CITY OF SAN RAFAEL

FINANCE DEPARTMENT

DIVISION: AP

TOPIC: STEPS TO VOID A CHECK

Note: If a check is missing or you do not have the physical check, first ask Van or Shawn to place a *stop payment* on the check. They will also confirm if a missing check has been cashed or not.
*****(all the steps are performed by the AP Accounting Assistant, except for the stop payment)*****

Once the stop payment has been placed and/or you have the physical check, follow the next steps:

Part A:

1. Pull non-negotiables (color top sheet on our AP files).
2. Go on Eden **//** check processing **//** reconciliation **//** update outstanding checks **//** QBE line of your preference **//** QBE again **//** on the tab bar, click 'Form' **//** select void check **//** pick your reason **//** click ok **//** exit.
3. Go to void check edit list (no need to save PDF) **//** exit **//** go to post void check **//** save PDF on the voided check list folder **//** exit.
4. Update the void check Excel spreadsheet.

Part B:

Note: When a check is voided, Eden will automatically put back the invoices in the invoicing system and if nothing is done, the check will automatically print on the next run. Hence, it is very important to be aware of the next steps:

1. If you ***are reissuing a check*** that does not need any updates, do nothing. It will print automatically on the next run.
2. if you ***are reissuing a check***, but need to update the invoice, find the invoice, update it, and re-approve it.
3. If you are ***not reissuing*** a check, find the invoice and delete it.

PART C:

1. On the non-negotiable, write the date of void and the reason for voiding. Then, select one of these 2 steps:
   a. If you are reissuing a check remove the back up from non-negotiable to attach to the next non-negotiable run. (Y*ou do not need to request for another back up to the requestor department.)*
   b. If You are not reissuing you can either keep the back with the non-negotiable or toss it.
2. File back the non-negotiable.
3. If you have the physical check, cut out the signature.
4. File check with that month bank reconciliation (light blue file).