

How do I Void Checks or a Check Run? (1)



To Void an individual check

1. Open the Payment Reporting window – **Menu > Banking > Payment > Payment Reporting.**
2. Enter the date that the check was printed in the **Payment Date** fields.
3. Enter the Check Number in the **Check No.** fields.
4. Enter any other selection criterion needed.
5. Press **Enter** or **Return** as appropriate.

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How do I Void Checks or a Check Run? (2)



To Void an individual check

6. Go to the table part of the window.
7. Select the check to void (click in the **Reversed** field and a check mark will appear).
8. Click **Action > Approve Entries**.
9. Open the Posting window – **Menu > General Ledger > Registration > Posting**
10. Find the Cash journal marked with the check mark.
11. Click – **Action > Post**.

How do I Void Checks or a Check Run? (2)



To Void an individual check

1. Open the Payment Reporting window – **Menu > Banking > Payment > Payment Reporting.**
2. Enter the date that the check run was printed in the **Payment Date** fields.
3. Enter any other criterion that is needed, (i.e., Check Number or Range of Checks)
4. In the Status Island, check **Reverse.**
5. Press **Enter** or **Return** as appropriate.

How do I Void Checks or a Check Run? (2)



To Void an individual check

6. Click on **Action > Transfer Status** (Transfer status of all items).
7. Click **Action > Approve Entries**.
8. Open the Posting window – **Menu > General Ledger > Registration > Posting**
9. Find the Cash journal marked with the check mark.
10. Click – **Action > Post**.

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