



Mass Void and Void/Reissue

Mass Void

1. After Checks have been assigned and printed click on Participant Summary

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Other Participants In This Family ▾

- >> **Participant Summary** ←
- >> Nutrition Assessment
- >> Certification
- >> Assign Food Package
- >> Nutrition Education
- >> Participant Care Plan

2. Click on Void/Reissue Checks button

Edit Participant Transfer Participant Cert History
Outgoing VOC **Void/Reissue Checks** ← Appointments

3. Click on Mass Void button

Void / Reissue

Mass Void ← Mass Void/Reissue

July

Package

+ 1PB152	Void / Reissue
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August

Package

+ 1PB152	Void / Reissue
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September

Package

+ 1PC152	Void / Reissue
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- 4. To Void check(s), select the void box(s)

Mass Void Checks

July				
Check #	Void	From	To	Package
32324544	<input checked="" type="checkbox"/>	07/02/2012	07/31/2012	1PB152
August				
Check #	Void	From	To	Package
32324545	<input type="checkbox"/>	08/01/2012	08/31/2012	1PB152
September				
Check #	Void	From	To	Package
32324546	<input type="checkbox"/>	09/01/2012	09/30/2012	1PC152

- 5. Select reason for voiding check(s) from Package Reason dropdown (staff will need to individually select void and package reason for each check)
Note: if the reason has an asterisk next to it, enter an explanation in the Explanation box.

Package Reason

1PB152	Please Select...
Package	Please Select...
1PB152	Already Cashed
	Computer Problem
	Damaged Check (Physically Presented)*
	Destroyed Check (Natural Disaster)*
	Domestic Issue (Per Policy Manual)
Package	Food Intolerance/Already Cashed
1PC152	Food Intolerance
	Mailed Checks Not Received
	Moved to New Area
	No Show
	Printer Problem
	Staff Error
	State Office Approval*
	Stolen (Per Policy Manual)*
	Unused Check
	Improper Data
	Over 90 Days Old

- 6. Click Void button



- 7. A modal will appear asking “Are you sure you want to continue?”

Are you sure you want to continue?

YES **NO**

- 8. If Yes is selected, the user will be directed back to the Void/Reissue page

Void / Reissue

Mass Void **Mass Void/Reissue**

July

Package

1PB152	Void / Reissue		
Check Number		Void	Reason
32324544		<input checked="" type="checkbox"/>	Already Cashed

August

Package

1PB152	Void / Reissue		
Check Number		Void	Reason
32324545	Void	<input type="checkbox"/>	

September

Package

1PC152	Void / Reissue		
Check Number		Void	Reason
32324546	Void	<input type="checkbox"/>	

- 9. To Reissue the voided check click on the Void/Reissue button

Package

1PB152	Void / Reissue		
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10. Click on either the Issue Same Food Package or Issue Different Food Package button
Void / Reissue Food Package and/or Checks

Checks	Void/Ri	Reason
32324545	<input checked="" type="checkbox"/>	Already Cashed

Package to issue: 1PB152

Issue Same
Food Package

Issue Different
Food Package

11. Click on Print button to print check(s)



Mass Void/Reissue

1. Click on Mass Void/Reissue button

Void / Reissue

July

Package

+ 1PB152		
+ 1PB152	<input type="button" value="Void / Reissue"/>	

August

Package

- 1PB152	<input type="button" value="Void / Reissue"/>	
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Check Number	Void	Reason
32324545	<input type="button" value="Void"/>	<input type="checkbox"/>

September

Package

+ 1PC152	<input type="button" value="Void / Reissue"/>	
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2. To Void/Reissue check(s), select the void box(s)

Mass Void / Reissue Checks

July				
Check #	Void/Ri From	To	Package	
32324547	<input checked="" type="checkbox"/> 07/02/2012	07/31/2012	1PB152	
August				
Check #	Void/Ri From	To	Package	
32324545	<input checked="" type="checkbox"/> 08/01/2012	08/31/2012	1PB152	
September				
Check #	Void/Ri From	To	Package	
32324546	<input checked="" type="checkbox"/> 09/01/2012	09/30/2012	1PC152	

- 3. Select reason for voiding check(s) from Package Reason dropdown (staff will need to individually select void and package reason for each check)
Note: if the reason has an asterisk next to it, enter an explanation in the Explanation box.

Package Reason

1PB152 Please Select...

Package Please Select...

1PB152 Already Cashed

1PB152 Computer Problem

1PB152 Damaged Check (Physically Presented)*

1PB152 Destroyed Check (Natural Disaster)*

1PB152 Domestic Issue (Per Policy Manual)

1PB152 Food Intolerance/Already Cashed

1PC152 Food Intolerance

1PC152 Mailed Checks Not Received

1PC152 Moved to New Area

1PC152 No Show

1PC152 Printer Problem

1PC152 Staff Error

1PC152 State Office Approval*

1PC152 Stolen (Per Policy Manual)*

1PC152 Unused Check

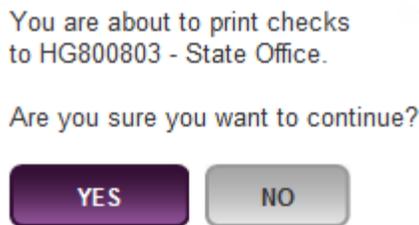
1PC152 Improper Data

1PC152 Over 90 Days Old

- 4. Click on Void/Reissue button



- 5. Following modal will display, click on Yes for checks to print



- 6. The following message will display if checks have been voided and reprinted

