Void an Overpayment

Bring up the Block and Lot in which the over payment was applied and press "O"

```
 ACTION:       1=Apply 2=Refund 3=Cancel >=Next <=Prev 5=TransferUnall V=Void 8=Exit
1    BLOCK        ORIGINA      PROPERTY OWNER S NAME                    RECORD DATE
2    LOT          ORIGPROP     STREET                                   BILL CODE
3    QUAL         ORIG.AO      CITY, STATE                              ZIP
4    TAXID        CURR.OVER    LOCATION                                 TAX MAP PG
1    68.03            3397.96  LARTELACADEMY LLC                        12/30/16
2    21               3397.96  11 BRIGHTON RD                           EOY FY 16
3                        0.00  CLIFTON NJ                               07012
4    212056              0.00  11 BRIGHTON RD
                                  Displaying  1 of  1 Over Paid Records
# CODE  DATE      AMOUNT    CHECKNUM AUTHORITY APPLY TO TAXID BLOCK  LOT  QUAL
1    P 2/01/17    3397.96        0       R              21205668.03 21
```

"V" will begin the process by asking for the transaction number (1 in this case)

```
 ACTION:v    1=Apply 2=Refund 3=Cancel >=Next <=Prev 5=TransferUnall V=Void 8=Exit
1    BLOCK        ORIGINA      PROPERTY OWNER S NAME                    RECORD DATE
2    LOT          ORIGPROP     STREET                                   BILL CODE
3    QUAL         ORIG.AO      CITY, STATE                              ZIP
4    TAXID        CURR.OVER    LOCATION                                 TAX MAP PG
1    68.03            3397.96  LARTELACADEMY LLC                        12/30/16
2    21               3397.96  11 BRIGHTON RD                           EOY FY 16
3                        0.00  CLIFTON NJ                               07012
4    212056              0.00  11 BRIGHTON RD
                                  Displaying  1 of  1 Over Paid Records
# CODE  DATE      AMOUNT    CHECKNUM AUTHORITY APPLY TO TAXID BLOCK  LOT  QUAL
1    P 2/01/17    3397.96        0       R              21205668.03 21




Select transaction number from above      █
```

You will now see the original transaction and what will be the corresponding negative transaction

```
 ACTION:V   1=Apply 2=Refund 3=Cancel >=Next <=Prev 5=TransferUnall V=Void 8=Exit
1   BLOCK         ORIGINA       PROPERTY OWNER S NAME                RECORD DATE
2   LOT           ORIGPROP      STREET                               BILL CODE
3   QUAL          ORIG.AO       CITY, STATE                          ZIP
4   TAXID         CURR.OVER     LOCATION                             TAX MAP PG
1   68.03            3397.96    LARTELACADEMY LLC                    12/30/16
2   21               3397.96    11 BRIGHTON RD                       EOY FY 16
3                       0.00    CLIFTON NJ                           07012
4   212056              0.00    11 BRIGHTON RD
                                Displaying  1 of  1 Over Paid Records
# CODE  DATE       AMOUNT     CHECKNUM AUTHORITY APPLY TO TAXID BLOCK  LOT  QUAL
1    P 2/01/17     3397.96         0      R               21205668.03 21
2    P 6/26/17    -3397.96         0      R               21205668.03 21




Complete this transaction ? <Y or N> :    █
```

Press "Y" to finish the void. Now you will see the current overpayment amount has been restored

```
 ACTION:    1=Apply 2=Refund 3=Cancel >=Next <=Prev 5=TransferUnall V=Void 8=Exit
1   BLOCK         ORIGINA       PROPERTY OWNER S NAME                RECORD DATE
2   LOT           ORIGPROP      STREET                               BILL CODE
3   QUAL          ORIG.AO       CITY, STATE                          ZIP
4   TAXID         CURR.OVER     LOCATION                             TAX MAP PG
1   68.03            3397.96    LARTELACADEMY LLC                    12/30/16
2   21               3397.96    11 BRIGHTON RD                       EOY FY 16
3                       0.00    CLIFTON NJ                           07012
4   212056           3397.96    11 BRIGHTON RD
                                Displaying  1 of  1 Over Paid Records
# CODE  DATE       AMOUNT     CHECKNUM AUTHORITY APPLY TO TAXID BLOCK  LOT  QUAL
1    P 2/01/17     3397.96         0      R               21205668.03 21
2    P 6/26/17    -3397.96         0      R               21205668.03 21
```

"8" will exit you back to the main screen for that Block and Lot