Voiding Transactions

Purpose of Void Transactions

This transaction type is used to 'void' a transaction that has been created in error. Transactions cannot be deleted from the system, as this corrupts the audit trail.

Instead, transactions are assigned a type of void. The transaction is maintained on the database, but has no impact in Accounts Receivable or General Ledger records. It is therefore purely a housekeeping tool.

Navigate: Transactions → Transactions

Step 1: Search the transaction

If the transaction has been completed and printed it cannot be voided. In this situation please refer to the guidance on raising credit notes.

a) Search for the transaction that you would like to void by using the torch icon and entering the transaction number (or any other criteria listed below) and click ‘Find’. 
Step 2: Changing the Header details

b) Now you have located the transaction, you will need to make the following changes:

- **Type** - Change the type to **XX Void**.
- As soon as this has been changed a message will pop stating ‘**Rerun Auto Accounting**’. You must click ‘**Yes**’.

![Transaction Details](image)

**Step 3: Main Tab**

In the main tab you will not need to populate many details as the information will default in from the existing transaction. You will need to change the payment term to **Immediate**.
Step 4: Line Items

This is where you enter the details of the products or services you are providing. The following fields are to be populated:

- **Description** – This is a free text field where you enter the details of the product or service. As this transaction will have no bearing on your accounts, you are advised to detail the reason for voiding.
- **Unit Of Measure (UOM)** – Optional field and choose appropriately.
- **Quantity**
- **Unit Price** – Value of product or service you are providing.
- **Amount** – Automatically populates after quantity and unit price have been entered.
- **Tax classification** – defaults in based on customer set up. To change the tax classification, click on list of values and select appropriate option.

Once your lines are complete, you must update the accounting information by clicking on the **Distributions** button.

Step 5: Entering Distribution Codes

Once you have clicked on distributions, the following screen displays. This is where you enter the codes as to where the income is to go to. **You must only change the revenue line.** To view all lines as seen below, click on the drop down arrow and select Account for all lines.
- The revenue GL account will automatically populate. The code must be changed using the list of values to choose:

<table>
<thead>
<tr>
<th>Entity</th>
<th>UC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>AG</td>
</tr>
<tr>
<td>Cost Centre</td>
<td>AGBA</td>
</tr>
<tr>
<td>Source of Funds</td>
<td>GAAA</td>
</tr>
<tr>
<td>Transaction</td>
<td>LKAA</td>
</tr>
<tr>
<td>Spare</td>
<td>Default</td>
</tr>
</tbody>
</table>

  (i) The correct cost centre segment (area of activity) e.g XXBA  
  (ii) The transaction segment (income code – L____ or K__).

- As the transaction will have no bearing to your departmental accounts, central finance advise you code to the following codes: **U.XX.XXBA.GAAA/B.LKAA.0000**

- The code specified is a generic code all departments have. Also the Source of Funds will depend on the original transaction created (GAAA for external trading and GAAB for internal trading).

Repeat Steps A and B for each line of the invoice and **Save**. A transaction number is generated, which you should make a note of.

The next step is for the invoice to be checked and completed.

If you have raised a credit memo in error, it is not possible to void this. You will need to raise a debit memo in order to cancel it out. Please contact the AR helpdesk for assistance. **UFS_AR@admin.cam.ac.uk** or 01223 766888