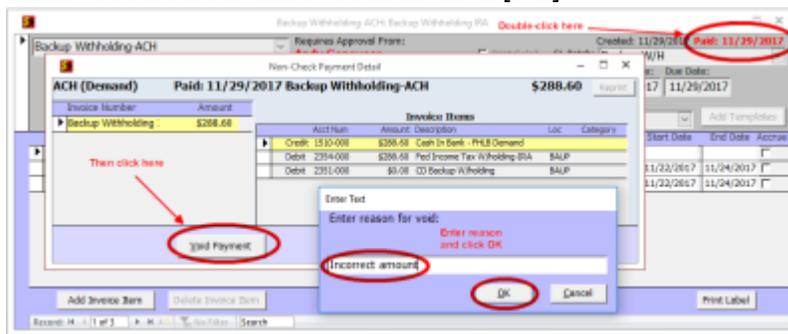


# Voiding Non-Check Payments

These instructions are for voiding *non-check* payments. For payments that involve a printed check, refer to [Void \(and unvoid\) Check](#).

## Step 1. Void the paid invoice

1. Open the paid invoice
2. Double-click on the payment date in the upper-right corner of the form
3. Click the [Void Payment] button
4. Enter a reason for the void then click [OK]



When you click [OK], the program will do the following things:

- Create an unposted reversing batch in the GL with an apply date of today
- Mark the original invoice as voided and set its Invoice Amount to \$0
- Create an unpaid copy of the original invoice for modification if necessary

If you don't need to modify the invoice and re-pay it, you may simply delete the unpaid invoice and you are done.

If you do need to modify the invoice and re-pay it, continue with Step 2 below.

## Step 2. Modify the new unpaid invoice

Open the unpaid invoice created in the previous step and make any necessary changes. Note that there is no need to change the Invoice and Due dates unless they are actually incorrect. Close the modified invoice.

## Step 3. Pay the modified invoice

Click the check box next to the modified invoice then click [Pay Invoices]. The Pay Invoices form will open. You will probably want to **change the "PmtDate" to today's date** so that the Apply Date on the new payment batch matches the void batch created earlier. Close the form to complete the payment.

## Step 4. Make and post batches

1. Click the [Make Batch] button
2. Switch to the GL and review the two batches that were created:

The image shows two screenshots of unposted batches in a financial system. The first screenshot is for a batch named 'Void Payment' with an apply date of 12/1/2017. It shows a table with columns for Folio, Description, Debit Account, Debit Amount, Credit Account, and Credit Amount. The table contains three rows: 1 APACH (Demand) VOID-Backup Wit with a debit of \$0.00 and credit of \$0.00; 1 APACH (Demand) VOID-Backup Wit with a debit of \$288.60 and credit of \$288.60; and 1 APACH (Demand) VOID-Backup Wit with a debit of \$288.60 and credit of \$288.60. The total debit is \$288.60 and the total credit is \$288.60. The second screenshot is for a batch named 'Backup W/H' with an apply date of 12/1/2017. It shows a table with columns for Folio, Description, Debit Account, Debit Amount, Credit Account, and Credit Amount. The table contains two rows: 1 AP Backup W/H with a debit of \$200.00 and credit of \$200.00; and 2 AP Backup Withholding-AOH-Fed with a debit of \$200.00 and credit of \$200.00. The total debit is \$200.00 and the total credit is \$200.00.

		Debit		Credit	
Folio	Description ([Ctrl] + ' to copy from above)	Account	Amount	Account	Amount
1	APACH (Demand) VOID-Backup Wit			2351-000	\$0.00
1	APACH (Demand) VOID-Backup Wit			2354-000	\$288.60
1	APACH (Demand) VOID-Backup Wit	1510-000	\$288.60		
			\$288.60		\$288.60

		Debit		Credit	
Folio	Description ([Ctrl] + ' to copy from above)	Account	Amount	Account	Amount
1	AP Backup W/H			1510-000	\$200.00
2	AP Backup Withholding-AOH-Fed	2354-000	\$200.00		
			\$200.00		\$200.00

3. Post the batches

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