

Void a Transaction

1. Bring up the Block and Lot

ACTION: 1=Post 2=Int 3=Modify 4=Detail 5=Adj 6=A/O 7=BLQ 8=eXit 9=DT ?=Help										
1	BLOCK	DIMENSION	PROP.CLASS.	PROPERTY OWNER'S NAME						
2	LOT	BLDG.DESCR.	BANK CODE	STREET ADDRESS				ZONING		
3	QUALIF.	ADD.LOTS	SUB-BANK	CITY, STATE				ZIP		
4	TAX I.D.	ACREAGE	REC-STATUS	LOCATION				TMP TXSRCH#		
1	916	.063 ACRE	4A	STINGRAY PROPERTIES, LLC						
2	15	3SB&CB		159 SOUTH MAIN STREET				B-3		
3				PHILLIPSBURG NJ				08865		
4	14934	0.0630		159 SOUTH MAIN STREET				09		
5	LAND VALUE	2016 NET.TAX	DC	TOTAL TAX	PAYER (IF NOT OWNER)			Due Today		
6	IMPROVMNTS	SP TAX DEPAR	DO	DEDUCTNS	INCARE (IF NOT OWNER)			3,179.52		
7	EXEMPTIONS	CO EXMPT.AMT	UD	2017 NETX	PURCHASER DEED DATE			0T		
8	NET TAX VAL	DE SPLTX.AMT	CE	PENALTYTX	FACILITY NAME			16		
5	42700	6196.38		0.00						
6	116100			0.00						
7		0.00		0.00	9/26/00					
8	158800	0.00		0.00						
DUE1	1,549.10	2 1,549.09	3	0.00	4	0.00	1	0.00	2	0.00
BAL	1,549.10	1,549.09								
ADJ										
TAX										
I/D	45.70									
PD	45.70									
NOTE: SEE LINE 2										

2. Press "V" to bring up the Void Menu

#	Year	Dep Slip #	Mode	Tax	FL	Intrest	Date
1	2017	142		0.00	*	45.70	3/30/17
2	2016	44		1,537.19	*	0.00	2/01/16
3	2016	206		1,537.18	*	0.00	5/06/16
4	2016	414		1,561.01	*	10.55	8/30/16
5	2016	597		978.53	*	21.47	12/30/16
6	2016	142		582.47	*	26.21	3/30/17

Enter Line Number of transation to void/restore or <ESC> exits:

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3. Choose the transaction line you wish to void. In this case we will choose transaction number “6” and press “Enter”

(Note: The system will handle voids based on date and deposit ticket they were originally entered. There may be several pages of transactions so don’t forget “Page Down” and “Page Up” will cycle through them.)

#	Year	Dep Slip #	Mode	Tax	FL	Intrest	Date
1	2017	142		0.00	*	45.70	3/30/17
2	2016	44		1,537.19	*	0.00	2/01/16
3	2016	206		1,537.18	*	0.00	5/06/16
4	2016	414		1,561.01	*	10.55	8/30/16
5	2016	597		978.53	*	21.47	12/30/16
6	2016	142		582.47	*	26.21	3/30/17

Void all transactions for this B&L made on 3/30/17 for deposit number 142
Enter Void Date: or <ESC> to exit with out changes

As you can see ALL transactions for 3/30/17 on deposit ticket 142 are in red and you are asked what date you want to process the void for. We will use 4/15/17 as our date in this example. And you will be asked if you want to update this record. If yes press "Y" if no press "N"

4. You will be brought back to the main Block and Lot screen. From here you can verify what you did by looking at the transactions by pressing "4" for Detail then "1" for transaction format.

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1	BLOCK	DIMENSION	PROP.CLASS.	PROPERTY OWNER'S NAME		
2	LOT	BLDG.DENR.	BANK CODE	STREET ADDRESS		ZONING
3	QUALIF.	ADD.LOTS	SUB-BANK	CITY, STATE		ZIP
4	TAX I.D.	ACREAGE	REC-STATUS	LOCATION		TMP TXSRCH#
1	916	.063 ACRE	4A	STINGRAY PROPERTIES, LLC		
2	15	3SB&CB		159 SOUTH MAIN STREET		B-3
3				PHILLIPSBURG NJ		08865
4	14934	0.0630		159 SOUTH MAIN STREET		09

Yr	Tran#	Qtr	Due	mode	paid	tax	int	Dep#	date	
2017	t 1	1Q	1,549.10	B	45.70	*	45.70	142	3/30/17	
2017	t 2	2Q	1,549.09	B	45.70-	*	45.70-	142	4/15/17	
2017	t 3	3Q	0.00							
2017			3,098.19		0.00	0.00	0.00	Bal	3,098.19	
2016	t 4	1Q	1,537.19		1,537.19	1,537.19	*	44	2/01/16	
2016	t 5	2Q	1,537.18		1,537.18	1,537.18	*	206	5/06/16	
2016	t 6	3Q	1,561.01		1,571.56	1,561.01	*	10.55	414	8/30/16
2016	t 7	4Q	1,561.00		1,000.00	978.53	*	21.47	597	12/30/16
2016	t 8			B	608.68	582.47	*	26.21	142	3/30/17
2016	t 9			B	608.68-	582.47-*	26.21-	142	4/15/17	
2016			6,196.38		5,645.93	5,613.91	32.02	Bal	582.47	

You can now press “8” to exit twice and it will bring you back to the main screen and you can add any and all appropriate fees if applicable.

Restore a Voided Transaction

To restore a voided transaction you would bring up the block and lot and press “V” to go to the void menu.

#	Year	Dep Slip #	Mode	Tax	FL	Intrest	Date
1	2017	142	B	0.00	*	45.70	3/30/17
2	2017	142	B	0.00	*	45.70-	4/15/17
3	2016	44		1,537.19	*	0.00	2/01/16
4	2016	206		1,537.18	*	0.00	5/06/16
5	2016	414		1,561.01	*	10.55	8/30/16
6	2016	597		978.53	*	21.47	12/30/16
7	2016	142	B	582.47	*	26.21	3/30/17
8	2016	142	B	582.47-	*	26.21-	4/15/17

Enter Line Number of transation to void/restore or <ESC> exits:
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Just like before it will ask what transaction we wish to restore. In this example we are using 7
Any voided transaction on that date and deposit ticket will be highlighted as shown:

#	Year	Dep Slip #	Mode	Tax	FL	Intrest	Date
1	2017	142	B	0.00	*	45.70	3/30/17
2	2017	142	B	0.00	*	45.70-	4/15/17
3	2016	44		1,537.19	*	0.00	2/01/16
4	2016	206		1,537.18	*	0.00	5/06/16
5	2016	414		1,561.01	*	10.55	8/30/16
6	2016	597		978.53	*	21.47	12/30/16
7	2016	142	B	582.47	*	26.21	3/30/17
8	2016	142	B	582.47-	*	26.21-	4/15/17

Enter the VOID date, the date you used to void the original

Enter the date the void was processed (in this case we used 4/15/17) and press "Enter"

#	Year	Dep Slip #	Mode	Tax	FL	Intrest	Date
1	2017	142	B	0.00	*	45.70	3/30/17
2	2017	142	B	0.00	*	45.70-	4/15/17
3	2016	44		1,537.19	*	0.00	2/01/16
4	2016	206		1,537.18	*	0.00	5/06/16
5	2016	414		1,561.01	*	10.55	8/30/16
6	2016	597		978.53	*	21.47	12/30/16
7	2016	142	B	582.47	*	26.21	3/30/17
8	2016	142	B	582.47-	*	26.21-	4/15/17

Enter the VOID date, the date you used to void the original **4/15/17**

Restore items listed in <red> and Void Items listed in <Yellow> <Y/N/ESC> ? **Y**

You will now see the items to restore in red and the void items in yellow. “Y” will finish the restore while “N” or “ESC” will return you to the main Block and Lot screen.