



HOW TO VOID AN EXTERNAL PAYMENT IN CASH MANAGEMENT

QUICK REFERENCE GUIDE CM-46

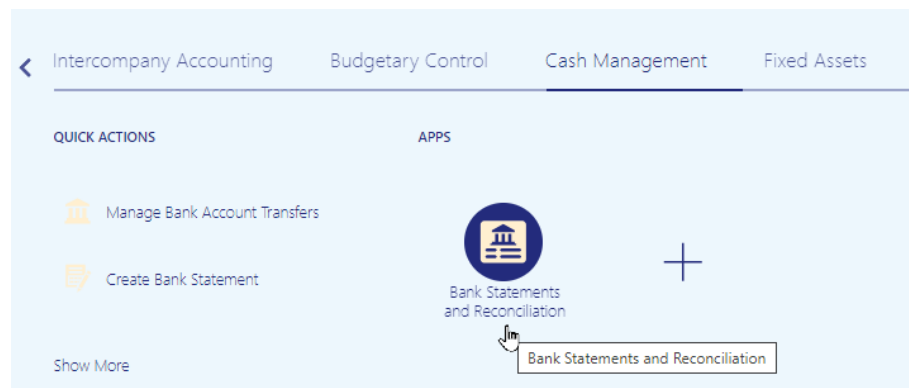
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Purpose

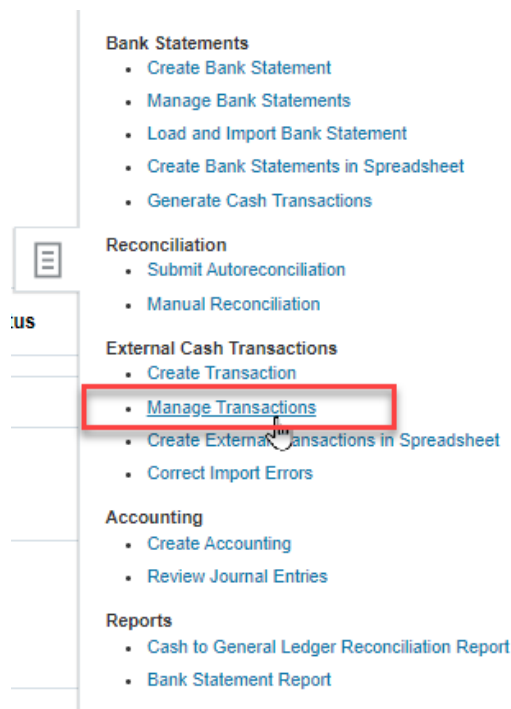
The purpose of this Quick Reference Guide (QRG) is to learn How to Void an External Payment in Cash Management in the North Carolina Financial System (NCFS).

How to Void an External Payment in Cash Management

1. Select the **Cash Management** module and click on **Bank Statements and Reconciliation**.



2. Use the **Task List** from the right side of the screen to select **External Cash Transactions > Manage Transactions**.



3. Select the appropriate bank account and key the check number into the Reference field. Then click on the Search button to the far right of the screen.

Manage External Transactions

Search

Search form with fields: Transaction Number, Bank Account, Currency, Business Unit, Transaction Type, Date, Amount, Reference, Status, Origin. The Bank Account and Reference fields are highlighted with red boxes.

4. The record is listed on the Manage External Transactions screen. Click on the Edit button to change the record.

Manage External Transactions

Search

Search Results

Actions View + Edit Detach

Transaction Number	Bank Account	Edit	Business Unit	Date	Amount	Reference	Status	Origin	Attachments
24003	5000012 - GENERAL EX...		0200 ADMINISTRATIVE ...	8/15/23	-130.00 USD	41697359	Unreconciled	Imported	None

Columns Hidden 6

5. On the Transaction Details screen, the payment record is displayed.

Edit External Transaction 24003

Transaction Details

Transaction Number 24003 Status Unreconciled

* Bank Account 5000012 - GENERAL EXPENSE - AOC

Business Unit 0200 ADMINISTRATIVE OFFICE OF TI

* Amount -130.00 USD

* Date 8/15/23

Reference 41697359

Transaction Type Check

Description 02P

Clearing Date

Value Date m/d/yy

Origin Imported

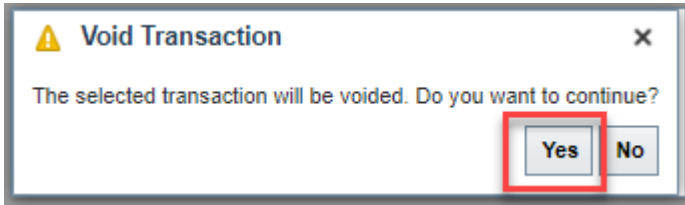
Attachments None +



6. Click on the **Void** option at the top right of the screen:



The system will display the following message. Click **Yes** to void the payment.



7. The **Transaction Details** will be displayed again. The check **Status** should be **Voided**.

Edit External Transaction 24003

Transaction Details

Transaction Number	24003	Status	Voided
Bank Account	5000012 - GENERAL EXPENSE - AOC	Clearing Date	
Business Unit	0200 ADMINISTRATIVE OFFICE OF THE COURTS	Value Date	
Amount	-130.00 USD	Origin	Imported
Date	8/15/23	Attachments	None
Reference	41697359		
Transaction Type	Check		
Description	02P		

8. Once completed, click **Save and Close**.

