

---

## Voiding an AP Check

---

Owner of this document is: Scott Wiacek – [swiacek@feedingamerica.org](mailto:swiacek@feedingamerica.org)

### **Purpose of this document**

This document describes the steps on how to void a check if necessary.

Copyright © Feeding America 2014, All Rights Reserved.

This document may be printed and reproduced only by Feeding America and member organizations.

# Table of Contents

---

**PURPOSE..... 3**  
**VOIDING AN AP CHECK..... 3**  
**RELATED TOPICS..... 5**

## Purpose

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

Ceres object release 4.00.00 is required for this functionality.

## 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 → Bank Accounts → Navigate → Check Ledger Entries

Check Date	Check No.	Bank Acco...	Description	Amount	Entry Status	Sent by ...	Entry No.
10/31/2012	59560	1000	Adelman-Fisher	33,000.00	Voided	<input checked="" type="checkbox"/>	1
10/31/2012	59561	1000	ADP Screening Selection	1,500.00	Voided	<input checked="" type="checkbox"/>	2
10/31/2012	59562	1000	Superior Foods Co.	500.00	Posted	<input checked="" type="checkbox"/>	3
10/31/2012	59563	1000	Superior Foods Co	3,000.00	Posted	<input checked="" type="checkbox"/>	4
10/31/2012	59564	1000	Superior Food	2,250.00	Financially...	<input checked="" type="checkbox"/>	5
10/31/2012	59565	1000	Superior Foods Co.	2,000.00	Voided	<input checked="" type="checkbox"/>	6
10/31/2012	59566	1000	Superior Foods Co.	2,000.00	Voided	<input checked="" type="checkbox"/>	7
11/1/2012	59567	1000	Superior Foods Co	625.00	Voided	<input checked="" type="checkbox"/>	8
11/28/2012	59568	1000	Adelman-Fisher	66,000.00	Posted	<input checked="" type="checkbox"/>	9
11/28/2012	59569	1000	ADP Screening Selection	2,500.00	Posted	<input checked="" type="checkbox"/>	10

3. Find the check you want to void. The Entry Status field must be "Posted" to void a check.
4. Select Navigate → Void Check.

Check Date	Check No.	Bank Acco...	Description	Amount	Entry Status	Sent by ...	Entry No.
10/31/2012	59560	1000	Adelman-Fisher	33,000.00	Voided	<input checked="" type="checkbox"/>	1
10/31/2012	59561	1000	ADP Screening Selection	1,500.00	Voided	<input checked="" type="checkbox"/>	2
10/31/2012	59562	1000	Superior Foods Co.	500.00	Posted	<input checked="" type="checkbox"/>	3
10/31/2012	59563	1000	Superior Foods Co	3,000.00	Posted	<input checked="" type="checkbox"/>	4
10/31/2012	59564	1000	Superior Food	2,250.00	Financially...	<input checked="" type="checkbox"/>	5
10/31/2012	59565	1000	Superior Foods Co.	2,000.00	Voided	<input checked="" type="checkbox"/>	6
10/31/2012	59566	1000	Superior Foods Co.	2,000.00	Voided	<input checked="" type="checkbox"/>	7
11/1/2012	59567	1000	Superior Foods Co	625.00	Voided	<input checked="" type="checkbox"/>	8
11/28/2012	59568	1000	Adelman-Fisher	66,000.00	Posted	<input checked="" type="checkbox"/>	9
11/28/2012	59569	1000	ADP Screening Selection	2,500.00	Posted	<input checked="" type="checkbox"/>	10
11/28/2012	59570	1000	Allied Food Club of KC	131,350.00	Posted	<input checked="" type="checkbox"/>	11
11/28/2012	59571	1000	KCR International Trucks, Inc	1,500.00	Posted	<input checked="" type="checkbox"/>	12
11/28/2012	59572	1000	Transportation Logistics Syst	1,000.00	Posted	<input checked="" type="checkbox"/>	13

5. In the Void Date field, enter the date you want to void the check.

6. 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.

7. Click "Yes" to void the check.

**Edit - Confirm Financial Void**

Do you want to void this check?

Void Date: 8/19/2014

Type of Void:  Unapply and void check  
 Void check only

**Details**

Bank Account No.: 1000  
Check No.: 59569  
Vendor No.: V000006  
Amount: 2,500.00

Yes No

- 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 Ceres when the check was voided.

10/31/2012	59561	1000	ADP Screening Selection	1,000.00	Voided
10/31/2012	59562	1000	Superior Foods Co.	500.00	Posted
10/31/2012	59563	1000	Superior Foods Co.	3,000.00	Posted
10/31/2012	59564	1000	Superior Food	2,250.00	Financially Voided
10/31/2012	59565	1000	Superior Foods Co.	2,000.00	Voided
10/31/2012	59566	1000	Superior Foods Co.	2,000.00	Voided
11/1/2012	59567	1000	Superior Foods Co.	625.00	Voided
11/28/2012	59568	1000	Adelman-Fisher	66,000.00	Posted

## Related Topics:

- AP Checks
- Vendor Overview