

Last Modified on 09/29/2025 4:51 pm EDT



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

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 BILLPMT from the drop-down list. Click the Green Arrow button located below the Reg Type field.

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.

Write Checks \*\*\* Check Printed - Read Only \*\*\*

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

Customer: Vendor: ADI Branch: MI

**Sedona Security** DATE: 3/16/2013 CHECK #: 1147

PAY TO THE ORDER OF: ADI \$146.25

One Hundred Forty-Six Dollars and Twenty-Five Cents

ADDRESS LABEL: ADI 231 West 42nd St New York, NY 10024

\*\*\* Printed \*\*\*

Applied Total: 146.25 Balance: 0.00

Part	Vendor Part	Quantity	Cost	Amount
1240	IM1240	25.00	5.85	146.25

☒ Voided Check Void Date: 5/20/2013 Save Print Close

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

Void Check

Are you sure that you wish to void this check ?

Yes No

## 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.

Tri-Ed

Vendor Information  
 Tri-Ed  
 P.O. Box 402433  
 Atlanta, GA 30384  
 (800) 366-4472

Vendor Code: Tri-Ed  
 Vendor Type: Parts Supplier  
 Branch: MI  
 Category: S-Svc T&M  
 Terms: Net 30

Open Bills: \$0.00  
 Open Credits: \$0.00  
 Net Due to Vendor: \$0.00  
 Credit Limit: \$0.00

Check Date	Check #	Bank Account	Amount	Memo
9/27/2012	35056	100200	1803.30	
9/27/2012		100200	<del>4412.45</del>	
6/11/2012	35048	100200	38.79	

Write Checks: \*\*\* Check Printed - Read Only \*\*\*

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

Customer Other Vendor Tri-Ed Branch MI

Sedona Security DATE 9/27/2012 CHECK # 35056

PAY TO THE ORDER OF Tri-Ed \$ 1803.30

One Thousand Eight Hundred Three Dollars and Thirty Cents

ADDRESS LABEL Tri-Ed P.O. Box 402433 Atlanta, Georgia 30384

\*\*\* Printed \*\*\*

MEMO

Due	Vendor	Ref#	Bill	Due	Paid	Discount
5/31/2012	Tri-Ed	741447	1221.45	1221.45	1221.45	0.00
5/31/2012	Tri-Ed	71465	581.85	581.85	581.85	0.00

Applied Total 1803.30  
Balance 0.00

☒ Voided Check Save Print Close

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

Void Check

Are you sure that you wish to void this check ?

Yes No