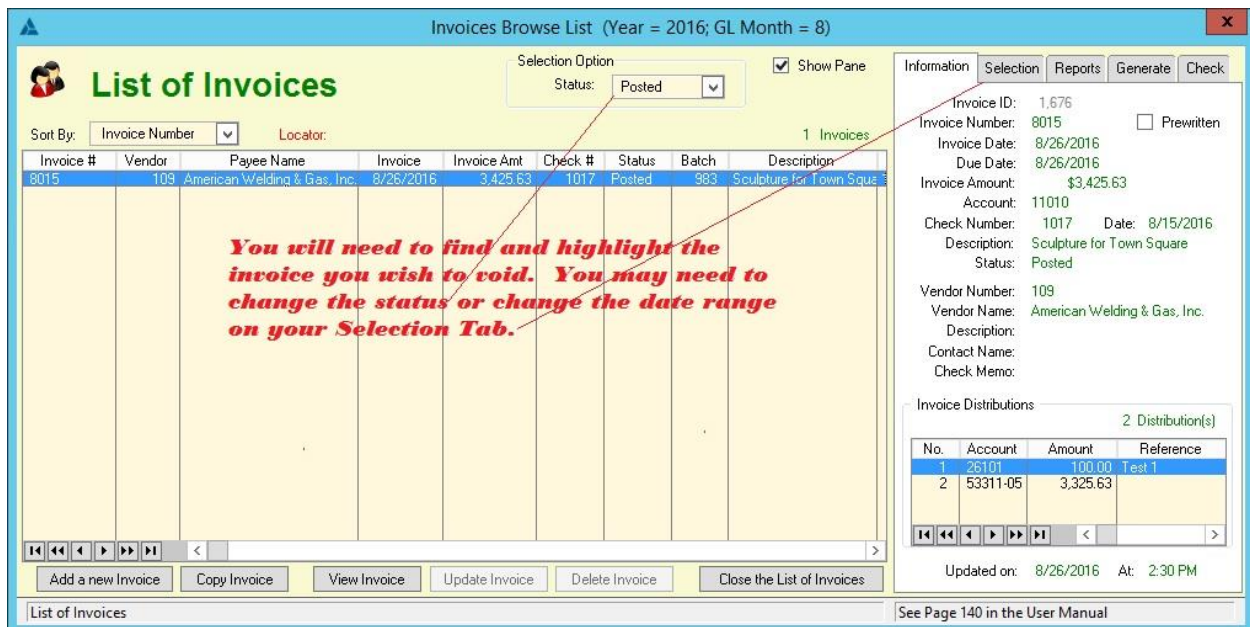
**NOTE: YOU DO NOT USE THIS METHOD IF YOU ENCOUNTER A PRINTING ERROR AND NEED TO VOID A DUPLICATE CHECK NUMBER.** That will be discussed in a different tip sheet.

To begin:

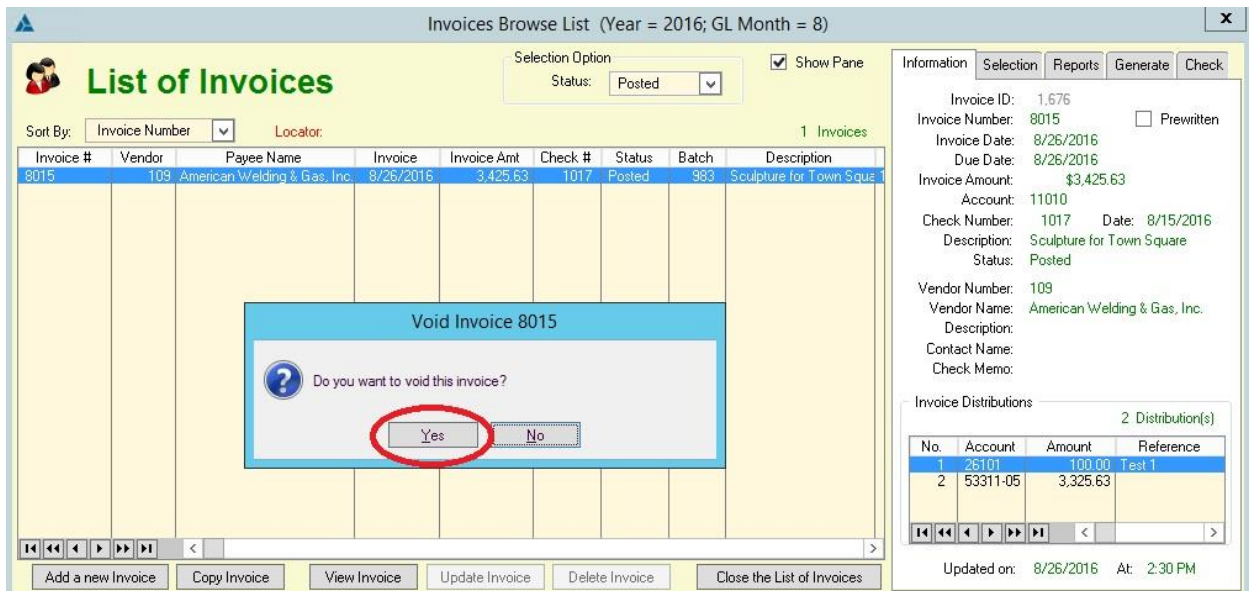
1. You need to click on the **Disbursements** tab from the Marge home screen.
2. Click on the **List of Invoices** button.



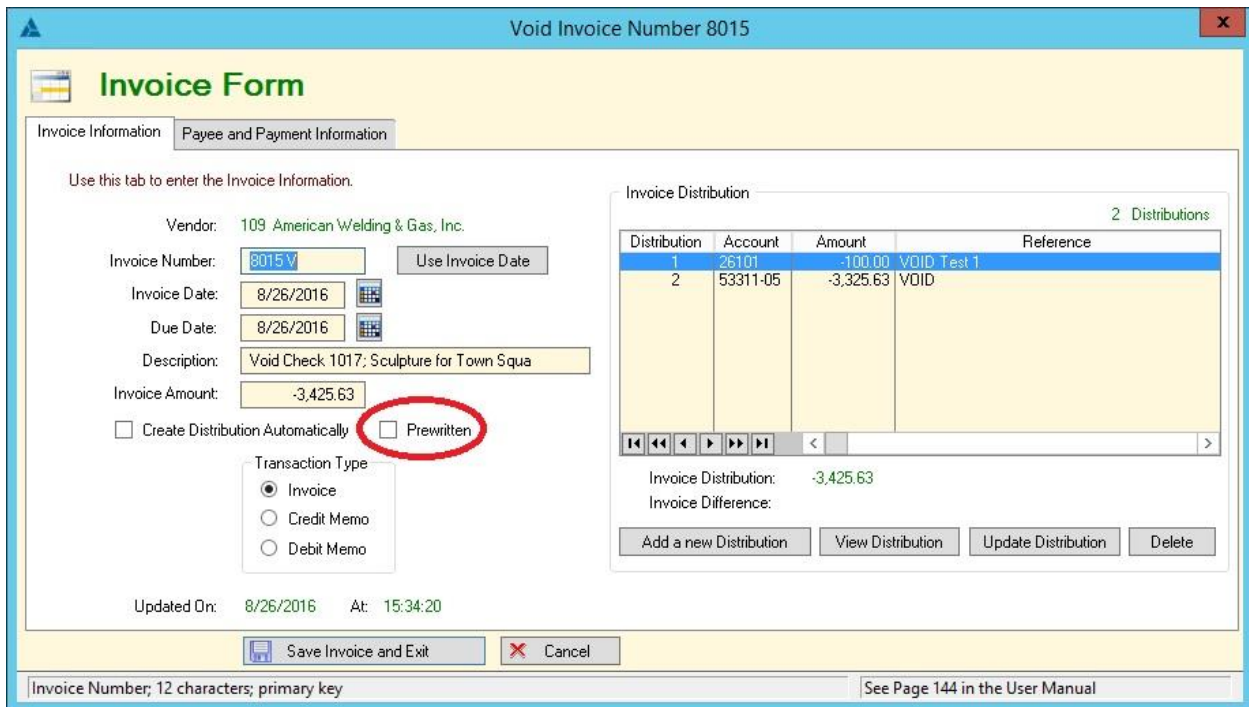
This will bring up the **List of Invoices** according to the default settings. You may need to adjust the **Status** setting or adjust the dates under the **Selection Tab** to find the invoice you wish to void.



Once you have identified the invoice you wish to void, make sure it is highlighted in blue on the list. Then click “View Invoice” while holding down the CTRL key. This will bring up the notice box shown below. If the proper invoice is highlighted, select yes.



After selecting yes, the Invoice Form window will appear:



Note that it creates a *reversed* invoice of the one that you clicked – and it includes the following:

- Invoice Number to include a “V” (for void)
- Adds “Void Check xxxx” in the Description
- Negative invoice amount and negative Distribution amounts
- Adds “VOID” in the distribution reference(s).

You can change the Invoice Date to the date you wish to record the reversed invoice. (It defaults to today's date.)

Now, mark the **Prewritten** box, and it will automatically take you to the second tab **Payee and Payment Information** of the Invoice Form.

The screenshot shows the 'View or Update Invoice' window with the 'Payee and Payment Information' tab selected. The 'Payment Information' section contains the following fields:

- Reference: Voids check 1017
- Check Number: 1017
- Check Date: 8/29/2016
- Fiscal Year: 2016
- Month: 8
- Batch Number: (empty)
- Check Number: 1017 (circled in red)
- Check Date: 8/29/2016 (circled in red)

The 'Status' dropdown menu is open, showing the following options:

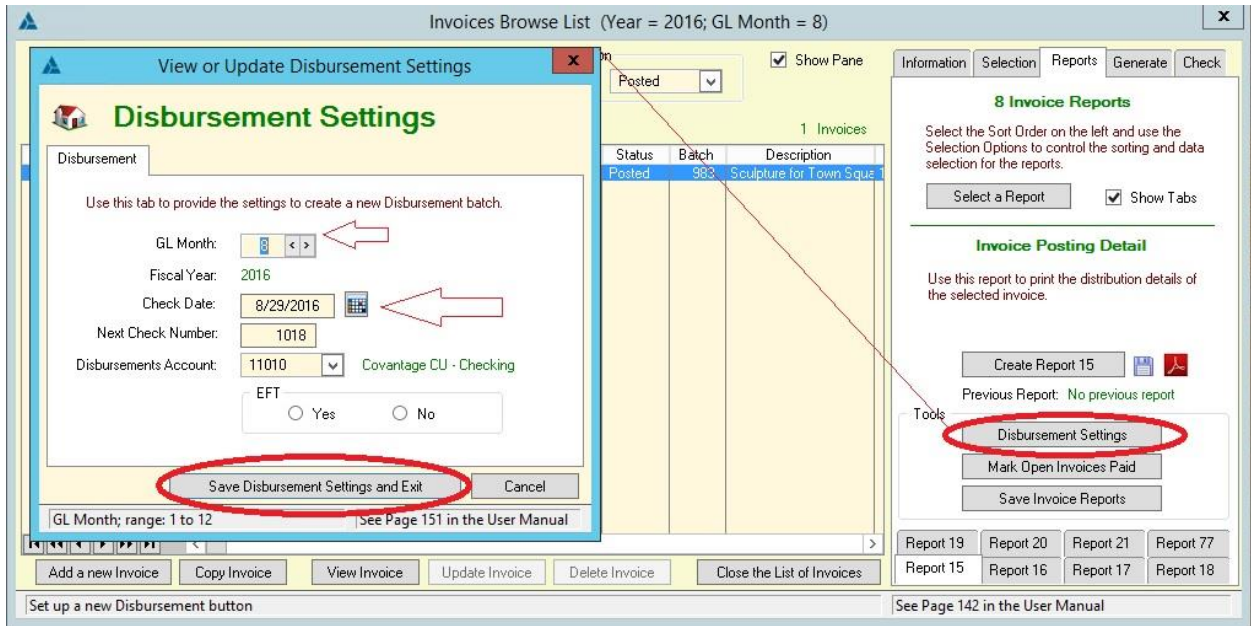
- Open
- Paid
- Batched
- Posted
- Voided
- On Hold
- Past Due

The 'Save Invoice and Exit' button is circled in red. The 'Invoice ID' is 1677. The 'Updated On' date is 8/26/2016 at 15:34:20.

On this tab:

1. Enter the original check number and the date you want to use for the void (either the date that the check was written or the date the reversal occurred...this will be your choice based on the circumstances of the void.)
2. Once these fields have been filled in, the system will mark the Status as **Paid**. This is correct.
3. Select **Save Invoice and Exit**.

You will then click on the **Reports Tab** and select **Disbursement Settings** as shown below. These settings will be used to batch the reversal details of the voided transaction. Make sure G/L month and check date are set as appropriate for the original check. **DO NOT ADJUST THE CHECK NUMBER**; you have already given the voided invoice a check number in the steps above.



Create, review and save whatever reports will best serve your towns needs for records of this voided transaction.

Then move to the **Generate Tab** to generate this batch.

In the List of Batches, you will see the new batch you created with the voided invoice/transaction. **Validate** and **Post** the batch as you would any other batch.

This will record the void in both the Check Register and the G/L.