

How to Void a Check After Printing

Last Modified on 01/16/2026 11:30 am EST

Follow the instructions below to void a printed Accounts Payable check.



Note: Checks that have already been cleared using the Bank Reconciliation cannot be voided.

A check can be voided from one of two places: the General/Ledger Account Register or from the Vendor Explorer record.

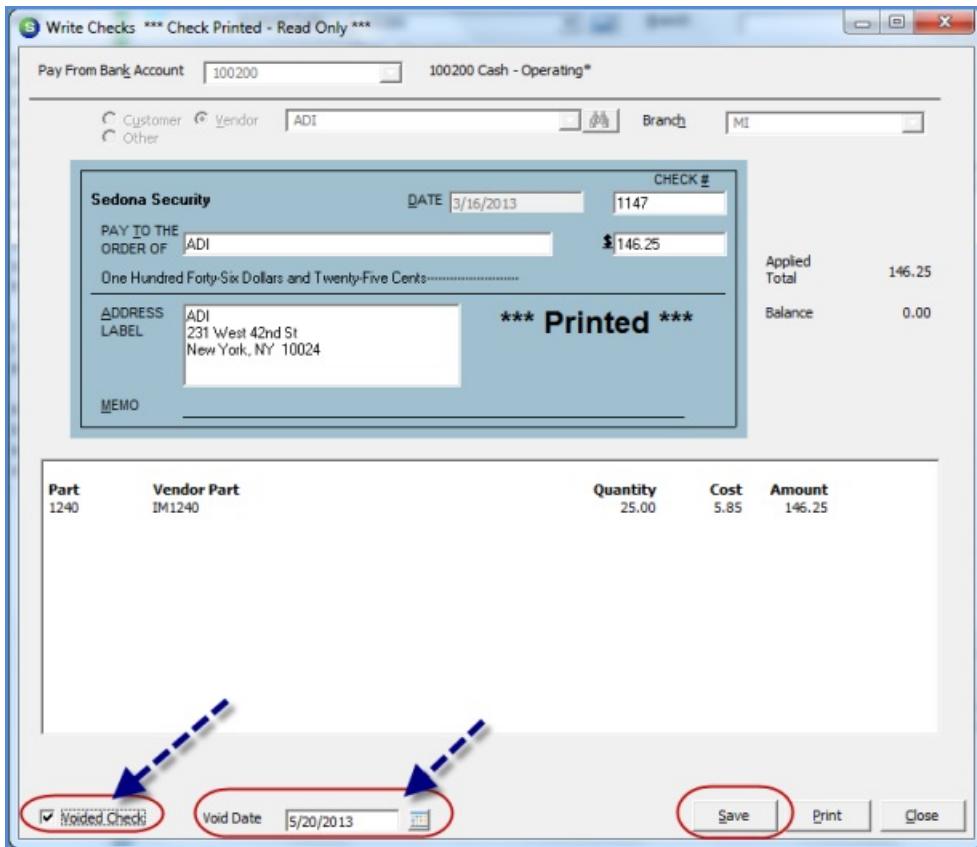
Instructions for both methods are covered below.

Void a Check from the G/L Account Register

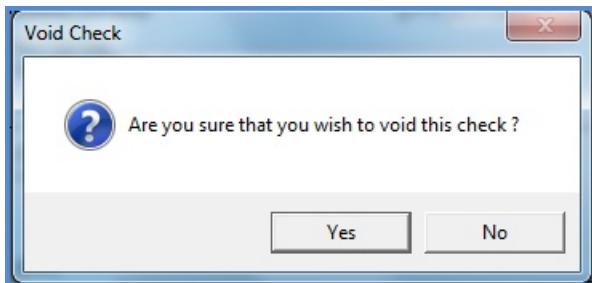
1. Navigate to the Main Application Menu and select the General Ledger/Account Register option.
2. The Account Register form opens. In the Account Code field, select the bank account the check to be voided was written from. In the From and Thru date fields, enter the date on which the check was written. If the exact date is not known, enter a date range to locate the check to be voided. In the Reg Type field select BILLPYMT from the drop-down list. Click the Green Arrow button located below the Reg Type field.

Reg No.	Date	Type	Check No.	Status	Name	Branch	Amount
	3/1/2013				** Beginning Balance **		
136577	3/16/2013	BILLPYMT	1147	O	ADI	MI	-146.25
139513	3/29/2013	BILLPYMT	1149	O	ADI	MI	-100.00

3. A list of all BILLPYMT transactions for the selected date range opens. Double-click on the check to be voided.
4. 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.

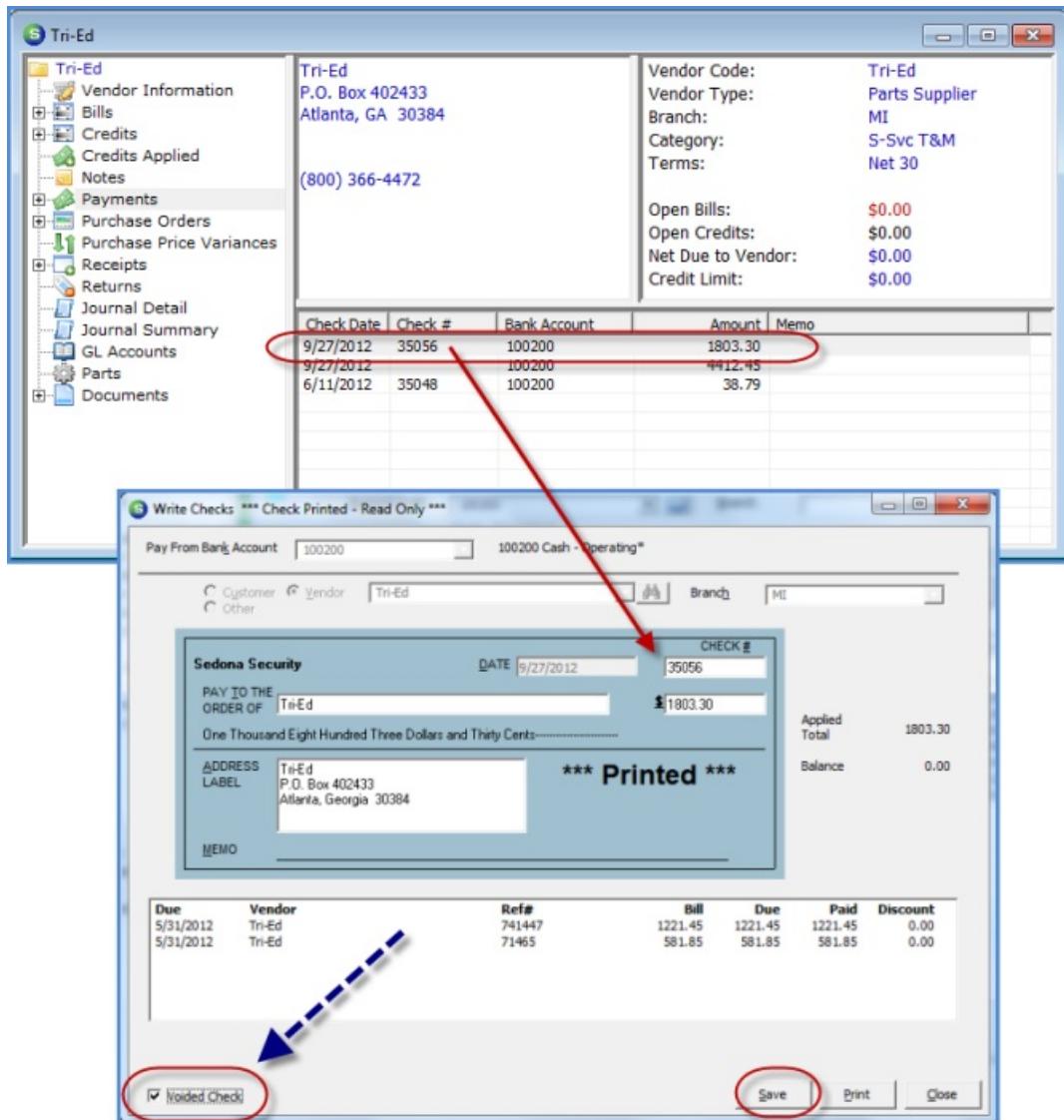


5. The Void Check confirmation message opens; click the Yes button to complete the voiding of the check.



Void a Check from the Vendor Explorer

1. Navigate to the Main Application Menu and select Accounts Payable/Vendors. From the Vendor list, double-click on the Vendor for the check to be Voided.
2. Once the Vendor Explorer record is displayed, highlight the Payments tree option. In the Active Pane, double-click 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 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 will be displayed; press the Yes button to complete the voiding of the check.

