

How to Void a Check Before Printing

Last Modified on 09/29/2025 5:00 pm EDT

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

1. Navigate to the Main Application Menu and select Accounts Payable/Print Checks. The Print Checks list opens.
2. Double-click on the check to be voided.
3. The Write Checks form opens. 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 defaults 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 opens; click the Yes button to complete the voiding of the check.

Print Checks

Bank Account: 100200 | Next Check Number: 1151 | 100200 Cash - Operating*

Print	Check Date	Pay to the Order Of	Amount	Memo
<input checked="" type="checkbox"/>	5/20/2013	AA Alarms, Inc.	43.26	May 2013 3rd P
<input checked="" type="checkbox"/>	5/20/2013	ADI	18181.74	
<input checked="" type="checkbox"/>	5/20/2013	Alarmnet	500.00	
<input checked="" type="checkbox"/>	5/20/2013	Bosch Security System...	9094.39	
<input checked="" type="checkbox"/>	5/20/2013	Tri-Ed	4412.45	

5 Checks To Print | Select All | Unselect All | Print Bill List

Write Checks

Pay From Bank Account: 100200 | 100200 Cash - Operating*

Customer: Bosch Security Systems Inc | Branch: MI

Sedona Security | DATE: 5/20/2013 | CHECK #

PAY TO THE ORDER OF: Bosch Security Systems Inc | \$9094.39

Nine Thousand Ninety-Four Dollars and Thirty-Nine Cents

ADDRESS LABEL: Bosch Security Systems Inc, 130 Perinton Pkwy, Chicago, IL 60690

MEMO

Bills: \$9,094.39 | Parts: \$0.00 | Expense: \$0.00 | Documents

Due Date	Discount Date	Discount Amt	Ref Num	Bill Amt	Amt Due	Paid
10/27/2012	10/7/2012	0.00	142258	2229.75	2229.75	2229.75
10/27/2012	10/7/2012	0.00	125897	3432.32	3432.32	3432.32
10/27/2012	10/7/2012	0.00	127896	3432.32	3432.32	3432.32

☒ VOIDED CHECK | VOID DATE: 5/20/2013 | SAVE | PRINT | CLOSE

