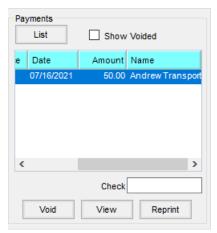# Voiding / Reprinting a Vendor Check

Last Modified on 04/26/2022 11:09 am CDT
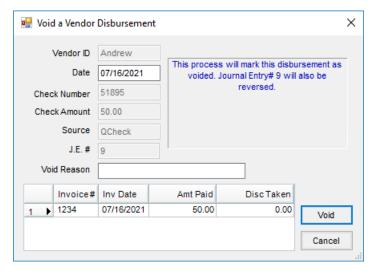
Voiding

Voiding a check created by the Pay Bills or Quick Check function is done from *File / Open / Vendor* on the *Activity* tab.

1. Edit the vendor to whom the check was written.

2. At the vendor's *Activity* tab, select **List** in the *Payments* frame. Each bill is listed separately even if several bills were paid on one check. Highlight any one of the Invoices paid with the check that is to be voided.

3. Choose **Void**. The *Void a Vendor Disbursement* screen displays to verify the bills paid by the check and dollars. Select **Void**.

4. A message appears explaining that the journal entry must be reversed to complete the voiding of the check. Select **OK**.

5. The journal entry displays. Choose **Reverse** which causes the journal entry associated with the check to be reversed.

6. At this point, the check has been voided. If the check was originally processed through the *Pay Bills* screen, the original bills will be available to be paid again at the *A/P / Pay Bills* screen. If the bill needs to be voided, go to *Inventory / Purchase Invoicing* or *A/P / Add/Edit Bills*, whichever was originally used to enter the bill. Edit the bill and select **Void**. If the original check was processed through the **Quick Check** option, reversing the check

reverses everything about the transaction.

Reprinting

A check issued to a vendor may be reprinted from *File / Open / Vendor* on the *Activity* tab.

1. Edit the vendor to whom the check was written.
2. At the vendor's *Activity* tab, select **List** in the *Payments* frame. Each bill is listed separately even if several bills were paid on one check. Highlight any one of the bills paid with the check and choose **Reprint**.
3. If necessary, the check number may be edited to match the preprinted check number on the check to be printed. Make sure the check is in the printer and select **Reprint**.