

Business One in Action - Voiding Cheques and their Status in the Cheque Register Report



Applies to:

SAP Business One, [Accounting](#), [Banking and Reconciliation](#)

Summary

This article describes the different void status of cheques (Void, Void – Unconfirmed, Void – Confirmed, and Void - Not Printed) in the Cheque Register Report.

Author: Noreen Armstrong, Senior Support Consultant, GSC, SAP Business One

Company: SAP

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Author Bio

Noreen Armstrong joined SAP in 2004 and is currently active as Senior Support Consultant for SAP Business One. She has worked as both technical and business consultant. She authored this article as a direct response to a partner enquiry during the Expert-on-Phone project, where she consulted on mainly logistics and administrative related topics.

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Voiding Cheques and their Status in the Cheque Register Report

How can an outgoing payment which has been paid via cheque be cancelled and what is the cheque's status in the Cheque Register Report?

Cancel the Cheque

There are two (2) ways to cancel a cheque payment in SAP Business One:

1. Use 'Data – Cancel', in the 'Outgoing Payment (Banking Outgoing Payment – Outgoing Payment). To do so:
 - i. Open the outgoing payment that needs to be cancelled.
 - ii. Right click and select 'Cancel' or go to 'Data -> Cancel' in the Toolbar.

The screenshot displays the 'Outgoing Payments' window in SAP Business One. The window title is 'Outgoing Payments'. The main area shows details for an outgoing payment to 'CakeWorld' (Code CW800). The 'Supplier' is selected, and the 'Primary' checkbox is checked. The 'Transaction No.' is 880. The 'Posting Date', 'Due Date', and 'Document Date' are all 15.07.08. A table below shows one instalment of 117.50 GBP due on 10.07.08. A context menu is open over the table, with 'Cancel' highlighted. The 'Cancel' option is also highlighted with a red box. The 'Payment on Account' checkbox is unchecked, and the 'Total Amount Due' is 117.50 GBP.

Selected	Documen...	Instalment	Date	*	Total	Balance Due	Discount %	Documen...	T
<input checked="" type="checkbox"/>	95	1 of 1	10.07.08		GBP 117.50		0.00	PLU	

Result:

The payment is cancelled using the current system date as cancellation posting date.

Cheque Status

In the Cheque Register Report (2007 A: Go to Banking Reports -> Cheque Register Report; 2005 A: Banking -> Outgoing Payments -> Cheque Register Report) there are four different status which can be displayed for a cancelled cheque. These are:

- Void
- Void – Unconfirmed
- Void – Confirmed
- Void – Not Printed

The 'Status' displayed for the cancelled cheque depends on whether or not the cheque has been printed and if that printed cheque was confirmed as being printed in the 'Cheque Number Confirmation' module (Banking -> Cheque Number Confirmation) 'Print Status' field. The scenarios in which the cheque status is displayed are:

Void

- Outgoing payment is added with a cheque.
- Cheque is voided using 'Void Cheques for payment' before the cheque is printed.

Void – Not printed

- Outgoing payment is added with a cheque.
- The cheque is printed and given the 'Status', 'Damaged' or 'Not Printed' in the 'Cheque Number Confirmation' module.
- Void the cheque using 'Void Cheques for Payment'.

Void – Unconfirmed

- Outgoing payment added with a cheque.
- Cheque printed but given the status 'Unconfirmed' in the 'Cheque Number Confirmation' module.
- Cheque voided using 'Void Cheques for Payment' or using Data -> Cancel in the Outgoing Payment.

Void – confirmed

– This status will be displayed in the following scenarios:

- Outgoing payment added with a cheque.
- Cheque printed and confirmed in 'Cheque Number Confirmation' module.
- Cheque voided using 'Void Cheques for Payment' Payment' or using Data -> Cancel option in the Outgoing Payment.

Cheque Register Report										
Find										
Account	Internal ID	Supplier Code/Account	Due Date	Pmt No.	Payment Amt	JE No.	Cheque No.	Status	Printed	Pri...
12345678										
1	21	CW800	10.07.08	60	GBP 293.75		0	Void	<input type="checkbox"/>	
2	23	CW800	10.07.08	62	GBP 293.75		0	Void - Not Printed	<input type="checkbox"/>	
							9	Damaged	<input type="checkbox"/>	manag
3	24	CW800	10.07.08	63	GBP 117.50		0	Void	<input type="checkbox"/>	
4	25	CW800	10.07.08	64	GBP 117.50		0	Void - Not Printed	<input type="checkbox"/>	
5	20	CW800	10.07.08	59	GBP 293.75		6	Void - Confirmed	<input checked="" type="checkbox"/>	manag
6	22	CW800	10.07.08	61	GBP 293.75		7	Void - Unconfirmed	<input checked="" type="checkbox"/>	manag

Related Contents

- [SAP Business One in Action Catalog Page](#)
- For more information, visit the [Business One homepage](#).

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