



When to Void versus Deleting a Warrant

The primary rule adhered to by LGC’s Trustee software is this: Once a warrant has been distributed to the appropriate departments, it cannot be deleted. The warrant must be voided at that point.

A warrant that has yet to be distributed to the general ledger can be deleted. A warrant should only be deleted if it has been entered in error. Due to the delicate nature of voiding any documents, please be sure your reasons for deleting a warrant are valid and document them in the event audit has any questions concerning this process.

Please note, although the text of this document specifically refers to warrants, the practices here also apply to those on the ‘Checking System’.

Voiding a Warrant

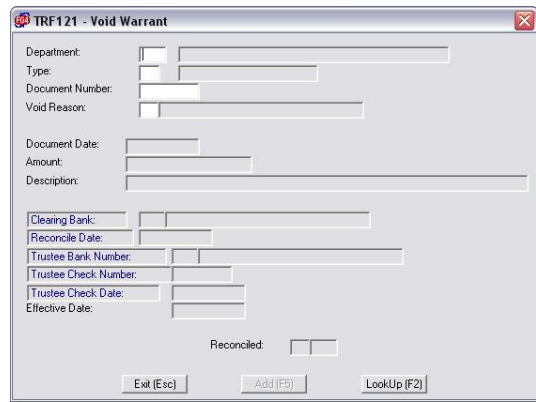
To void a warrant from the **Trustee** menu, select **Warrants, Void Warrants**.



Next you will see the **Void Warrant** screen shown at right below.

Enter the *Department Number*, *Warrant Type (Vendor or Payroll)*, and the *Document Number*. If necessary, use **F2 – Lookup** to select the correct warrant for voiding.

Department Lookup provides the existing departments on your system available for you to choose from. **Existing Warrant Lookup** displays the warrants that exist in your system.



Once you have selected or entered the correct warrant for voiding, you will need to enter a *Void Reason*. The *Void Reason* provides a record of why it was necessary for voiding this warrant. If you are unsure of your choices, use **F2 – Lookup**.





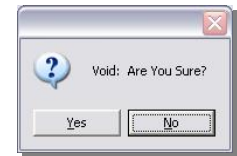
Local Government Corporation

Warrants – Void and Delete

If the software determines the warrant has already been reconciled, you will see the message shown here. *Note:* it should be an extreme rarity for a reconciled warrant to be voided since the fact it is reconciled indicates the warrant has already cleared your bank. Should you see the message shown at right, verify your warrant information entry before confirming to continue.



If you are certain you want to void the warrant you have selected, enter or select from lookup the appropriate *Void Reason*. The software will then ask you to confirm the void as shown at right.



Voiding a warrant already distributed to the general ledger will cause a reversing entry be made to the general ledger. An example entry is shown below.

```

FPAQ360B 2008/11/25 20:16:52                               Trustee                               FlexGen4 (6.1U)   Page: 1
                                Account Analysis (Transaction Order)
                                November 25, 2008 Thru November 25, 2008
999 COUNTY TRUSTEE

      Cost Bnk  Transaction      Debit      Credit
      Fnd-Funct-Obj-Dep-Centr-Num  Type Number   Date   Description  Amount      Amount
-----
999-14310                          WA 1008990 11/25/2008 Void Warrant : 101 02 0100    11.00      0.00
999-99998-590-101                  WA 1008990 11/25/2008 Void Warrant : 101 02 0100     0.00      11.00
                                TOTALS:
                                11.00      11.00

TOTALS FOR TYPE: WA
                                11.00      11.00

      Tran      Tran
      Date   Type Fnd Number Dept
Beginning: 11/25/2008 WA-999- 0-
Ending:     11/25/2008 WA-999-99999999-222
  
```

Note: The description is abbreviated due to the limited amount of space available on the printed report.



Local Government Corporation Warrants – Void and Delete

Deleting a Warrant

As indicated earlier, the reasons for deleting a warrant should be only for the keying of incorrect information as it's entered. Deleting a warrant actually takes place in the **Change Warrant** option. Also, it is not possible to delete a warrant that has been distributed.

From the **Trustee** menu, select **Warrants, Change Warrant**. Enter the *Department, Type, and Document Number (warrant number)*.

TRF122 - Warrant

Department: 101 GENERAL
Type: 02 VENDOR
Document Number: 01005639
Document Date: 08/09/2007
Amount: 11.00
Description: KATIE COURIC
Clearing Bank:
Reconcile Date:
Trustee Bank Number:
Trustee Check Number:
Trustee Check Date:
Effective Date: 10012008
Reconciled: 02 NO
Exit (Esc) Update (F4) Delete (F6) AddChg (F5) LookUp (F2)

Once you have entered the correct information for the warrant to delete, simply press **F6 – Delete**. You will see the confirmation below. Answer. Answer **Yes** to complete the process.

