

VOIDING BANK ACTIVITY

Go to the BR module.

Only checks written in the B/R module should be voided here. If a check was originally posted from the A/P or P/R modules, voiding it in the B/R module will not void it in the original modules. You must go to the original source to void a check.

If your module preferences is set up for “multi batch mode”, click on **Enter Activity**, go to batch control and set up a new batch or select an existing batch. When setting up a new batch, it is a good idea to enter a description in the “identity” box to help you easily identify the data in that batch. Click “save” and “cancel”.

If you are not using multi-batch mode, select **Enter Activity** from the drop-down menu rather than “batch control”. After a batch is set up, click on **Enter Activity, Void Bank Activity**. The following screen will be displayed.

The screenshot shows a software window titled "BR Void Bank Activity". The window contains a form for voiding bank activity. At the top, there is a message: "Use this form to void outstanding items for a specified bank account." Below this, there are input fields for "Bank Account", "Tran #" (set to 1), and "Balance". To the right of these fields are "Save" and "Cancel" buttons. Below the "Bank Account" field is an "Activity Type" section with a list box containing "All" (checked), "Check", and "Deduction". To the right of the list box are "Item to Void" and "Date to Void" (set to 05/23/2006) fields. Below these is a "Description" field. Further down, there are fields for "Item Number", "Item Date", "Payee", "Item Type", "Description", "Amount", and "Source Module". At the bottom of the form are three tabs: "Void Activity", "Activity Notes", and "Bank Notes". On the right side of the window, there is a vertical stack of buttons: "Save", "Cancel", "Edit", "Clear", "Print Edit", "Bank Register", "End", and "Help".

Place the cursor on the “**bank account**” box. When the magnifying glass appears, double-click and select the bank account in which you wish to void activity.

Select the “**activity type**” you are voiding. Your options are All, Check, Deduction, Bank Charge, Addition, & Deposit.

Using the lookup feature (magnifying glass & double-click) in the “**item to void**” box select the item you wish to void.

Select the date to void. You can enter the date or use the drop-down menu. This date is important because it lets you choose which fiscal period the void will be posted.

Enter a description. If more information should be attached to the activity than the “**description**” box allows, enter it on the **Activity Notes** tab at the bottom. When you choose this option, you will see a “time stamp” button on the right-hand side, which allows you to record the date and the time you entered the note.

Notice at the bottom of the screen you will see pertinent information concerning the item you selected to void.

Save.

You can print the edit report by clicking on the “print edit” button on the right-hand side of the screen or you can “cancel”, go to **Enter Activity**, and select **Print Edit Report**. You can view, print, or save to a file.

If there is an error on the edit report, correct it by again selecting **Enter Activity, Void Bank Activity**, clicking on the “find” button on the right-hand side, and selecting the item that needs to be corrected.

When you are ready to post, go to **Enter Activity, Post Activity**. The system will stop periodically to allow you to print or save posting reports.