Void Payments

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If you void a real check or direct deposit and do not re-issue a new check/deposit for the same amount, you should also void the payment in Minute Menu HX. When you do so, the claim and/or non-claim payment adjustment records are un-marked as paid so you can re-issue payment, if needed. A record of the void remains in the system for your records.

You can void individual payments, or you can void a range of payments. See each heading below.

Voiding Individual Payments

To void a single payment:

- 1. Click the Checkbook menu and select List Payment History. The List Payment History window opens.
- 2. Set filters for the payment you need to void. For more information, see List Payment History.
- 3. Click Refresh List. Payments meeting the limits you set display.
- 4. Click Void next to the payment to void. The Void Payment dialog box opens.

🍒 List Payment History											×
Filter by: O All Claim Months O Selected Claim Mo O Date Range	nth F	ect Claim Mor ebruary 201	nth:	Se	elect Date Start Date	-	End Date	e V			
Filter by: O Selected Provider I All Providers	Active	Provider: —	•	_/_/_	_ A	#Se	vider: lect		_		
Payment Method:	eposit 🔿 De	posit 🔿 Void	I 🖲 All	Filter b	y Reimbursemer O Federal	nt Source O Sta	: ate	Boti	n	Refresh List	:
	Date	Check # So	urce Method	Payee #	Payee Name	Memo	Amount	Re-Print	Void		
	04/16/2019	20000 Fe	d Chk	998894	Shelley, Mary	Details	1.96	Re-Print	Void		
Print		/oid Rang	е	Paymer	nt Count: 1					Close	

5. Click the Reason for Void box and enter a reason for voiding this payment. This step is optional.

🍯 Void Payment						
If you wish to Void this Provider payment, you can do so here. You should ONLY Void a payment if you wish to cancel it outright. If you need to reprint this payment, please click Cancel below and click the appropriate Reprint button on the Payment History screen.						
By Voiding this payment, any Claim and/or Adjustments that this payment originally paid will be changed, and indicated as unpaid. These Claim records will then be available for you to pay again via the Checkbook > Issue Payments function.						
Issued in error						
Also void claim to zero co	punts					
Void	Cancel					

- 6. Check the Also Void Claim to Zero Counts box to create a claim adjustment that sets the claim counts to zero in addition to voiding this payment, if needed. This makes the provider a zero-dollar claimer and prevents you from having to take extra steps to void the claim.
- 7. Click **Void**. The payment is now voided. You must re-issue payment for the affected claim or non-claim payment adjustment.

Voiding a Range of Payments

To void a range of payments:

- 1. Click the Checkbook menu and select List Payment History. The List Payment History window opens.
- 2. Click Void Range. The Void Payment Range window opens.

Void Payment Range	×
Select Filter by Date: T Start Date End Date	Select Filter by Number: -
Reason for Voids:	
1	Refresh List
Select # Provider Name	Check Date Check # Amount
Select All	Cancel
	Calicer

- 3. Set filters for the checks to void:
 - Filter by Date: Check this box, click the Start Date and End Date boxes, and enter a date range to void.
 - Filter by Number: Check this box, click the Starting Check # and Ending Check # boxes and enter a check number range to void.
- 4. Click Refresh List. Payments meeting the limits you set display.
- 5. Check the Select box next to each payment to void.
- 6. Click the Reason for Voids box and enter a void reason.
- 7. Click Void.
- 8. At the Are You Sure prompt, click **Yes**. The payments are now voided. You must re-issue payment for the affected claims or non-claim payment adjustments.