



# Quick Start: How To Void A Check

## Summary

Occasionally, checks are made that need to be voided. This article will show you the steps to take to take such action.

## Step by Step Guide

1. Go to Banking->Outgoing Payments->Void Checks for Payment
2. This will bring up a screen with search parameters for you to find your check you need to void. Fill out as much as you know/want and click OK
3. Find the check in the Void Checks for Payment window and then mark the checkbox next to the check.
4. Click Void and select Yes on the confirmation screen.

The screenshot illustrates the process of voiding a check in a software application. The interface is divided into several panes: Administration, Common Functions, and Messages and Alerts. The left navigation pane shows the 'Banking' section expanded, with 'Void Checks for Payment' highlighted. A dialog box titled 'Voiding Checks for Payment - Selection Criteria' is open, allowing users to filter checks by Posting Date, Check Number, and Check Internal ID. A table titled 'Void Checks for Payment' displays a list of checks with columns for #, Check No., Bank No., Due Date, BP/Account Code, and Total. Check #15237 is selected. A 'System Message' dialog box is shown at the bottom, asking for confirmation to void the check.

#	Check No.	Bank No.	Due Date	BP/Account Code	Total
879	15225	CHASE	06/08/15	V1158	\$ 860.00
880	15226	CHASE	06/08/15	V1159	\$ 66.32
881	15227	CHASE	06/08/15	V1170	\$ 1,536.25
882	15228	CHASE	06/08/15	V1205	\$ 304.23
883	15229	CHASE	06/08/15	V1237	\$ 1,653.76
884	15230	CHASE	06/08/15	V1278	\$ 926.10
885	15231	CHASE	06/08/15	V1368	\$ 845.00
886	15232	CHASE	06/08/15	V1388	\$ 3,570.48
887	15233	CHASE	06/08/15	V1396	\$ 6,477.50
888	15234	CHASE	06/08/15	V1423	\$ 1,139.50
889	15235	CHASE	06/08/15	V1424	\$ 210.34
890	15236	CHASE	06/09/15		\$ 390.00
891	15227	CHASE	02/24/16	10055-90	\$ 5.00
892	15237	CHASE	06/09/15	V1397	\$ 300.00

Your check is now void and ready for re-issue (if necessary)