



# Procedures for Voiding Checks

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## Voiding a Current Fiscal Year Check

Checks should be voided only if the amount of the check is incorrect; the invoiced items were not to have been paid; it was issued to the wrong vendor; it was issued against the wrong bank; or it was ruined or lost and a stop payment has been issued.

If only the account(s) charged are incorrect, the Account Correction Procedure should be used to make the necessary correction.

### ***Voiding a Check***

1. The actual voiding of the check is performed using the USAS program VOIDCK. This causes the check to be set to a "void" status, the associated invoice records are set to a "cancelled" status, and the associated purchase order is set back to a "new" status with the funds re-encumbered.
2. If a check is to be re-issued to this vendor using this PO, you should use the USASWEB/Invoice program to indicate the amount of payment to be made. You would then run CKPROC to create a new check.
3. If, for some reason, a check is not to be issued against the PO as it had been originally entered, you should use the USASWEB/Invoice program and "Cancel" each item of the PO. The bill should then be paid by using a newly created PO with a different number.

### ***Message "You Cannot Void this Check"***

The message, "You Cannot Void this Check" will be received if the status of the check indicates it cannot be voided. Checks with an original status of warrant, refund, or memo can be voided as long as they do not have a current status of either reconciled or voided. Any other combination of status codes cannot be voided and will result in the above error message.

### ***Physical Check Ruined or Lost***

If the damaged check is returned, you can use CHKSEQ Option 2 to reprint the check.

If the check is lost, a stop payment should be issued with your bank. You then have two options:

1. Follow options 1 and 2 above to void and re-issue the check.
2. Use CHKSEQ Option 3 to void the old check and create a new check. Once you complete this step you will need to run CHKSEQ again and choose option 2 to create the new print file.



## Prior Fiscal Year Check

A check from a prior fiscal year should never be voided. Instead, the check should be reconciled (as if it had cleared the bank), and the money receipted into the fund used for the expenditure using a 5300 receipt code, "refund of a prior year's expenditure". If you need to re-issue the check, do a refund of receipt (with check) from the 5300 receipt account.

Note that there may be a potential problem with the above procedure. By reconciling the check, the YTD figure for 1099 purposes has not been reduced, and may cause problems at the end of the year if the person voiding does not make adjustments via USASWEB/Vendors.

In a future version of USAS, the software will know what month and year of processing is in progress, and will likely be able to automatically handle this situation. Until that time, you may need to manually update the calendar YTD figure for the vendor.