

How to Void a Check After Printing

Last Modified on 01/10/2023 1:46 pm EST

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

□ Note: Checks that have already been cleared using the Bank Reconciliation may not be voided.

□ A check may 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 will be displayed. 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, you may enter a date range to locate the check to be voided. In the Reg Type field select BILLPMT from the drop-down list. Press the Green Arrow button located below the Reg Type field.

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

4. 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.

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5. The Void Check confirmation message will be displayed; press 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 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.

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

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