

## CM-46 How to Void an External Payment in Cash Management

### **Purpose**

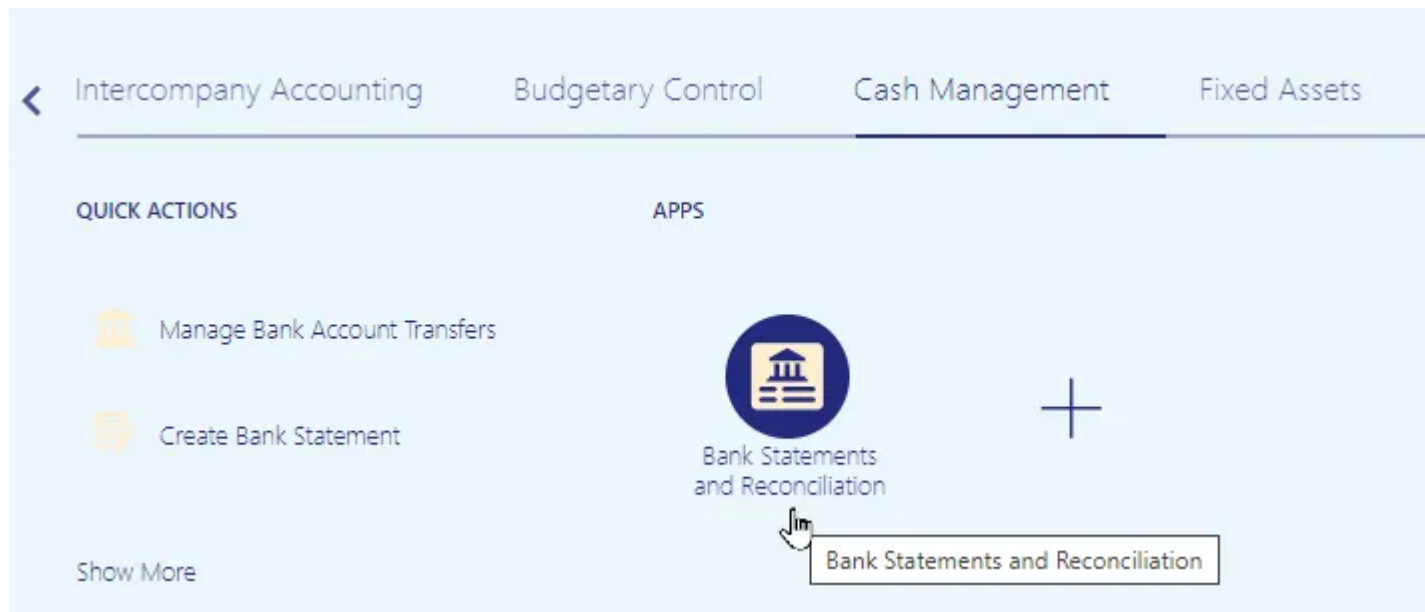
The purpose of this Quick Reference Guide (**QRG**) is to learn How to Void an External Payment in Cash Management in the North Carolina Financial System (**NCFS**).

There are 8 steps to complete this process.

### **How to Void an External Payment in Cash Management**

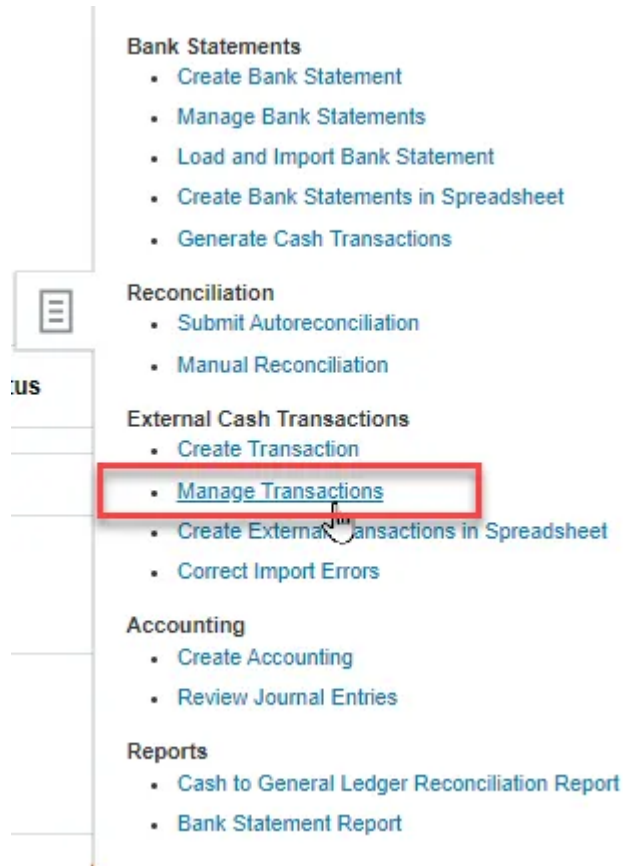
Step 1. Select the **Cash Management** module and click on **Bank Statements and Reconciliation**.

Image



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

Image



Step 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.

Image

## Manage External Transactions

Search

|                       |                      |              |                                                                           |
|-----------------------|----------------------|--------------|---------------------------------------------------------------------------|
| ** Transaction Number | <input type="text"/> | ** Date      | <input type="text" value="m/d/yy"/> - <input type="text" value="m/d/yy"/> |
| ** Bank Account       | <input type="text"/> | ** Amount    | <input type="text"/> - <input type="text"/>                               |
| ** Currency           | <input type="text"/> | ** Reference | <input type="text"/>                                                      |
| Business Unit         | <input type="text"/> | ** Status    | <input type="text"/>                                                      |
| ** Transaction Type   | <input type="text"/> | ** Origin    | <input type="text"/>                                                      |

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

Image

## Manage External Transactions

► **Search**

## Search Results

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

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

Image

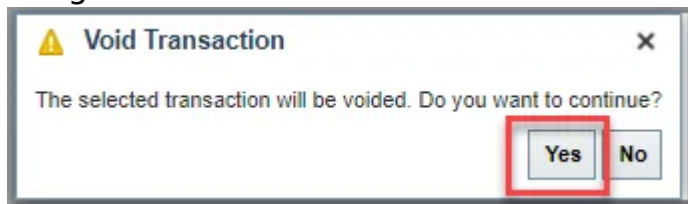
Edit External Transaction 24003

#### 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 USD                                                                               | Origin        | Imported                                                                                   |
| * Date             | 8/15/23  | Attachments   | None +                                                                                     |
| Reference          | 41697359                                                                                  |               |                                                                                            |
| Transaction Type   | Check ▼                                                                                   |               |                                                                                            |
| Description        | 02P                                                                                       |               |                                                                                            |

Step 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.

Image



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

Image

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                                      |               |          |

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

Image

View Accounting

Void

Save

Save and Close

Cancel

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