



Void/Reissue

Void

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

>> **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 the Void button to void only one check

August

Package
4W110 Void / Reissue

Check Number	Void	Reason
32458024	Void <input type="checkbox"/>	
32458025	Void <input type="checkbox"/>	
32458026	Void <input type="checkbox"/>	

September

Package
4W110 Void / Reissue

4. Void Check modal view

Void Check

Reason*:

Please Select...

SAVE CANCEL

5. Select a Reason for voiding the check from the dropdown

Reason*:

Please Select...

Please Select...

Already Cashed

Computer Problem

Damaged Check (Physically Presented)*

Destroyed Check (Natural Disaster)*

Domestic Issue (Per Policy Manual)

Food Intolerance/Already Cashed

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. Save/Cancel buttons:

- Click on Save to save the entered information
- Click on Cancel to cancel the transaction

SAVE CANCEL

Void/Reissue

1. Click on Void/Reissue button to Void/Reissue all checks for the month



2. Select one or more boxes in the Void/Ri column

- Select a reason

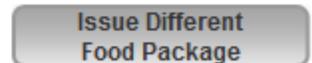
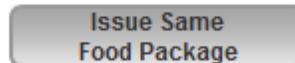
Note: If more than one boxes are selected first then the Reason is selected the reason will populate all boxes

Checks	Void/Ri	Reason
32458027	<input checked="" type="checkbox"/>	Computer Problem
32458028	<input checked="" type="checkbox"/>	Computer Problem
32458029	<input checked="" type="checkbox"/>	Computer Problem

3. Void/Reissue view

Checks	Void/Ri	Reason
32458027	<input checked="" type="checkbox"/>	Computer Problem
32458028	<input checked="" type="checkbox"/>	Computer Problem
32458029	<input checked="" type="checkbox"/>	Computer Problem

Package to issue: 4W110

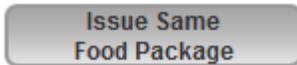


4. The user has a choice of Issuing the Same Food Package or to Issue a Different Food Package



Issue Same Food Package

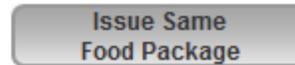
1. Click on the Issue Same Food Package button



- 2.

Checks	Void/Ri	Reason
32458027	<input checked="" type="checkbox"/>	Computer Problem
32458028	<input checked="" type="checkbox"/>	Computer Problem
32458029	<input checked="" type="checkbox"/>	Computer Problem

Package to issue: 4W110

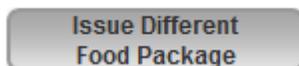


3. Print/Cancel buttons:
- Click on Print to print the new checks
 - Click on Cancel to cancel the transaction



Issue Different Food Package

1. Click on the Issue Different Food Package button



2. The Assign Food Package modal will display
- Complete actions to assign a new food package

Food Packages: Assign Food Package

Here you will assign a food package for one or more months.

How many months do you want to assign this food package?

- 1
- 2
- 3

MD Doc Status:

RD Approval

If you know the Food Package ID, enter it here:

or answer the following questions:

What type of milk (whole) would you like?

- Evaporated
- Gallon
- Quarts
- Half Gallon

Would you like cheese?

3. Void/Reissue view.

- See that the Package to issue has change from the original package 4W110

Void / Reissue Food Package and/or Checks

Checks	Void/Ri	Reason
32458027	<input checked="" type="checkbox"/>	<input type="text" value="Computer Problem"/>
32458028	<input checked="" type="checkbox"/>	<input type="text" value="Computer Problem"/>
32458029	<input checked="" type="checkbox"/>	<input type="text" value="Computer Problem"/>

Package to issue 4W126



4. Print/Cancel buttons:
- Click on Print to print the new checks
 - Click on Cancel to cancel the transaction



5. The following Success message will display

Checks were successfully printed.

6. Click on the + to view the Voided checks
Note: There is a check mark in the Void Colum and a reason in the Reason Column

Void / Reissue



August

Package

4W110	Void / Reissue		
Check Number	Void	Reason	
32458024	<input checked="" type="checkbox"/>	Computer Problem	
32458025	<input checked="" type="checkbox"/>	Computer Problem	
32458026	<input checked="" type="checkbox"/>	Computer Problem	
4W126	Void / Reissue		