



Voiding transactions

Purpose of void transactions

If a transaction has been created in error, it cannot be deleted from the system as it corrupts the audit trail. In this scenario the transaction type must be amended to **'Void'**.

Void transactions are maintained on the database and have no impact on the departments Accounts Receivable or General Ledger records. It is therefore purely a housekeeping tool.

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

Step 1: Search for the transaction

Navigate: Transactions → Transactions

- 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'**.

The screenshot shows the 'Find Transactions' window with the following fields and controls:

- Transaction Numbers: Includes a torch icon and two red arrows pointing to input boxes.
- Sales Order Number: Input field.
- Ship To: Grouped fields for Name, Number, and Taxpayer ID.
- Bill To: Grouped fields for Name, Number, and Taxpayer ID.
- PO Numbers: Input field.
- Document Number: Input field.
- Reference Numbers: Input field.
- Transaction Dates: Input field.
- GL Dates: Input field.
- Batches: Input field.
- Sources: Input field.
- Transaction Types: Input field.
- Class: Dropdown menu.
- Complete: Dropdown menu.
- Primary Salesperson: Input field.
- Credited Transaction: Input field.
- Period: Input field.
- Currency: Input field.
- Buttons: Clear, New, Find.

Step 2: Changing the header details

- Once you have located the transaction change **Type** to **XX Void**.
- As soon as this has been changed a message will pop up stating 'Rerun Auto Accounting' - click 'Yes'.

Transaction (Cambridge University : GBP)

Transaction

Source	Manual Invoice	Date	31-JAN-2014
Number	792068	GL Date	
Class	Invoice	Currency	GBP
Type	AG Void	Document Num	
Reference		Transaction	
Legal Entity	Cambridge University		<input type="checkbox"/> Complete

Decision

Rerun AutoAccounting?

Yes Cancel No

Step 3: Main tab

Change the Payment Term to **Immediate**.

Main More Notes Commitment Reference Information

Ship To

Name

Number

Address

Contact

Commitment

Payment Term **Immediate**

Due Date 21-JAN-2020

Bill To

TOSHIBA RESEARCH EUROPE LTD

1552

208 CAMBRIDGE SCIENCE PARK

MILTON ROAD

, , CAMBRIDGE, CAMBRIDGESHIRE CE

Sold To

Paying Customer

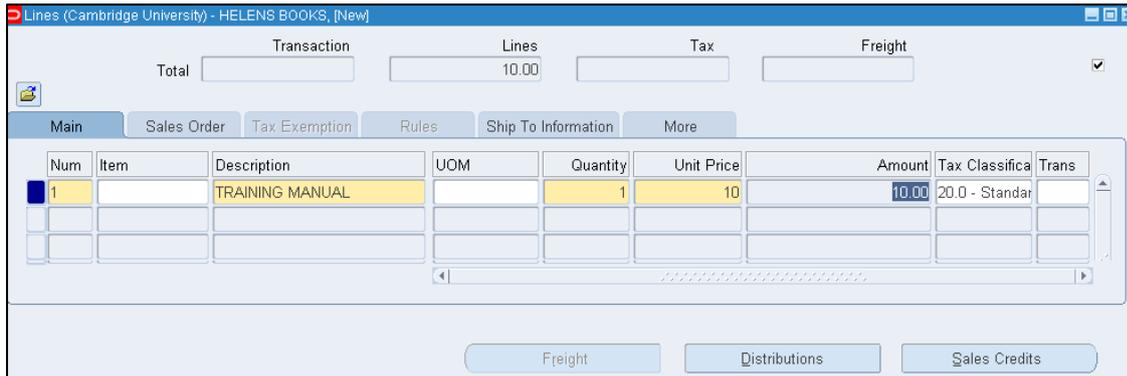
Payment Details

Select Instrument

Line Items Tax Freight Distributions Sales Credits Incomplete

Step 4: Line Items

This is where the details of the products or services you were providing were entered if you got that far in the process before you realised the transaction was raised in error! Otherwise it may be blank.



a) Ensure that the following fields are populated.

Description

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.

Quantity

This will already be populated based upon the information entered when the invoice was raised. If the information wasn't entered then enter a quantity of 1.

Unit Price

This will already be populated based upon the information entered when the invoice was raised. If the information wasn't entered then enter a unit price of 1.

Amount

This will already be populated based upon the information entered when the invoice was raised or based upon the quantity and Unit Price field that has just been completed.

Tax classification

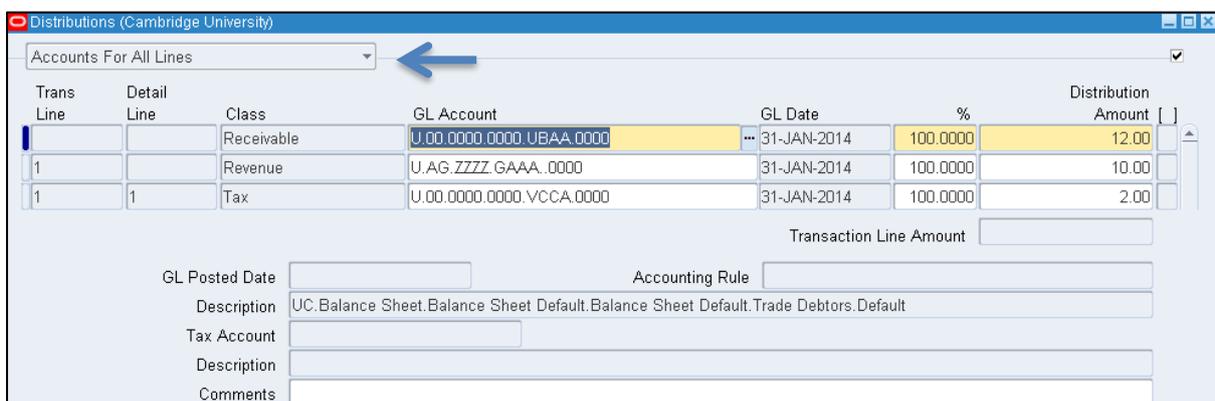
This will already be populated

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

Step 5: Entering distribution codes

Even though this transaction is being voided, **you must only change the revenue line.**

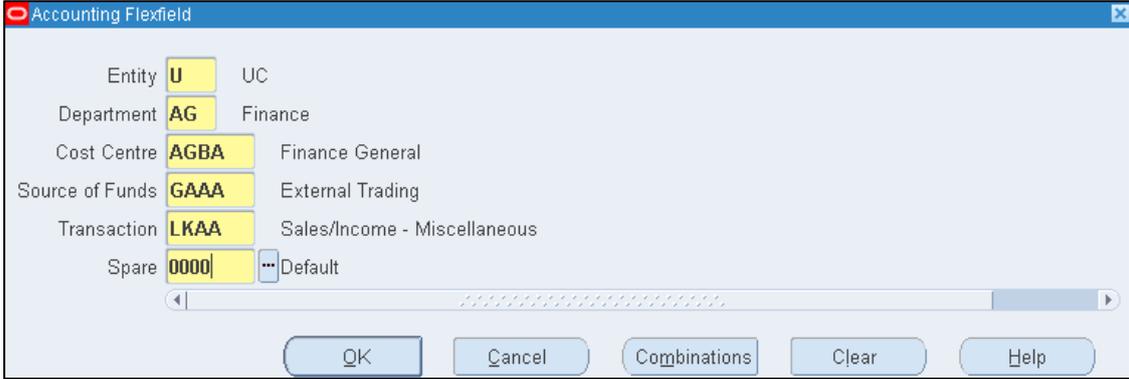
a) Click on the drop down arrow and select **Account for all lines**



- b) 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

Where xx represents your department code. The cost centre xxBA is a generic code all departments have. The Source of Funds will depend on the original transaction created (GAAA for external trading and GAAB for internal trading).



The screenshot shows the 'Accounting Flexfield' dialog box with the following fields and values:

Entity	U	UC
Department	AG	Finance
Cost Centre	AGBA	Finance General
Source of Funds	GAAA	External Trading
Transaction	LKAA	Sales/Income - Miscellaneous
Spare	0000	Default

Buttons at the bottom: OK, Cancel, Combinations, Clear, Help.

- c) Repeat steps for each Revenue line and **Save**.
- c) The next step is for the invoice to be checked and completed. Refer to guidance on **Completing a Transaction**.

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 (3)32215