LINQ

Void Payments ⓘ

SCHOOL LINQ

Help Files
Click the information icon to access step-by-step instructions for this particular menu.

Search
Search by **Employee #** or **Name**.

Select
Click this icon to select a payment.

Employee # ▲	Name	Primary Site	Status	
1	Fourteen, Ben Scrubbed		Active	→
10	Twelve, Hilary Scrubbed		Terminated	→
1			Active	→
1			Active	→
12	Cronk, Cronker Scrubbed		Active	→
123457	Sixteen, Sloan Scrubbed		Active	→
133555	Nineteen, Mary Scrubbed	999	Terminated	→
14	Tester, Testerer Scrubbed		Active	→

Void Payments
Using this option to void a paycheck will update the employee's earnings/deductions, check history, leave, interface with **Fund Management** to update accounts, generate credit invoices, and update the *NCDPI* files correctly.

LINQ

Checks
1) Check the boxes next to the **Checks** to be refunded.

Checks

Check #	Type	Check Date ▼	Gross Pay	Net Pay	Bank Name	
815	Check	05/31/2017	$2,000.00	$1,562.39	Bank of USA	☐
766	Check	04/07/2016	$2,000.00	$1,555.56	Bank of USA	☐
745	Check	10/27/2015	$2,000.00	$1,553.73	Bank of USA	☐
			$2,000.00	$1,555.56	Bank of USA	☐
			$2,000.00	$1,553.73	Bank of USA	☐
			$2,000.00	$1,553.73	Bank of USA	☐
			$2,000.00	$1,555.56	Bank of USA	☐
			$2,000.00	$1,553.73	Bank of USA	☐
			$2,000.00	$1,553.73	Bank of USA	☐
			$2,000.00	$1,553.73	Bank of USA	☐
			$2,000.00		Bank of USA	
736	Check	11/17/2014				
645	Check	07/30/2014	$2,000.00	$1,551.23	Bank of USA	☐

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PROCESS

Void Checks

Please enter a Void Effective Date

mm/dd/yyyy 📅

Void Effective Date
3) This date determines which month the void will be reported in for the *NCDPI* A.PR files.

⚠ Warning! The following 3 items will be voided:

Check #	Type	Check Date ▼	Gross Pay	Net Pay	Bank Name
815	Check	05/31/2017	$2,000.00	$1,562.39	Bank of USA
766	Check	04/07/2016	$2,000.00	$1,555.56	Bank of USA
745	Check	10/27/2		$1,553.73	Bank of USA

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CANCEL

Void
4) Click this button to void the selected checks.

PROCESS

Process
2) Click this button to verify the checks selected to be voided.