

Void Cash Book

Module Guide: Void Cash Book

Module Location

Finance > Void Cash Book

Module Objective

The **Void Cash Book** module is an administrative tool that is used to **void** cash or bank transactions (both inflows and outflows) that have been incorrectly recorded. The "void" process is different from "delete"; "void" will keep a record of the transaction in the system but give it a "canceled" status and automatically create a reversing journal to neutralize its accounting impact.

1. Main View (Cash/Bank Transaction List)

The main page of this module displays a list of active cash and bank transactions that can be voided.

No.	No. Dokumen	Pembayar	Tanggal	Nama Akun	Penerimaan Bank	Memo
<input type="checkbox"/>	1. BRJ2012509-0000021	Mega Niaga Nusantara,Pt-Surabaya	09/17/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR 1.706.430.197.00	Bayar Tgh 38 - 66 bln Jul/25
<input type="checkbox"/>	2. BRJ2012509-0000017	Mondelez Indonesia Manufaktur - Jakarta Selatan	09/15/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR 80.354.522.00	Tgh 135/8/25
<input type="checkbox"/>	3. BRJ2012509-0000018	Moch. Dedi Invento,Bp-Gresik	09/13/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR 6.599.505.00	Ttipan (Inv belum di create)
<input type="checkbox"/>	4. BRJ2012509-0000016	SuburBp-Gresik	09/13/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR 276.996.00	Bayar P3 5/9/25
<input type="checkbox"/>	5. BRJ2012509-0000015	SuburBp-Gresik	09/12/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR 3.794.188.00	Bayar P3 5/9/25
<input type="checkbox"/>	6. BRJ2012509-0000013	SuburBp-Gresik	09/11/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR 389.282.00	Bayar P3 49/9/25
<input type="checkbox"/>	7. BRJ2012509-0000014	Khusairi,Bp-Sidoarjo	09/10/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR 10.677.654.00	Ttipan (Inv 47+48 tgl 11/9/25)
<input type="checkbox"/>	8. BRJ2012509-0000012	Mondelez Indonesia Manufaktur - Jakarta Selatan	09/10/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR 676.489.706.00	Tgh UMD 50+51+52/8/25
<input type="checkbox"/>	9. BRJ2012509-0000011	Tokopedia	09/09/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR 21.538.00	Pengembalian / Refund DP Pembelian kain Crinkle B03 202 tgl 26/8/25
<input type="checkbox"/>	10. BRJ2012509-0000010	UD Edi Jaya (Dwi Ely Saputri)	09/09/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR 2.416.000.00	Supartianik ---> Ttipan
<input type="checkbox"/>	11. BRJ2012509-0000009	Mondelez Indonesia Manufaktur - Jakarta Selatan	09/09/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR 496.106.622.00	Tgh 91+105/8/25
<input type="checkbox"/>	12. BRJ2012509-0000008	SuburBp-Gresik	09/08/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR 318.033.00	bayar 37+38 bln Sept 25
<input type="checkbox"/>	13. BRJ2012509-0000007	Mondelez Indonesia Manufaktur - Jakarta Selatan	09/08/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR 1.654.186.121.00	Tgh 76+77+87+88+89+90+104/8/25
<input type="checkbox"/>	14. BRJ2012509-0000006	Sumber Lestari Makmur-Malang	09/05/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR 50.000.00	Bewisang - Bayar Tgh 51/8/18
<input type="checkbox"/>	15. BRJ2012509-0000005	SuburBp-Gresik	09/04/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR 290.820.00	Bayar P3 33/9/25
<input type="checkbox"/>	16. BRJ2012509-0000004	Wahyu Unggul Sejahtera (TF)-Balikpapan	09/04/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR 500.000.00	Wahyuni - Tgh 647/11/17
<input type="checkbox"/>	17. BRJ2012509-0000003	Khusairi,Bp-Sidoarjo	09/04/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR 8.205.120.00	Bayar P3 32/9/25
<input type="checkbox"/>	18. BRJ2012509-0000002	Mondelez Indonesia Manufaktur - Jakarta Selatan	09/04/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR 374.210.452.00	Tgh 102/8/25
<input type="checkbox"/>	19. BRJ2012509-0000001	Mondelez Indonesia Manufaktur - Jakarta Selatan	09/02/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR 1.082.661.761.00	Tgh tgl 14 - 16 agustus 2025
<input type="checkbox"/>	20. BRJ2012508-0000073	SuburBp-Gresik	09/01/2025	HUTANG BANK JANGKA PENDEK LOAN RK BCA AC 8888	IDR 437.667.00	Bayar P3 4/9/25

View Explanation & Filters

This page is for finding and selecting the transaction to be voided.

- **Filters:** You can search for a specific transaction by **Doc. Number**, **Cash Book Type** (e.g., Bank Receipt), or a **Start Date** and **End Date** range.
- **Transaction List:** The table below will display all transactions that match the filters, with columns such as **Doc. Number**, **Payer** (for inflows) or **Payee**, **Date**, **Account Name** (bank account), and the amount.

Button Functions

- **Void:** The main action button to run the voiding process on a selected transaction.

2. Steps to Void a Cash Book Transaction

Step 1: Find the Transaction

Use the available filters to find and locate the cash/bank transaction you wish to void.

Step 2: Select the Transaction

Select one or more transactions to be voided by checking the box in the leftmost column of the corresponding row(s).

Step 3: Run the Voiding Process

Click the **Void** button in the bottom-left section of the page. The system will likely ask for your confirmation before proceeding with the voiding process. Once confirmed, the transaction's status will change to "voided".

Tips & Important Notes

- The 'Void' process **does not delete the transaction data**, it only deactivates it. This is the correct accounting practice to maintain an **audit trail**.
- After a transaction is voided, the system will automatically create a **reversing journal** to neutralize the accounting impact of the original transaction.
- Ensure you have sufficient **authorization** before voiding a transaction, as this action will directly affect the cash/bank records and related accounts.
- This module is generally used by the **Finance/Treasury team** with supervision.

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