

Void Payments

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Note: Voiding payments in Minute Menu CX will not stop funds from being issued by your bank. Contact your bank directly to stop payment of a check or direct deposit. Voiding payments in Minute Menu CX allows you to reissue the payment, show that the payment has not been issued, and keep an audit trail of the funds for reporting purposes.

To void payments in Minute Menu CX:

1. Click the **Payments** menu and select **Check Register**.
2. Set filters in the **Center**, **Filter by Payment Date Month**, and **Payment Method** sections.
3. Click **Refresh List**. Payments display.
4. Click **Void** next to each payment to void.

