

Voiding Unused A/P Checks

February 2004

This procedure is used if you need to post a void check record to the check reconciliation file. Such void records may include form alignment forms, checks used for their number to transfer funds between accounts, etc.

Step 1

Accounts Payable / Check Processing / Void Unposted Checks

Bank Code

Void:

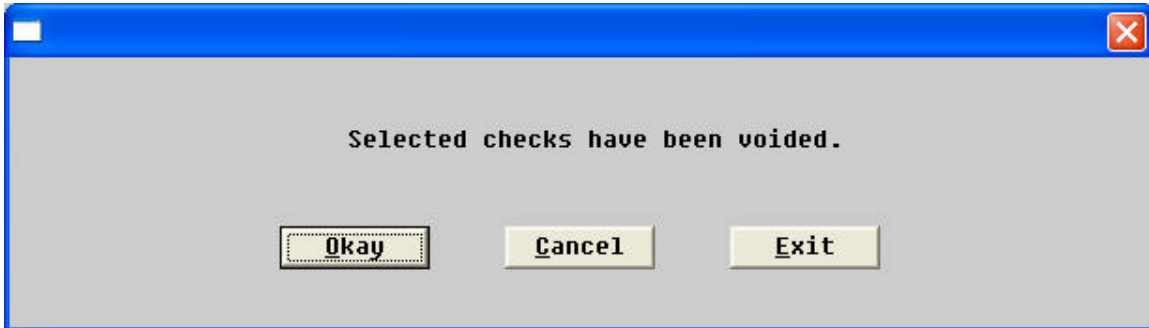
Printed Checks

Alignment Forms

Click "Alignment Forms" radio button:

thru

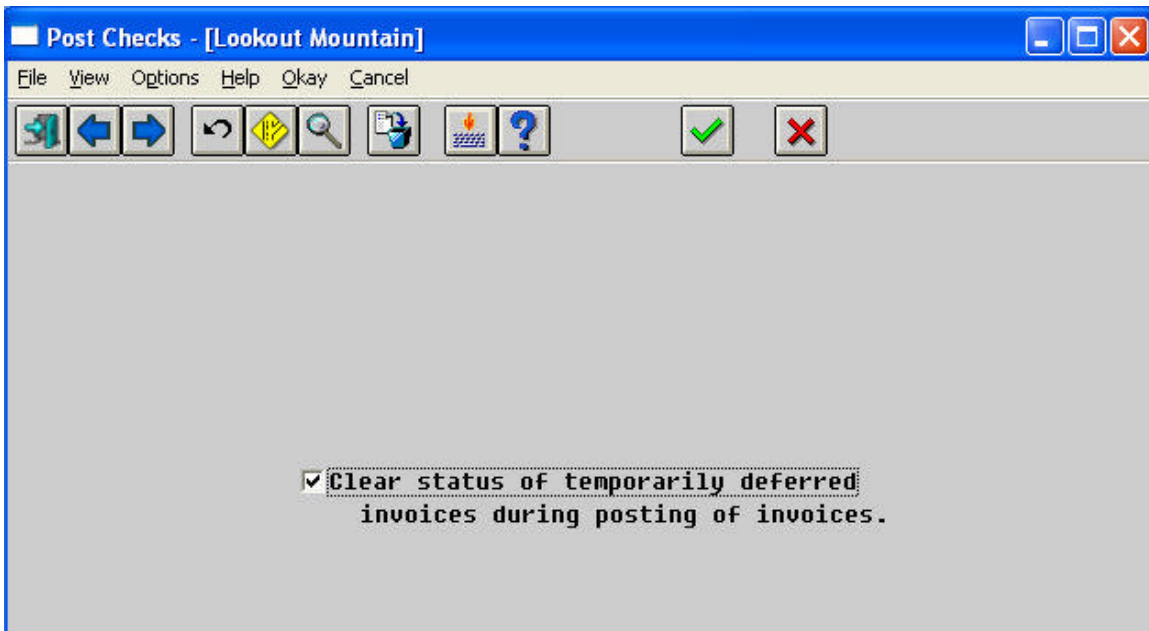
Enter the check range (single check number range or multiple) in these fields and press Pfkey-11. You will be returned to the previous screen. Press Pfkey-11 and you will see the following message:



This message is not entirely correct at this point. The check numbers entered in this step are “marked” for void. You will need to Post these transactions before the void transaction is finalized.

Step 2 Post Checks

Accounts Payable / Check Processing / Post Checks



Press Pfkey-11 and post the transactions – now the void check record will appear on the check history report AND check reconciliation