

Voiding Payroll Direct Deposits

Voiding a payroll direct deposit is not much different from voiding a payroll check.

Before you begin, you will need to know the Payroll # assigned to the payroll in which the direct deposit was created. Good places to locate this are either your Payroll Register or your Payroll Check Register. Once you have obtained this, go to Payroll, Processing, Payroll Adjustments. Click on the Void button. Enter the Employee's ID number. Check # to be entered is 0 for any direct deposit you void. When you enter the check # of 0, you will then be asked for the Payroll #. After entering the Payroll #, click Ok and all of the fields will be automatically populated with the amounts from the original direct deposit processing but will have a minus sign in front of them. Review the screen and if you concur these are the correct amounts, click on the Save Void button. Repeat these steps for each direct deposit you need to void.

After all voids have been processed thru the Payroll Adjustment screen, you may continue with the remainder of the Payroll, Processing screen. When Preparing Payroll, be sure to answer Yes to the question asking if you have any Adjustments. To confirm these voids have been included in the payroll process, review your Payroll Register where you should see these appear as PADJ's.

If you do not intend to reissue these voids, do not forget to also void the timesheet.