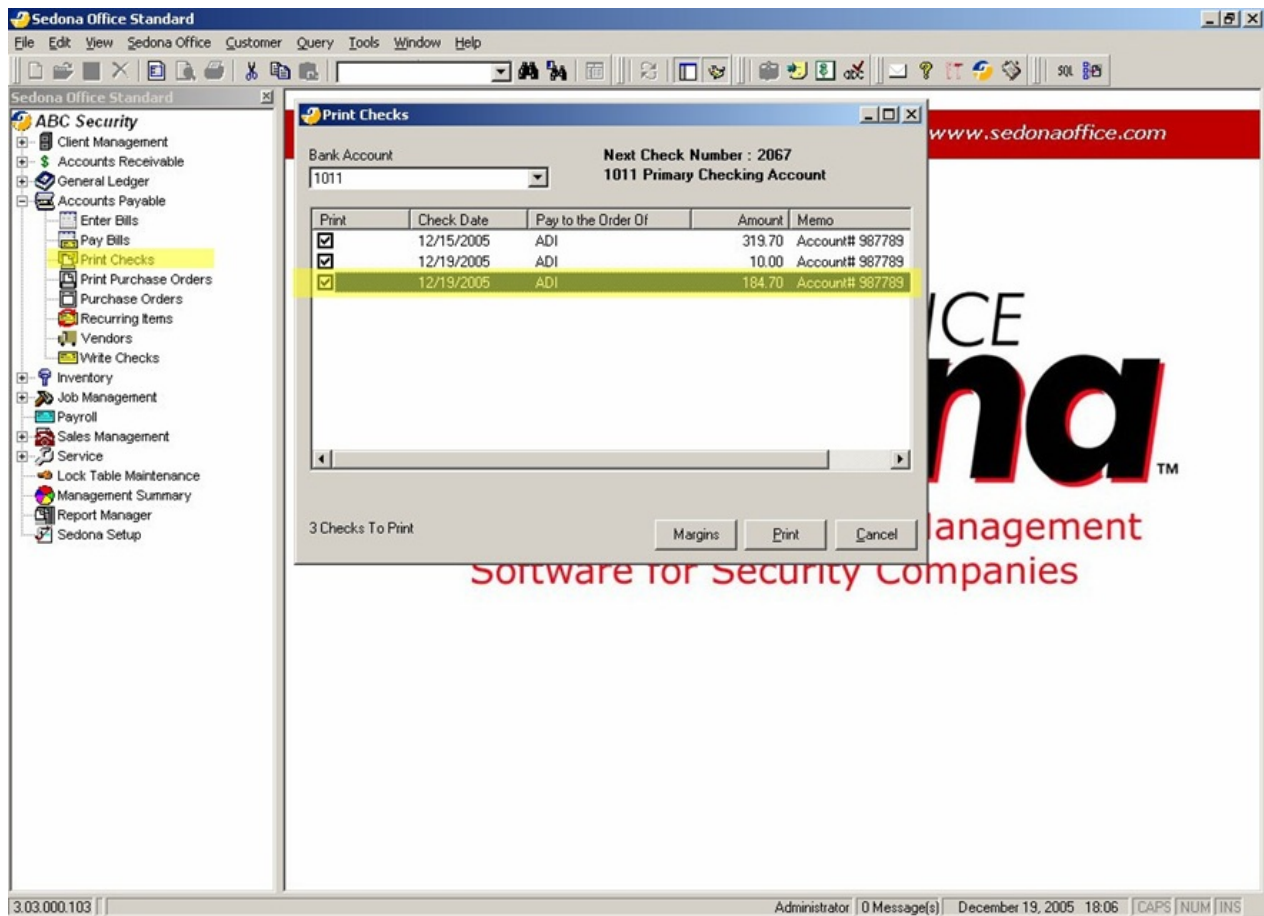


# Removing a Bill Selected for Payment (needs new screen shots)

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** 1011 Primary Checking Account

☐ Other 
 ☒ Vendor: **ADI** 
 Branch: **CARIV**

☐ Customer

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

PAY TO THE ORDER OF: **ADI**      \$ **184.70**

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

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

MEMO: **Account# 987789**

☒ In Print Queue

**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

OK Print Cancel

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: **1011** 1011 Primary Checking Account

☐ Other  
☒ Vendor: **ADI** Branch: **CARIV**  
☐ Customer

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

PAY TO THE ORDER OF: **ADI** \$ **184.70**

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

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

MEMO: **Account# 987789**

☒ In Print Queue

**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

OK Print Cancel

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 Queue**

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

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

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

MEMO: **Account# 987789**

☒ In Print Queue

**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

- 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.