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**:
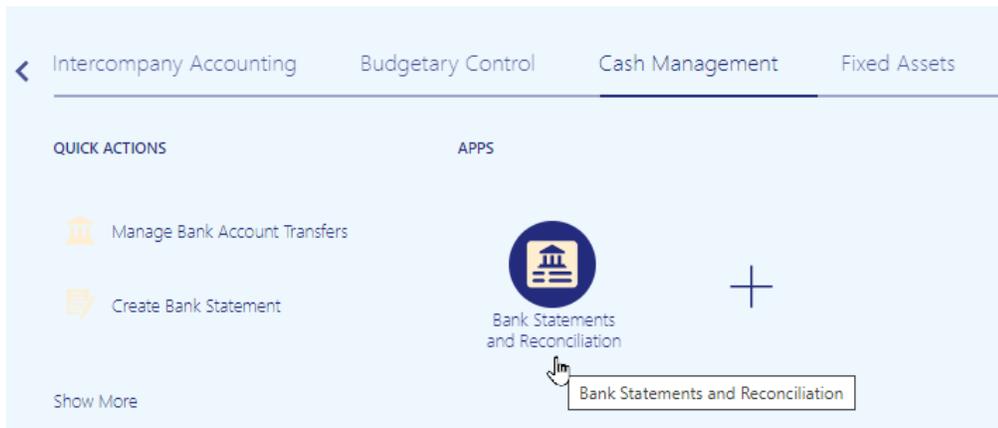
2. Use the **Task List** from the right side of the screen to select **External Cash Transactions > Manage Transactions**:
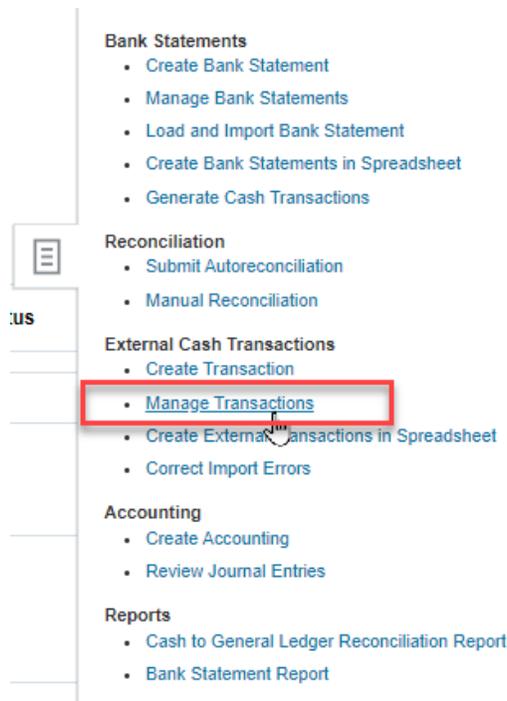
3. Select the appropriate bank account and key the check number into the Reference field. Then click on the Search button to the far right of the screen.

Manage External Transactions

◢ Search

** 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

Actions ▼ View ▼ ➕ ✏️ Edit ⊞ 🔳 Detach

Transaction Number	Bank Acc 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 Hidden 6								

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

Edit External Transaction 24003

Transaction Details

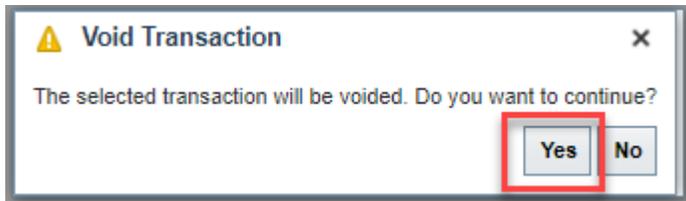|			
Transaction Number	24003	Status	Unreconciled
* Bank Account	5000012 - GENERAL EXPENSE - AOC ▼	Clearing Date	
Business Unit	0200 ADMINISTRATIVE OFFICE OF TI ▼	Value Date	m/d/yy 📅
* Amount	[-130.00] USD	Origin	Imported
* Date	8/15/23 📅	Attachments	None ➕
Reference	41697359		
Transaction Type	Check ▼		
Description	02P		

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6. Click on the **Void** option at the top right of the screen: Void

The system will display the following message. Click **Yes** to void the payment.

⚠ **Void Transaction**   ✕

The selected transaction will be voided. Do you want to continue?

[**Yes**] [No]

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

Edit External Transaction 24003

Transaction Details

Transaction Number	24003
Bank Account	5000012 - GENERAL EXPENSE - AOC
Business Unit	0200 ADMINISTRATIVE OFFICE OF THE COURTS
Amount	-130.00 USD
Date	8/15/23
Reference	41697359
Transaction Type	Check
Description	02P

Status	Voided
Clearing Date	
Value Date	
Origin	Imported
Attachments	None

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

[View Accounting] [Void] [Save] [**Save and Close**] [Cancel]

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