



# Process Documentation

*Department:*

Customer Support

*Last Updated:*

8/11/2025 11:29 AM

## Voiding an A/P Check With No Bank Statement Module [RolePlay]

### *Use Case / Objectives*

Occasionally, mistakes happen—whether it’s a wrong amount, an incorrect payee, or other issues—and voiding the check is the best way to correct it. This article walks you through how to void an accounts payable (A/P) check in RolePlay if **you do not use the bank statement module in InTempo.**

### *Configuration, Training, and Reporting*

This process assumes that the Bank Statement control record is turned *off*.

### *Menu options to access:*

Main Operations => Accounts Payable => Check Reversal

### *Training*

Role	Description

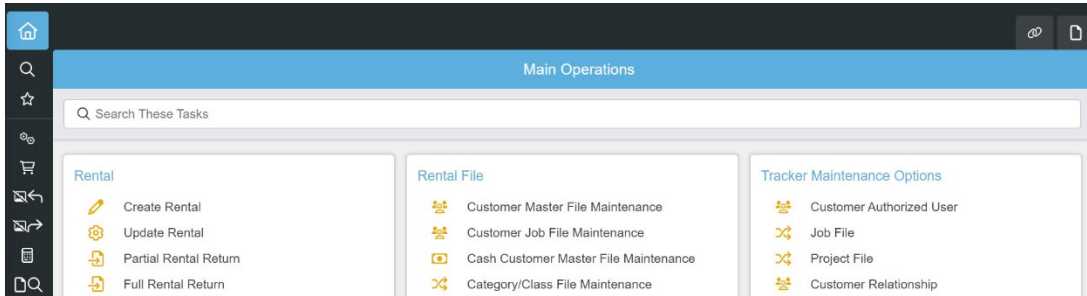
### *Reporting*

- Open Contracts
- Revenue
- Utilization

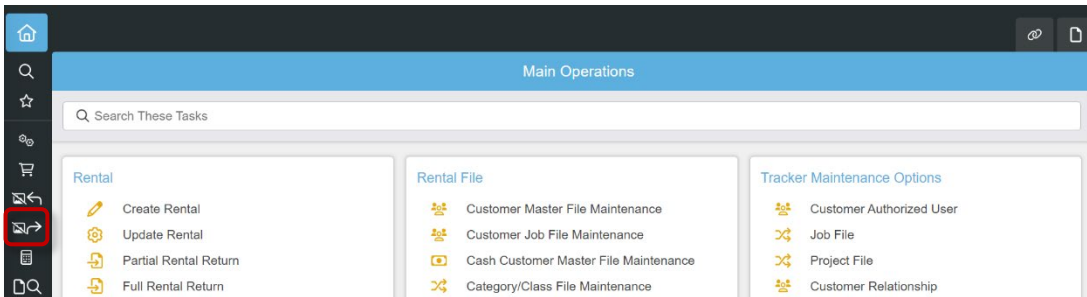
# Voiding an Accounts Payable (A/P) Check Without the Bank Statement Module [RolePlay]

## Process Steps

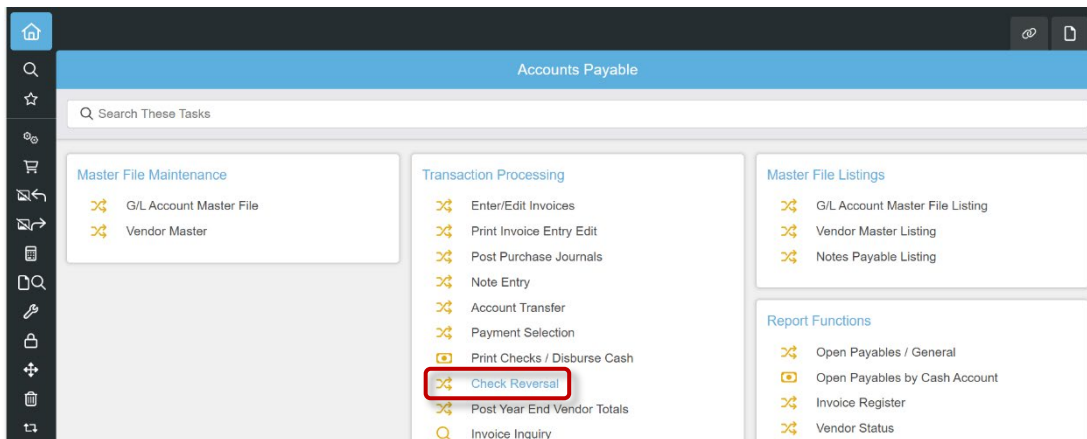
1. Log into the [Roleplay Environment](#).
2. The **Main Operations** menu will populate upon log in.



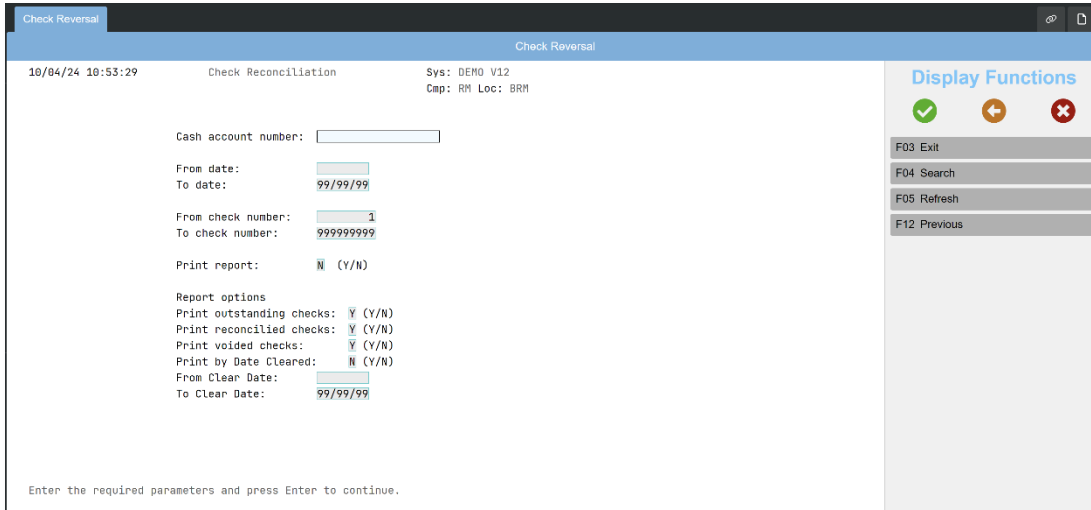
3. Click on the **Accounts Payable** menu .



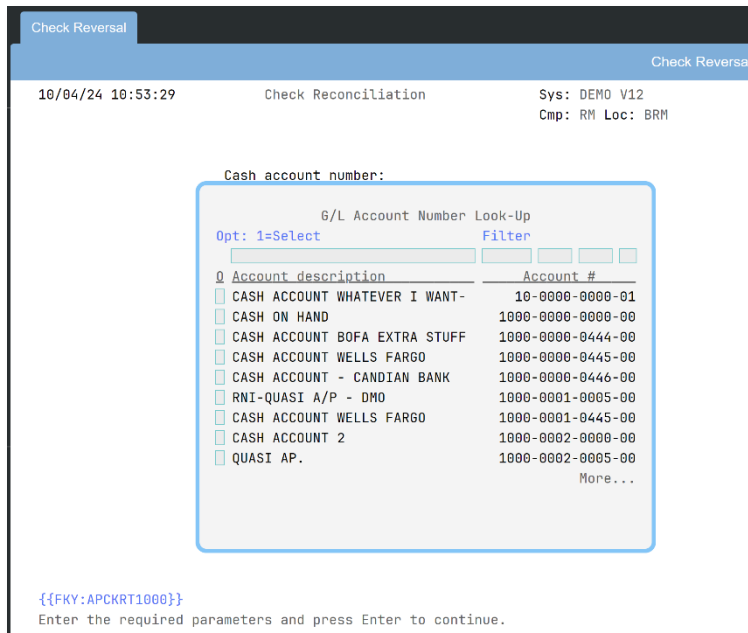
- a. In the **Transaction Processing** section, click on **Check Reversal**.



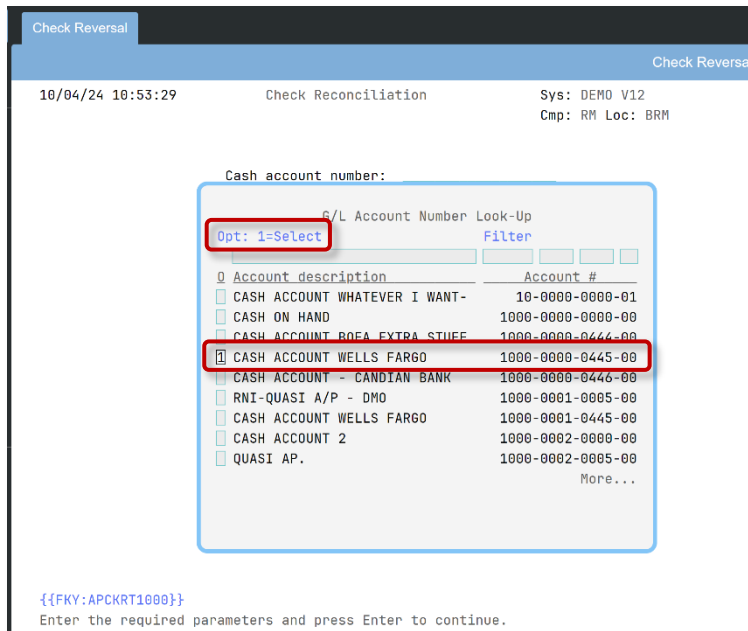
The Check Reconciliation screen will display.



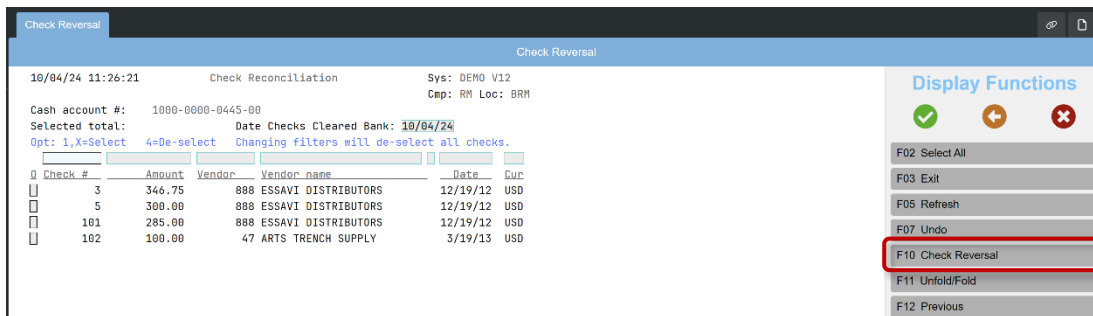
- b. While your cursor is in the *Cash Account Number* field, press **F4** on your keyboard, or click on *F04 Search* in the **Display Functions** menu to select the GL Account. The **G/L Account Number Look-Up** box will populate.



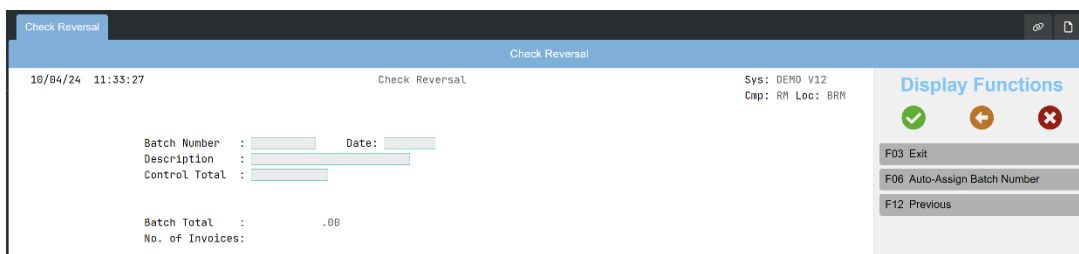
- c. To select the GL account, type 1 in the 0 (options) column to the left of the account and press enter.




- 4. After pressing enter, the screen will display unreconciled checks. **Do not select any of these checks.** Press F10 on your keyboard or click on F10 Check Reversal in the Display Functions menu to move to the next screen.

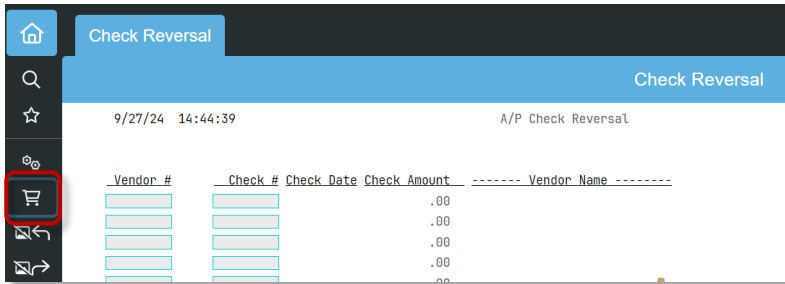


- 5. The next screen will be for creating the Batch.

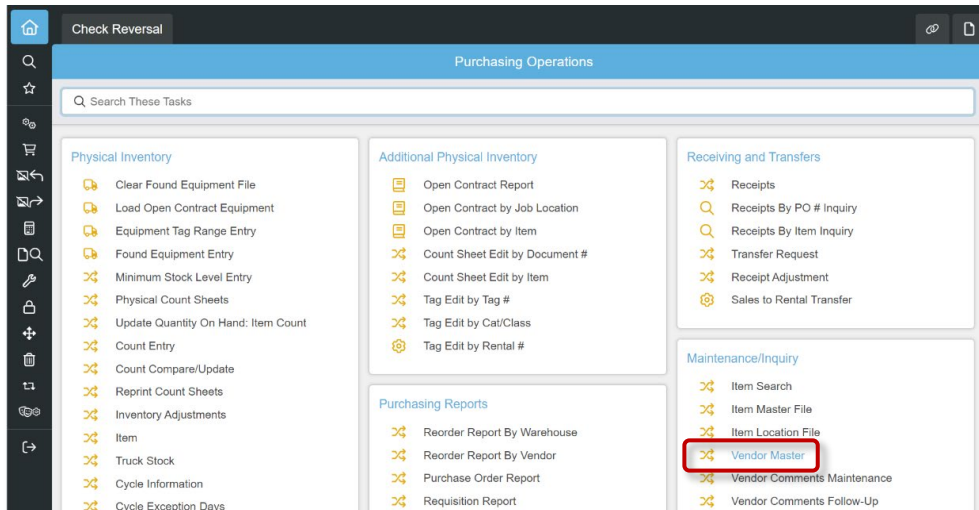




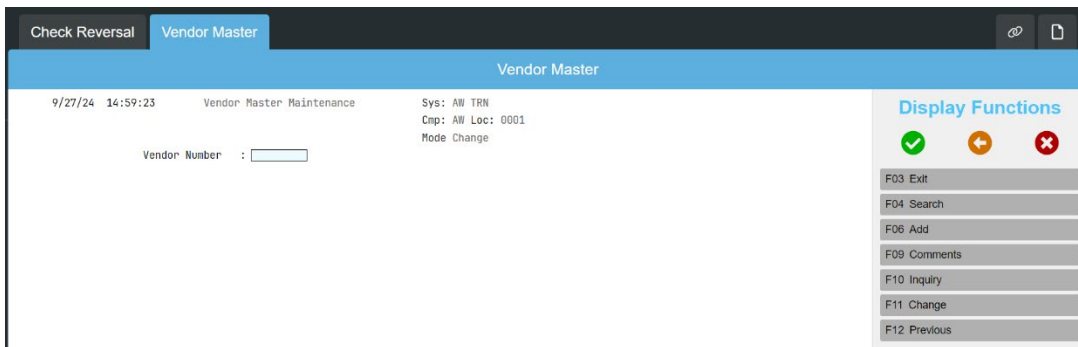
- a. If you don't know the *Vendor #*, keep the **Check Reversal** tab open and click on the Purchasing Operations  menu button.



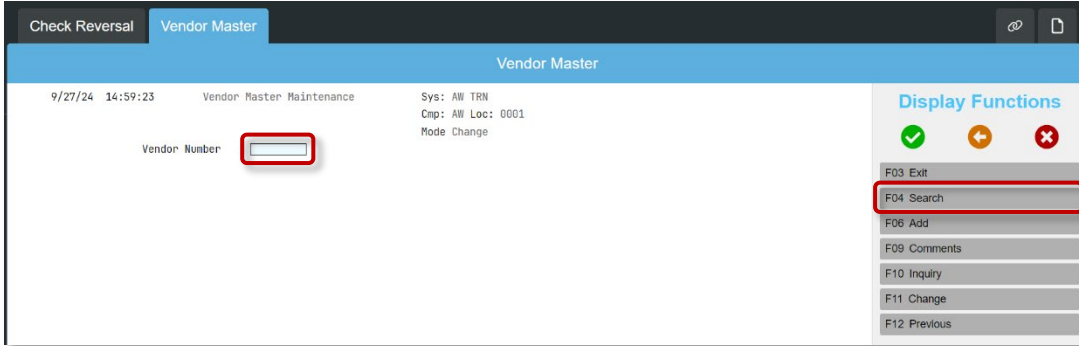
7. Once in the **Purchasing Operations** menu, under the **Maintenance/Inquiry** section click on **Vendor Master**.



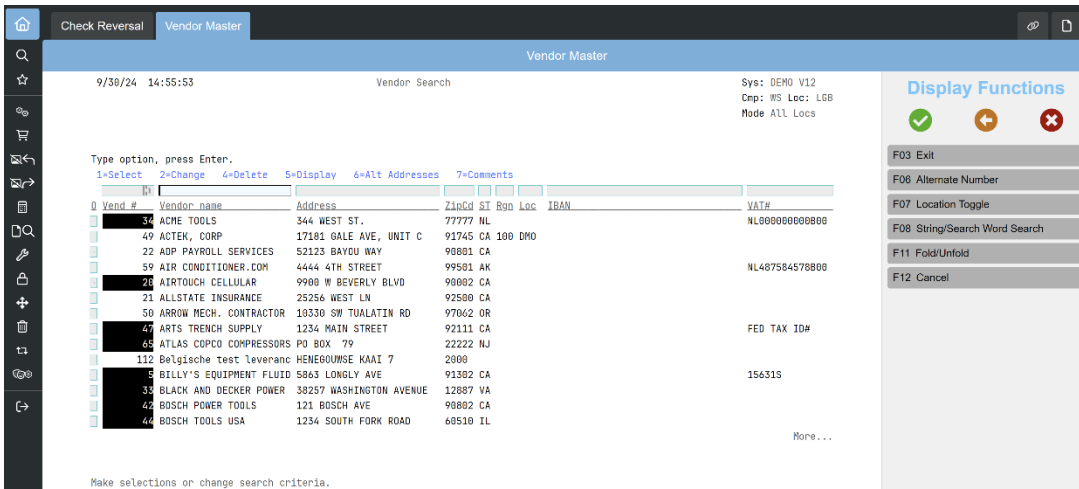
- a. A *Vendor Number* field will populate.



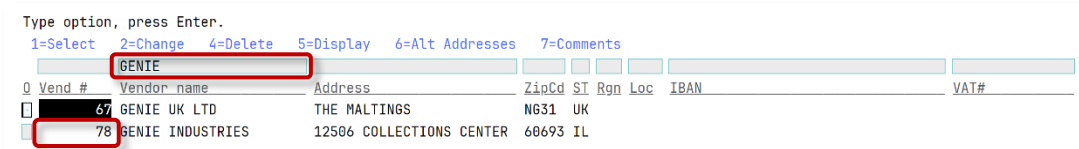
- b. To search for the *Vendor Number*, while your cursor is in the *Vendor Number* field, press F4 on your keyboard or click on F04 Search under the **Display Functions** menu.



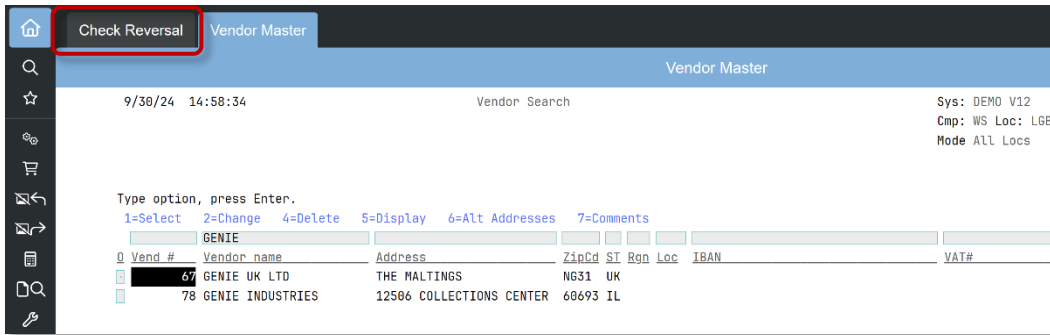
8. The Vendor Search screen will populate.



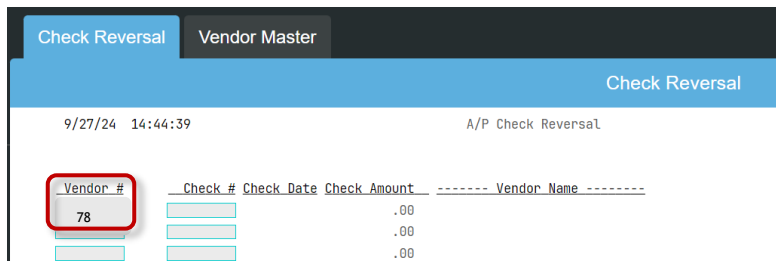
- a. Your cursor will automatically be in the *Vendor Name* column. Type the *Vendor Name* in this field and press enter. The vendor details will populate. This provides you the *Vendor Number*.



b. Click back on the **Check Reversal** tab to return to the process.

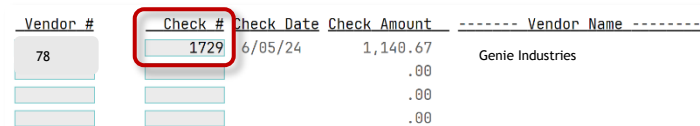


9. Now, in the **Vendor #** column type the vendor number.



a. Click in the **Check #** field and type the check number to be voided. Press enter and the **Check Date** and **Check Amount** will populate.

**NOTE:** The voided check must be in PAID status to be voided. Any check that has already been reconciled will not be voidable.







- a. The batch that was just created will be on the screen. To submit, click in the left-most field and type S for submitted and type the Post Date that batch is to be posted.

Post Dt.	Batch#	I	Date	Description	Control Total	Batch Total
	000000225	N	08/09/24		.00	.00
	000000242	N	09/27/24		.00	.00
	000000244	N	09/30/24		.00	.00
S 09/30/24	000000245	N	09/27/24		1,140.67	1,140.67

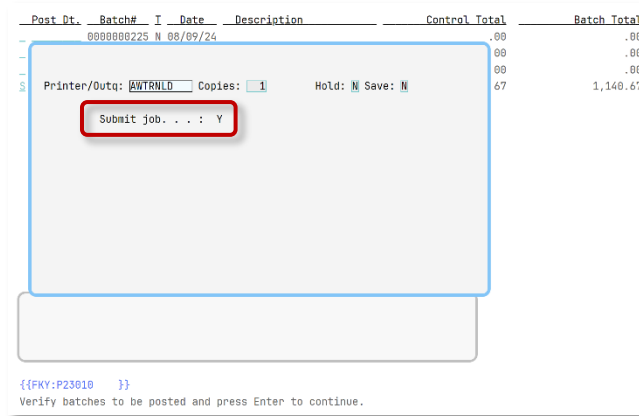
Select a batch to be posted ("I" = interactive, "S" = submitted).

- b. Press enter. The date will be confirmed and another message will populate at the bottom of the screen to verify the batches to be posted. Press enter again to post.

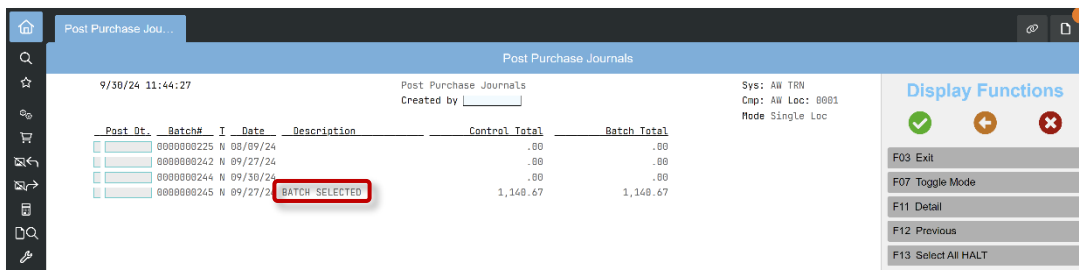
Post Dt.	Batch#	I	Date	Description	Control Total	Batch Total
	000000225	N	08/09/24		.00	.00
	000000242	N	09/27/24		.00	.00
	000000244	N	09/30/24		.00	.00
S 9/30/24	000000245	N	09/27/24		1,140.67	1,140.67

Verify batches to be posted and press Enter to continue.

- c. A print box will populate confirming to submit the job (the batch). Press enter again.



- 12. The batch will submit and the description will now say *Batch Selected*.



This process is now complete.