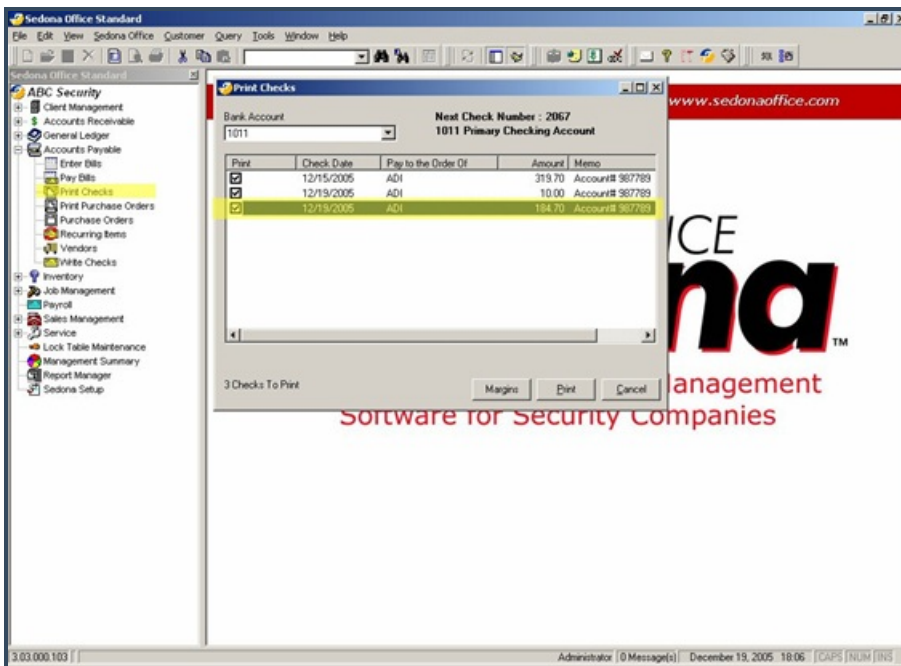# Remove a Bill

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These instructions are provided to handle situations where you have selected certain Accounts Payable bills for payment and wish to remove one or more bills from the pending check to be printed. *Bills can only be removed if the check has* *not* *been printed.*

The Process

1. Navigate to the Accounts Payable module menu and select the Print Checks menu option.
2. Locate the check which contains the bill(s) you wish to remove from the payment.

3. Double-click on the check to view the details of which bills are marked for payment.

4. In the example displayed on the prior page, we will remove the bill number 998877 for $10.00. The total amount of this check is for $184.70. To remove this bill, type 0.00 in the paid column of the Bills area for bill number 998877.

5. You will then need to change the amount of the check to reflect the new total.

6. Once these changes have been made, press the OK button located at the bottom of the Write Checks form to save your changes. The bill that was removed from the check will now be available from the Pay Bills form to mark in a future payment.