

Voiding Checks - Computer Steps

Void all checks that are being returned to the clinic - steps:

- Log into your agency, subagency, clinic, & subclinic where the checks were originally produced
- FI Processing
- Completion Activities
- Void & Reissue
- Enter the ID number of the participant that appears on the check to void
- Place an "X" by the check number you wish to void & enter
- Select the reason for voiding the check (F1 - for reason codes)
- Enter "N", no for reissue code
- The computer will ask if you wish to void all FI's; enter "N", no And void checks one at a time
- Select "N" (NO) to void all FI's for mo/year and future months/terminate client
- Trans OK "Y" (yes) to save information if correct

NEXT....

Write or Stamp
"VOID" on the check

Document the void on the check register:

(write void, the date & your initials by the corresponding check # on the check register)

File the Voided Checks in numerical order with other voided checks