

Void Payments

Last Modified on 02/22/2019 8:40 am CST

Note: Voiding payments in Minute Menu CX will not stop funds from being issued by your bank. Contact your bank directly to stop payment of a check or direct deposit. Voiding payments in Minute Menu CX allows you to reissue the payment, show that the payment has not been issued, and keep an audit trail of the funds for reporting purposes.

To void payments in Minute Menu CX:

1. Click the **Payments** menu and select **Check Register**.
2. Set filters in the **Center**, **Filter by Payment Date Month**, and **Payment Method** sections.
3. Click **Refresh List**. Payments display.
4. Click **Void** next to each payment to void.

Check Register

[Center]
☒ All Centers ☐ Selected Center

[Filter by Payment Date Month]
☐ Selected Month January 2019 ☒ All Months

[Payment Method]
☒ All ☐ Checks ☐ Direct Deposits ☐ Voids ☐ Deposits

Refresh List

Check	Check #	Method	Center #	Center Name	Amount	Memo	Void
5/17/2017	1	DD	78	Active Lifestyle Daycare	\$0.00	Memo	Void
5/17/2017	1	DD	78	Active Lifestyle Daycare	\$60.83	Memo	Void
5/17/2017	1	DD	78	Active Lifestyle Daycare	\$5,914.30	Memo	Void
6/26/2014	4578	DD	78	Active Lifestyle Daycare	\$8.06	Memo	Void
12/21/2011	123	Chk	78	Active Lifestyle Daycare	\$12.87	Memo	Void
3/8/2018	4569	Chk	648	Afterschool Fun	\$421.44	Memo	Void
8/2/2017	1245	Chk	2009	Altamont At Risk Center	\$347.17	Memo	Void
1/3/2012	1	Chk	68	Always a Good Day Learning Center	\$0.00	Memo	Void
3/8/2018	4570	Chk	88	AT-Risk Afterschool Program	\$261.53	Memo	Void
9/21/2017	666	Chk	88	AT-Risk Afterschool Program	\$1,004.73	Memo	Void
8/2/2017	6565	Chk	88	AT-Risk Afterschool Program	\$5,851.52	Memo	Void
12/22/2016	1234	Chk	88	AT-Risk Afterschool Program	\$455.72	Memo	Void
5/11/2016	123	Chk	88	AT-Risk Afterschool Program	\$435.39	Memo	Void
12/9/2014	12	Chk	88	AT-Risk Afterschool Program	\$683.05	Memo	Void
8/22/2014	9895689	Chk	127	At-risk Test Center	\$1,071.57	Memo	Void
1/3/2012	1	Chk	127	At-risk Test Center	\$1,018.88	Memo	Void

Print Register Print Details Close