Void Check Outline

In order to void a check, you must first determine if you will be reissuing the check using the same exact invoice(s). An example of this is when the check is destroyed in the mail. If you will be reissuing the check, you next need to determine if the check has been updated to the General Ledger.

Not updated to GL

1. Go to Checks – Reprint tab
2. Select check and click Void Check Number and reset for reprint
3. On the report options tab enter the check number and print

Updated to GL

1. Go to Void Checks
2. The transaction date is the date that you are voiding the check
3. Do not check the box to reverse the invoice since you are reissuing the check
4. Press Go and enter both the check number and check issue date
5. The invoice is now waiting in Select invoices for Payment

If you will not be reissuing the check. You will follow this process. An example of this situation would be that the vendor had already been paid.

1. Go to Void Checks
2. The transaction date is the date that you are voiding the check
3. Check the box to reverse the invoice since you are NOT reissuing the check
4. The GL period is the period the invoice will be reversed
5. Press Go and enter both the check number and check issue date

After checks have been voided, remember to update Accounts Payable to the General Ledger for the period in which the check was voided.