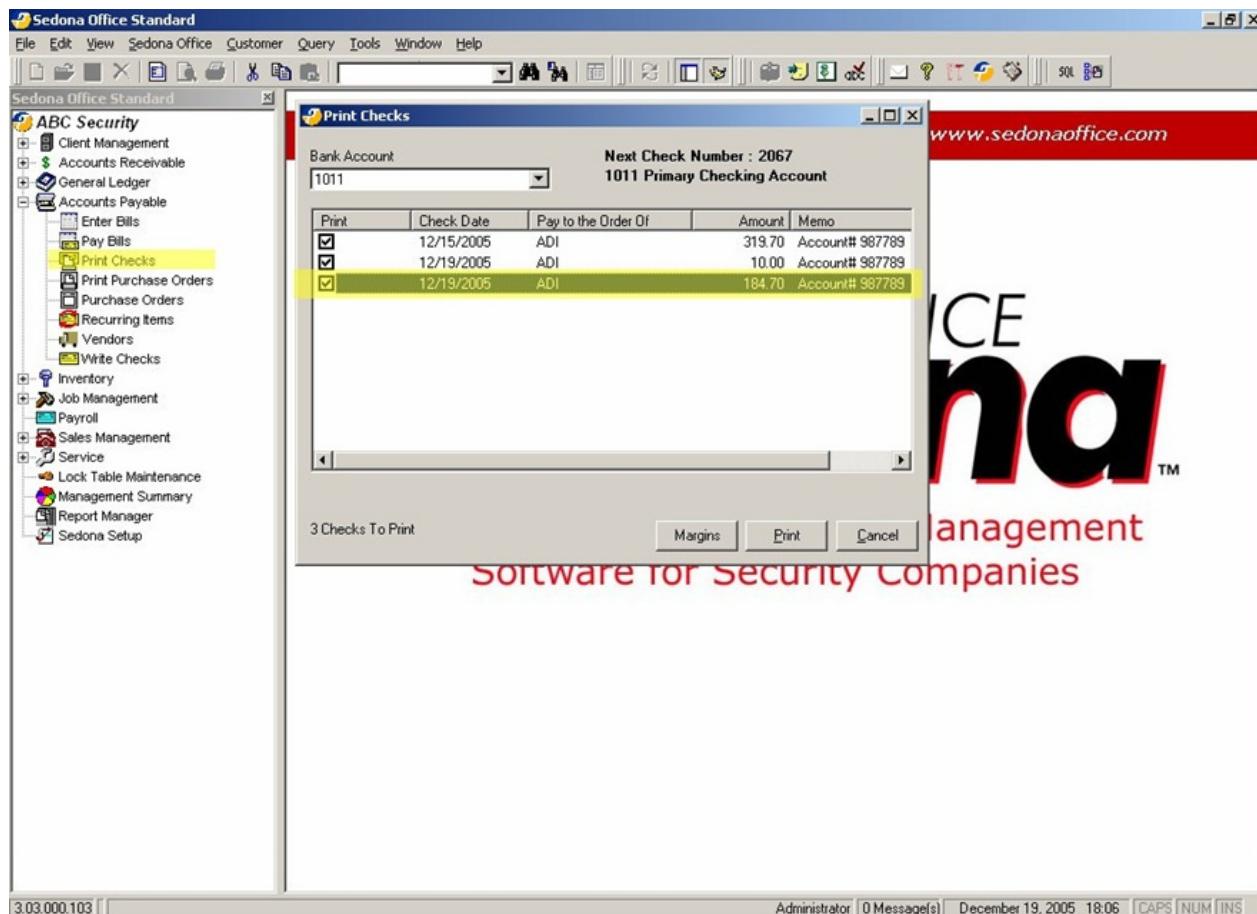


Removing a Bill Selected for Payment (needs new screen shots)

Last Modified on 01/16/2026 11:27 am EST

These are instructions to handle situations where you have selected certain Accounts Payable bills for payment and then 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.*

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.

Write Checks

Pay From Bank Account 1011 Primary Checking Account

Other Vendor Customer Branch

ABC Security DATE In Print Queue

PAY TO THE ORDER OF \$

One Hundred Eighty-Four Dollars and Seventy Cents-----

ADDRESS
LABEL
Miami, Florida 33136

MEMO

Applied Total 184.70
Balance 0.00

Bills \$184.70 | Parts \$0.00 | Expense \$0.00 |

Bills List							
	Due Date	Discount	Vendor	Ref Num	Bill Amt	Amt Due	Paid
▶	12/19/2005	12/19/2005	ADI		153.85	153.85	153.85
	12/2/2005	11/2/2005	ADI	998877	10.00	10.00	10.00
	1/18/2006	12/19/2005	ADI	PL 887766	20.85	20.85	20.85
*							

Voided Check

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

Write Checks

Pay From Bank Account

Other Vendor Branch

In Print Queue

ABC Security DATE PAY TO THE ORDER OF \$
One Hundred Eighty-Four Dollars and Seventy Cents-----

ADDRESS
LABEL
Miami, Florida 33136

MEMO

Applied Total 174.70
Balance 10.00

Bills \$174.70 | Parts \$0.00 | Expense \$0.00 |

Bills List							
	Due Date	Discount	Vendor	Ref Num	Bill Amt	Amt Due	Paid
▶	12/19/2005	12/19/2005	ADI		153.85	153.85	153.85
	12/2/2005	11/2/2005	ADI	998877	10.00	10.00	0.00
	1/18/2006	12/19/2005	ADI	PL 887766	20.85	20.85	20.85
*							

Voided Check

5. Change the amount of the check to reflect the new total.

Write Checks

Pay From Bank Account **1011** **1011 Primary Checking Account**

Other Vendor **ADI** Branch **CARIV**

Customer

ABC Security DATE **12/19/2005** **CHECK #** In Print Queue

PAY TO THE ORDER OF **ADI** **\$174.70**

One Hundred Seventy-Four Dollars and Seventy Cents.....

ADDRESS **ADI**
LABEL **1769 NW 79th Avenue**
Miami, Florida 33136

MEMO **Account# 987789**

Applied Total **174.70**
Balance **0.00**

Bills \$174.70 | Parts \$0.00 | Expense \$0.00

Bills List

	Due Date	Discount	Vendor	Ref Num	Bill Amt	Amt Due	Paid
►	12/19/2005	12/19/2005	ADI		153.85	153.85	153.85
	12/2/2005	11/2/2005	ADI	998877	10.00	10.00	0.00
	1/18/2006	12/19/2005	ADI	PL 887766	20.85	20.85	20.85
*							

Voided Check

OK **Print** **Cancel**

6. Once these changes have been made, click the OK button 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.