



Quick Step Guide: Voiding Accounts Payable Checks

Select the Check

1. Click **Manage Checks** in **Primary Task** box in the upper left corner.
2. In the **Quick Search** box in the lower left corner, set the **Status:** = **Open** or **All** and click **Search button**.
3. Or use the **Advanced** filter to filter for a specific check number or check number range.
4. Find the check to be voided.
 - a. Do not forget to use the **Navigation Arrows** in the upper right corner to see other pages.
5. Double click the check to be voided
 - a. Or click the check and click the light blue toggle bar at the top of the workspace.

Void the Check

6. Click the **Void button** at the top left of the workspace.
7. Select one of the three void options.
 - a. **Void Check and Reissue** - Select this option if the name and amount of check are correct, but the check is spoiled or the number is wrong. You will be given the opportunity to enter an unused check number.
 - i. Acknowledge the warning message. Click Yes.
 - ii. The **Transaction Date:** is the date the void is recorded in the General Ledger. This will usually be the same date as the check or voucher.
 - iii. You will be prompted to enter the new check number and check date.
 - iv. Enter Check # and Check Date: then click **Close**.
 - v. Answer "Do you wish to print this check now?"
 - b. **Void Check, Leaving Voucher Open** – Use this option if you need to make a change to the name, amount, or ledger account. These changes must be made on the voucher.
 - i. Acknowledge the warning message. Click Yes.
 - ii. The **Transaction Date:** is the date the void is recorded in the General Ledger. This will usually be the same date as the check or voucher.
 - iii. Click **OK** on the information window.
 - c. **Void Check and Void Voucher** – This choice will void the check and the voucher. The entry will be reversed in the GL system by this transaction.
 - i. Acknowledge the warning message. Click Yes.
 - ii. The **Transaction Date:** is the date the void is recorded in the General Ledger. This will usually be the same date as the check or voucher.
 - iii. Click **OK** on the information window.

Additional Assistance

Contact Pontem Software Helpdesk.

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