Void an ACH

Overview

This document explains how to void an ACH transaction, including voiding only one line item in a multi-line ACH.

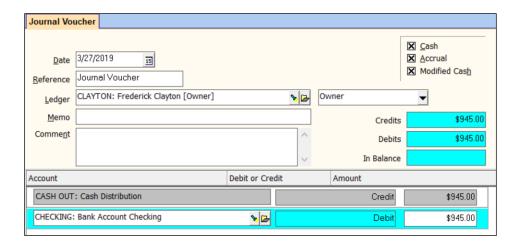**Prior to transmitting it to the bank**

- Void the transaction from <<GL, Bank History>> - this voids all the transactions in the batch.
- Redo the ACH distribution. Compile it and change or skip any as necessary to recreate it.

After transmitting to the bank

Normally the bank will maintain the integrity of the batch you send them and your bank statement will reflect the batch amount as it was originally transmitted. It will record as separate entries credit for any items in the batch that were rejected. For rejections or line items that couldn't be processed, the bank will credit the bank account for the amount.

To record that, do a <<GL, Journal voucher>> for each ledger affected.

1. Go to <<GL, Journal Voucher>>
2. Choose the ledger.
3. Enter two line items:
   • Credit Cash Distribution by entering a positive dollar amount (This is the account code used when paying the owners. It may be called Owner Distribution or Payment to Owners)
   • Debit Checking Bank Account by entering a positive dollar amount (This is the bank account where the money is. It may have a different name in your system. Look in GL, Bank Account History to see what the bank is named.)

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OR

Do a <<GL, Adjust Bank Account>> transaction for each ledger affected.

1. Go to <<GL, Adjust Bank Account>>
2. Choose the Bank and the Ledger
3. Mark the Radio Button for Interest or Other Increase
4. Change the Reference to say ACH Return or words to that effect
5. Choose the account Cash Distribution
6. Enter the Amount

Recreating the Batch

If the batch sent to the bank is different than the batch created by PROMAS, you may want to void it and then recreate the entire batch. Change or skip any as necessary to recreate what the bank processed.