

How to Void an External Payment in Cash Management



QUICK REFERENCE GUIDE P2P-18

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:

| < | Intercompany Accounting | Budgetary Control | Cash Management | Fixed Assets | | |
|---|-------------------------------|--------------------------------|--------------------------------|--------------|--|--|
| | QUICK ACTIONS | APPS | | | | |
| | Manage Bank Account Transfers | | | | | |
| | Create Bank Statement | Bank Stateme and Reconcilia | nts tion | | | |
| | Show More | JmBa | ank Statements and Reconciliat | ion | | |

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

| | Bank Statements Create Bank Statement | | | | |
|----|---|--|--|--|--|
| | Manage Bank Statements | | | | |
| | Load and Import Bank Statement | | | | |
| | Create Bank Statements in Spreadsheet | | | | |
| | Generate Cash Transactions | | | | |
| | Reconciliation | | | | |
| | Submit Autoreconciliation | | | | |
| us | Manual Reconciliation | | | | |
| | External Cash Transactions | | | | |
| | Create Transaction | | | | |
| | <u>Manage Transactions</u> | | | | |
| | Create External ansactions in Spreadsheet | | | | |
| | Correct Import Errors | | | | |
| | Accounting | | | | |
| | Create Accounting | | | | |
| | Review Journal Entries | | | | |
| | Reports | | | | |
| | Cash to General Ledger Reconciliation Report | | | | |
| | Bank Statement Report | | | | |

NORTH CAROLINA OFFICE OF THE STATE CONTROLLER



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.

Makage External Transactions

| Searcl | h | | | | |
|--------|--------------------|---|---|---------------------------|--|
| ** 1 | Transaction Number | | | ** Date m/d/yy 🖄 - m/d/yy | |
| | ** Bank Account | | • | ** Amount | |
| | ** Currency | ~ | | ** Reference | |
| | Business Unit | | • | ** Status | |
| * | * Transaction Type | | ~ | ** Origin | |

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 | | | | | | | | | |
| A | ctions 🔹 View 👻 | 🕂 🗾 🎵 📰 Det | tach | | | | | | |
| | Transaction Number | Bank Acce 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 Hidde | en 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 | • | Clearing Date | | _ |
| Business Unit | 0200 ADMINISTRATIVE OFFICE OF TI | • | Value Date | m/d/yy | |
| * Amount | 130.00 | | Origin | Imported | |
| Amount | -150.00 | 550 | Attachmonto | Nono III | |
| * Date | 8/15/23 | Ċ | Attachments | | |
| Reference | 41697359 | | | | |
| Transaction Type | Check | ~ | | | |
| Description | 02P | | | | |

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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 Fransaction 24003

Transaction Details

| Transaction Number | ction Number 24003 | | Status | Voided |
|--------------------|--|--------|--------|----------|
| Bank Account | 5000012 - GENERAL EXPENSE - AOC C | learin | g Date | |
| Business Unit | Business Unit 0200 ADMINISTRATIVE OFFICE OF THE COURTS | | | |
| Amount | Amount -130.00 USD | | Origin | Imported |
| Date 8/15/23 | | Attach | ments | None |
| Reference | 41697359 | | | |
| Transaction Type | Check | | | |
| Description | 02P | | | |

8. Once completed, click Save and Close:



