



Voiding an AP Check

Purpose of this document

Voiding a check may be necessary if a check was lost or has not cleared the bank. This procedure outlines the necessary steps.

This document describes the steps on how to void an AP check.

Ceres Object release 5.00.00 is required for the functionality described in this document

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Voiding an AP Check

1. You can void checks from the Check Ledger Entries window.
2. The Check Ledger Entries window can be accessed from Departments → Financial Management → Cash Management → Lists → Bank Accounts. Highlight the Bank Account the check you want to void was written from and then select Navigate → Check Ledger Entries.

Bank Accounts - Microsoft Dynamics NAV

Finance Company ▶ Departments ▶ Financial Management ▶ Cash Management ▶ Bank Accounts

HOME NAVIGATE REPORT

Comments Statements Ledger Entries
 Positive Pay Export Posted Reconciliations **Check Ledger Entries**
 Dimensions Deposits Positive Pay Entries

Bank Acc.

Departments

- Financial Management
 - General Ledger
 - Cash Management
 - Cost Accounting
 - Cash Flow
 - Receivables
 - Payables
 - Fixed Assets
 - Inventory

Bank Accounts

No.	Name	Contact	Phone No.	Bank Acc. Posting Group
1000	US Bank Operating			1000
101500	Checking: Wells Fargo			1015
1030	US Bank Payroll			1030

3. Find the check you want to void and then select Navigate → Void Check. The Entry Status field must be Posted to void a check.

View - Check Ledger Entries - 101500 - Checking: Wells Fargo

HOME ACTIONS Finance Company - Master Ceres 50 Testi...

Void Check Create Positive Pay File Navigate

Check Ledger Entries

Type to filter (F3) Bank Account No. Filter: 101500

Bank Account No.	Check Date	Check No.	Description	Amount	Bank Payment Type	Entry Status	Sent by Positi... Pay	Entry No.
101500	7/12/2019	10005	UPS	1,630.50	Computer Check	Posted	<input type="checkbox"/>	517
101500	7/12/2019	10004	J.J. Keller & Ass...	234.09	Computer Check	Posted	<input type="checkbox"/>	516
101500	7/12/2019	10003	Independent	2,000.00	Computer Check	Posted	<input type="checkbox"/>	515
101500	7/12/2019	10002	Humana	294.10	Computer Check	Posted	<input type="checkbox"/>	514
101500	7/12/2019	10001	Supp 4 Name	17,500.00	Computer Check	Financially ...	<input type="checkbox"/>	513
101500	7/12/2019	10000	Heartland Batte...	800.00	Computer Check	Posted	<input type="checkbox"/>	512

- In the Void Date field, enter the date you want to void the check.
- Select the Type of Void. The options are:

Unapply and void check: The payment will be unapplied so that the vendor ledger entry for the invoice will be open, and the payment will be reversed by the voided check.

Void check only: The vendor ledger entry will still be closed by the payment entry, and the voided check entry will be open.

- Click Yes to void the check.

Edit - Confirm Financial Void

Do you want to void this check?

Void Date:

Type of Void: Unapply and void check
 Void check only

Details ^

Bank Account No.: 101500
Check No.: 10005
Vendor No.: V000050
Amount: 1,630.50

- Ceres creates a new entry with the posting description Voiding check XXXX. The Entry Status field on the check ledger entry is changed to Financially Voided.

Note: If you want to re-issue a check that has been voided, you must enter a new payment in the payment journal. If the voided check was unapplied, you can apply the new check to the original invoice entry. If the voided check was not unapplied, then you must apply the new check to the vendor ledger entry that was created by when the check was voided.

Bank Account No.	Check Date	Check No.	Description	Amount	Bank Payment Type	Entry Status	Sent by Positi... Pay	Entry No.
101500	7/12/2019	10005	UPS	1,630.50	Computer Check	Financially Voided	<input type="checkbox"/>	517
101500	7/12/2019	10004	JJ. Keller & Ass...	234.09	Computer Check	Posted	<input type="checkbox"/>	516
101500	7/12/2019	10003	Independent	2,000.00	Computer Check	Posted	<input type="checkbox"/>	515
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Related Topics

- 1. AP Check Processing
- 2. Vendor Overview