

Voiding a Payment

If a check doesn't clear the bank or if you've made the payment in the wrong account, you may have to void the payment. You can either void the payment from the Undeposited Funds account or directly from the case requirement.

From the Undeposited Funds Account:

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Chart Of Accounts
Select an account to view details

Account Type: <input type="text" value="-- Select --"/>	Grouping: <input type="text" value="CLRK - Clerk"/>	List accounts containing: <input type="text" value="Wildcard search"/>
<input checked="" type="checkbox"/> Active only	<input checked="" type="checkbox"/> Posting only	<input type="checkbox"/> Display options

Account	Description	Type	Active	Balance
Add a new account				
8000	CLERK Checking Account	Bank	Yes	\$676.00
8001	CLERK Undeposited Funds	Asset	Yes	\$500.00
8001E	CLERK eFiled payments	Asset	Yes	\$392.00

Click on your Undeposited Funds account. This brings you to the List Account Register. You may need to change your Display transactions between dates to go back far enough to find the payment. If you change the beginning date, click the **Submit** button to see the results. Find the payment you wish to void and click on the **Date** link to get into the Payment Detail screen.

List Account Register
Select an account and date range, then press Submit

Account: <input type="text" value="8001 - (Asset) CLERK Undeposited Funds"/>
Display transactions between: <input type="text" value="9/1/2018"/> and <input type="text" value="10/11/2018"/>
<input type="checkbox"/> Include sub-account transactions

Date	Type	Number	Payor/payee	Memo	Requirement	Cleared	Debit	Credit
Starting balance:								\$0.00
Add a new general journal entry								
9/27/2018	Payment	0000005	Caroline Ingalls	sdlf;s lkfsl;	Misc/Copy/Certification Caroline Ingalls - 02D08-1801-JC-000001	C	\$2.00	
9/27/2018	Payment	0000005	Caroline Ingalls	sdlf;s lkfsl;	Misc/Copy/Certification Caroline Ingalls - 02D08-1801-JC-000001	C	\$10.00	
9/27/2018	Payment	0000007	Charles Ingalls	5214	Court Costs Laura Ingalls - 02D07-1810-JP-000001	C	\$32.40	
9/27/2018	Payment	0000007	Charles Ingalls	5214	Court Costs Laura Ingalls - 02D07-1810-JP-000001	C	\$5.00	

From the Requirement:

You can also get to the payment by going into the case requirements, click on the **Assigned** link to get into the requirement. The one payment may have been for multiple requirements, you can click on any requirement that was paid and the same payment will be in each.

- Requirements		Top					Options
Name	Assigned	Requirement	Start	Status	Status date		
Caroline Ingalls	9/27/2018	Misc/Copy/Certification	9/27/2018	Paid in full	9/27/2018		

Once inside the Requirement Detail screen, you can scroll to the bottom of the page to the Requirement transactions. Click on the **Date** link of the payment you wish to void.

- Requirement transactions		Descending	Top			Options
Date	Type	Number	Memo	Amount		
9/27/2018 10:12:34 AM	Assessment		Assess Copy/Certification Fee	\$12.00		
9/27/2018 10:15:35 AM	Payment	0000005	sdlf;s lkfsl;	\$12.00		
9/27/2018 10:47:28 AM	Deposit			\$12.00		
9/27/2018 10:50:48 AM	Disburse Prep			\$12.00		

Payment Detail screen


Once you are on the Payment Detail screen that shows the payment. You can click the **Void** button at the bottom of the page.

Payment Detail
This is not the receipt. Press 'View Receipt' for the receipt.

successfully

Date: 9/27/2018 10:15:35 AM

Total Amount Due: \$0.00
Tendered: \$0.00
Amount paid*: \$12.00
Change due: \$0.00
Payment method: CHK - Check Credit card fee: 0.00
Received from: Caroline Ingalls
Address: 452 Main Street
Fort Wayne, IN
Transaction number: 0000005
Memo: sdlf;s lkfsl;
Reference number: 1111



This will bring up the Void Transaction screen where you can enter your Void reason and Void date.

Click the **Void** button at the bottom of the page.

Void Transaction

Date: 9/27/2018 10:15:35 AM
Type: Payment No: 0000005
Amount: \$12.00 Check
Name: Caroline Ingalls
Memo: sdf;s lkfsl;
Reference No: 1111

WARNING - this Void process can not be reversed. To void the above transaction, enter the void reason and void date and press the Void button.

Void reason:*

Void date:

Added by Karlene Thompson on 9/27/2018 10:15:35 AM - Last updated by Karlene Thompson on 10/11/2018 8:47:51 AM
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✖ Cancel 🔄 Refresh Void

Requirement Status:

If the payment paid the requirement in full, this requirement will be closed. You will need to remove the closed requirement status. Simply click on the status drop down and select the "select" option. This will remove the date from the status date field.

Click the **Update** button to save your work.

Requirement Detail

Updated successfully

[Cases](#) | [Attributes](#) | [Alerts](#) | [Balances](#) | [Transactions](#)

Requirement type: CLERK FEES
Requirement code: Misc/Copy/Certification
Provider: -- Select --
Assigned date: Start date:
Scheduled end date: New end date:
Status: Status date:

Requirement type: CLERK FEES
Requirement code: Misc/Copy/Certification
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Status: Status date:

This requirement is open and due again.