Reverse a Manual Check

AP invoices were marked paid using the Enter Manual Check menu. If the check was never written or should be voided for any reason, follow these steps.

Step 1 *Accounts Payable, Void Checks*	

1. Enter the AP Link Code.
2. Choose either Current (C) or History (H).
3. Enter the check number you want to void. You can use the F2 lookup to view a list of all check numbers by invoice.
4. Check Confirmation window will display.
   a. Enter 'Y' if this is the check you want to void.
   b. Enter 'K' to advance to the next record and keep looking.
   c. Enter 'Q' to cancel this process.
5. The check amount and check date will display.
6. Enter a batch number.
7. Enter 'Y' if you are ready to void the check. Enter 'N' to go batch and change any data you entered.
8. Enter 'Y' to confirm you will void this check.
9. The void process is complete. Press Enter.
 	
From the Reports Menu, print an Invoice Status Report with the option 'Open Invoices.. Check the invoices for the check you just voided. They should appear on this report.	