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

Purpose

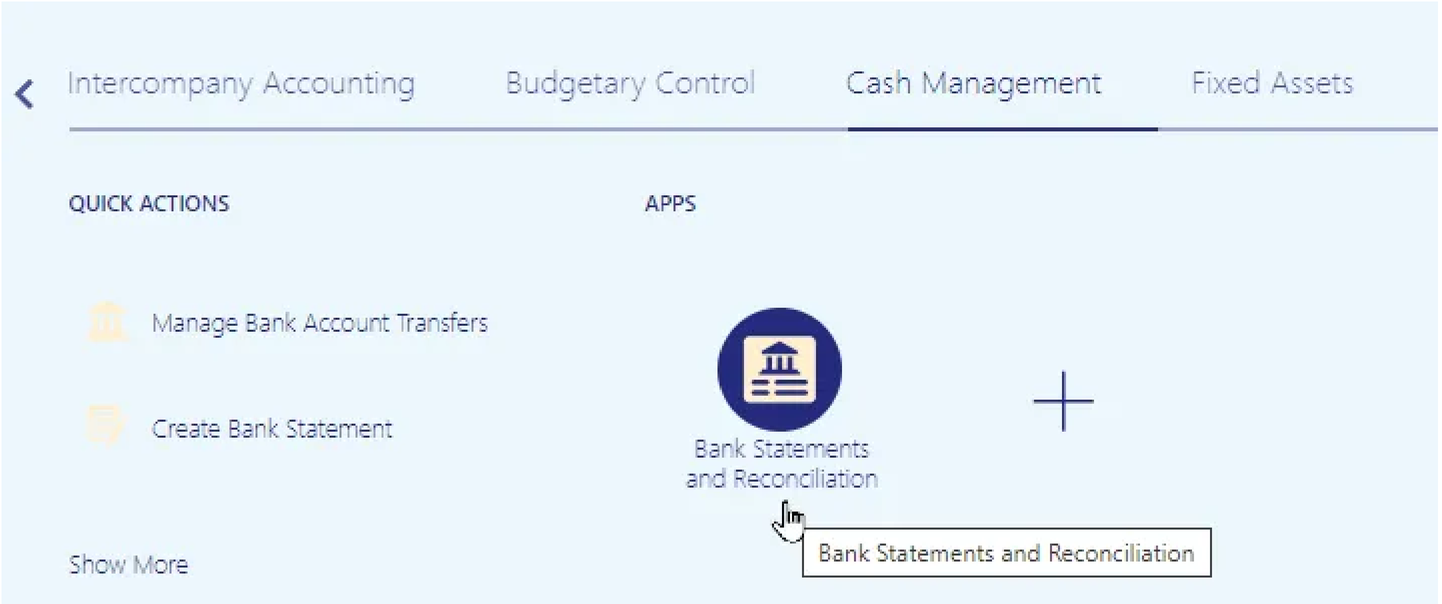
The purpose of this Quick Reference Guide (**QRG**) is to learn How to Void an External Payment in Cash Management in the North Carolina Financial System (**NCFS**).

There are 8 steps to complete this process.

How to Void an External Payment in Cash Management

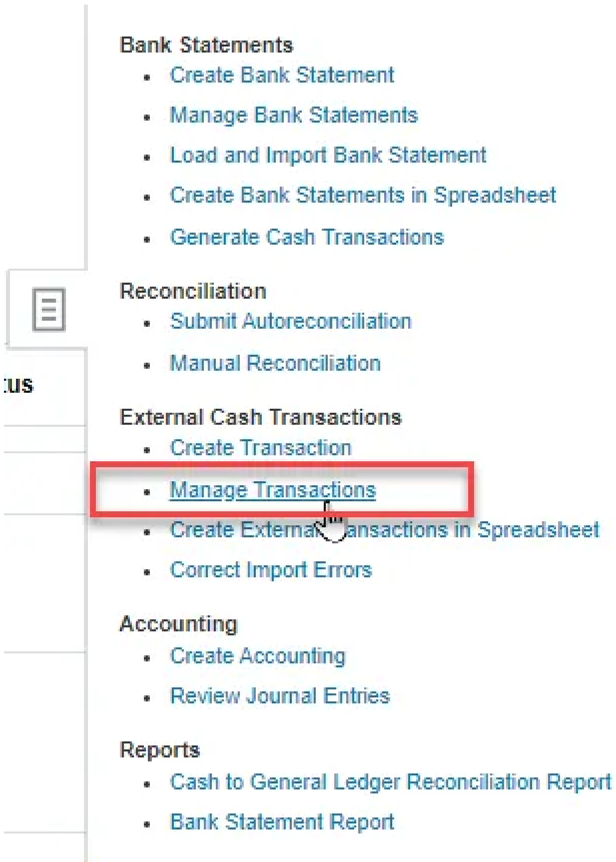
Step 1. Select the **Cash Management** module and click on **Bank Statements and Reconciliation**.

Image



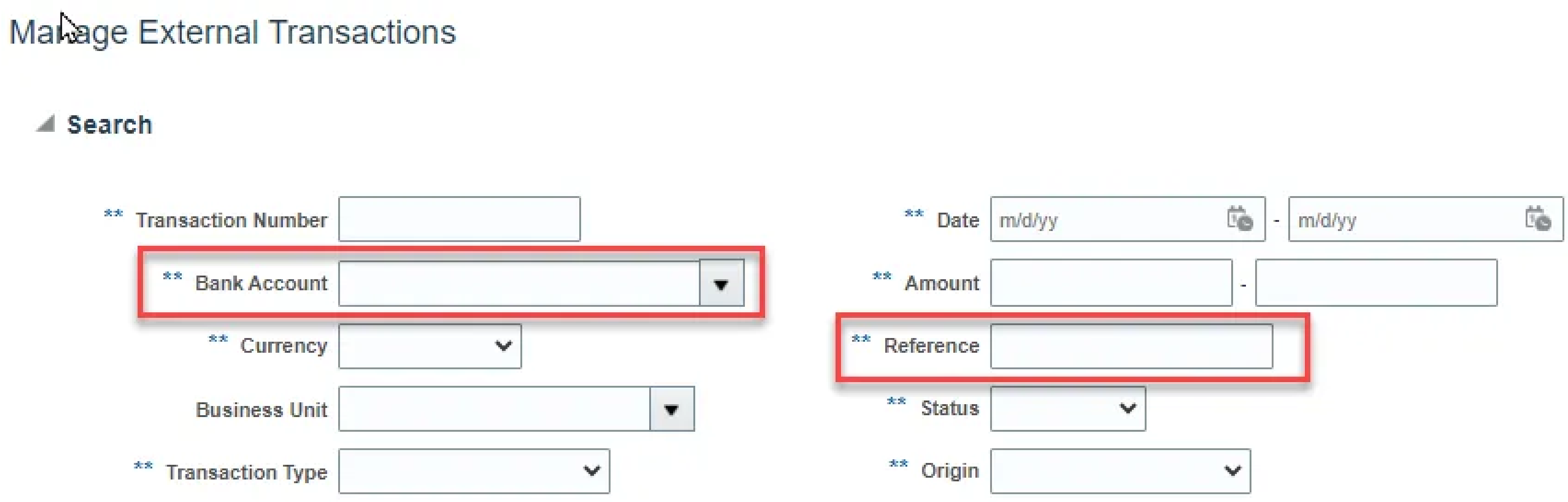
Step 2. Use the **Task List** from the right side of the screen to select **External Cash Transactions > Manage Transactions**.

Image



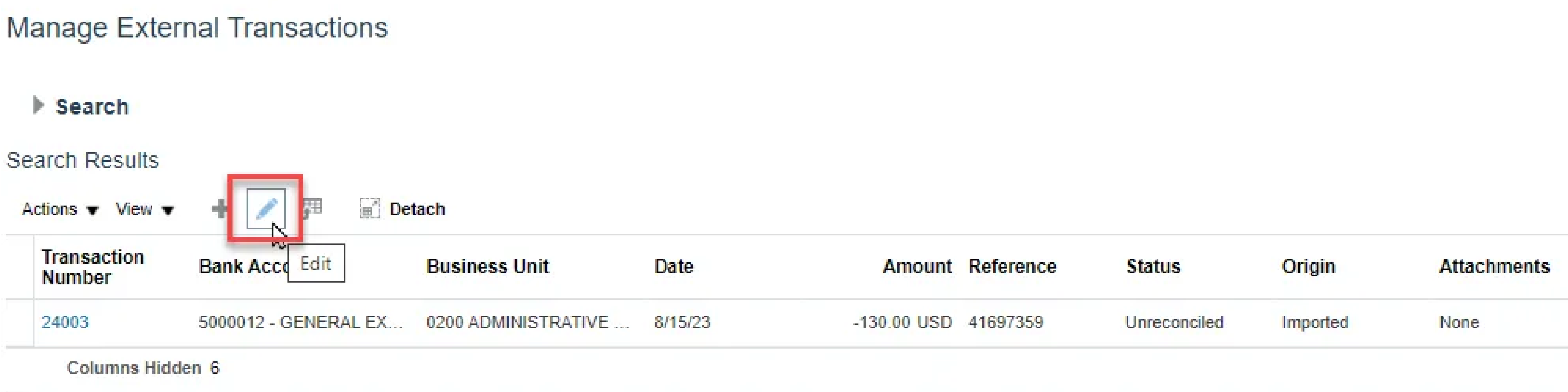
Step 3. Select the appropriate bank account and key the check number into the **Reference** field. Then click on the **Search** button to the far right of the screen.

Image



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

Image

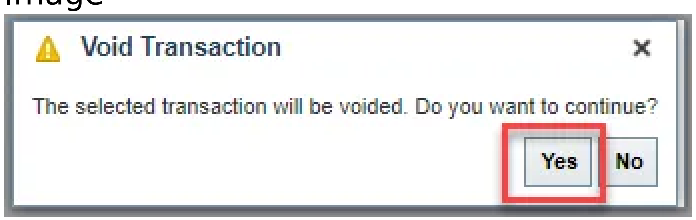


Step 5. On the **Transaction Details** screen, the payment record is displayed.

Image

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

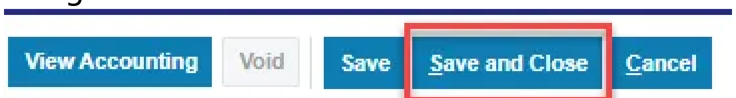


Step 7. The **Transaction Details** will be displayed again. The check **Status** should be **Voided**.

Image

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

Image



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