

How to Void a Check Before Printing

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Follow the instructions below to void an Accounts Payable Check prior to being printed.

1. Navigate to the Main Application Menu and select Accounts Payable/Print Checks. The Print Checks list will be displayed.

2. Double-click on the check to be voided.

3. The Write Checks form will be displayed. In the lower left corner of the check, select the option Voided Check. Next select the date on which you want to void the check. Today's date will default into this field. The void date cannot be prior to the original check date and must be in an open accounting period. Lastly, click the Save button located at the lower right of the Write Checks form.

4. The Void Check confirmation message will be displayed; press the Yes button to complete the voiding of the check.

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