

VOIDING BILLS AND CHECKS

To Void a Check:

1. Bring up the Chart of Accounts by Clicking **Accnt** in the Icon Bar.
2. Double-click the Checking Account the Check was written on.
3. Click on the Check you want to Void.
4. Click **Edit** on the Menu Bar.
5. Click **Void Check** in the drop-down box.

NOTE: If you void the check and are not going to be paying the corresponding bill with another check, you will need to void the bill also.

To Void a Bill:

1. Click **Bill** in the Icon Bar.
2. Click the **Previous** button until the Bill you wish to void appears.
3. Click **Edit** in the Menu Bar.
4. Click **Void Bill** In the drop-down box.

IMPORTANT! Always use the void option, never delete any transaction. Do not forget to add the amount of the check back into the checkbook if you are writing checks by hand.

STOPPING PAYMENT ON A CHECK

To Stop Payment On A Check:

1. Call the bank and initiate the stop payment process. You may have to go to the bank and sign a stop payment slip.
2. Follow the steps above for voiding checks in QuickBooks.
3. If the corresponding Bill is not to be repaid, follow the steps above to void the Bill.
4. Add the amount of the check back into the checkbook if writing checks by hand.

NOTE: Most Banks charge a fee for Stop Payments. Enter that fee into QuickBooks as a Bank Charge (5405.00) using **Write Checks** as described in the separate handout on NSF Checks.

RE-ISSUING PAYMENTS

If you are going to issue another check to pay the bill the voided check corresponds with, then you would not void the bill.

To Pay the Bill:

1. Go to the Vendor Navigator.
2. Click on Pay Bills.
3. Click in the Box in front of the Bill you wish to pay.
4. Make sure the correct Payment Account is selected.
5. Select either To Print or Assign Check No. and save and close.
6. If you select Assign Check No.
7. Click in the Check No. column in the box that comes up and enter the Check Number.
1. Click **OK**.