

Voiding / Reprinting a Vendor Check

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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.

Payments

List Show Voided

Date	Amount	Name
07/16/2021	50.00	Andrew Transport

Check

Void View Reprint

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

Void a Vendor Disbursement

Vendor ID Andrew

Date 07/16/2021

Check Number 51895

Check Amount 50.00

Source QCheck

J.E. # 9

Void Reason

This process will mark this disbursement as voided. Journal Entry# 9 will also be reversed.

Invoice#	Inv Date	Amt Paid	Disc Taken	
1	1234	07/16/2021	50.00	0.00

Void Cancel

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**.

Vendor ID: Andrew
Date: 07/16/2021
Check Number: 51895
Check Amount: 50.00
Source: QCheck
J.E. #: 9
Void Reason:

The reprint option will print this disbursement record using the check # entered. If an edit is made to this check #, the corresponding AP bill, AP payment and journal entry records will be linked to the new check #.

	Invoice #	Inv Date	Amt Paid	Disc Taken
1	1234	07/16/2021	50.00	0.00

Reprint
Cancel