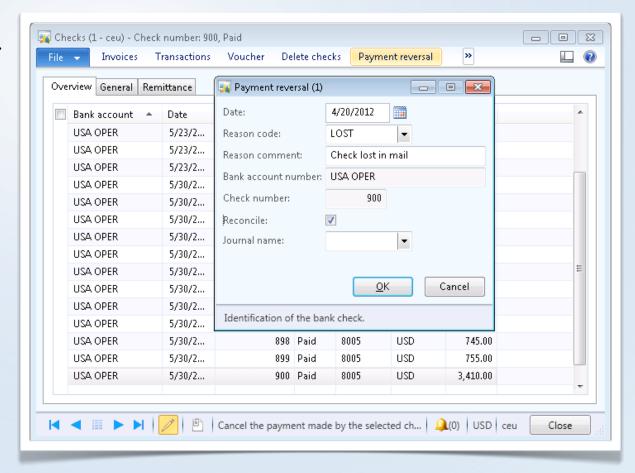# Void Check

Cash and bank management > Checks

Summary   There are two processes to void checks. The Void check or Payment reversal process is used after the Payment journal has been posted. The process for reprinting a check in an unposted journal is detailed in the Vendor payments section.

Steps   1. Void a Check
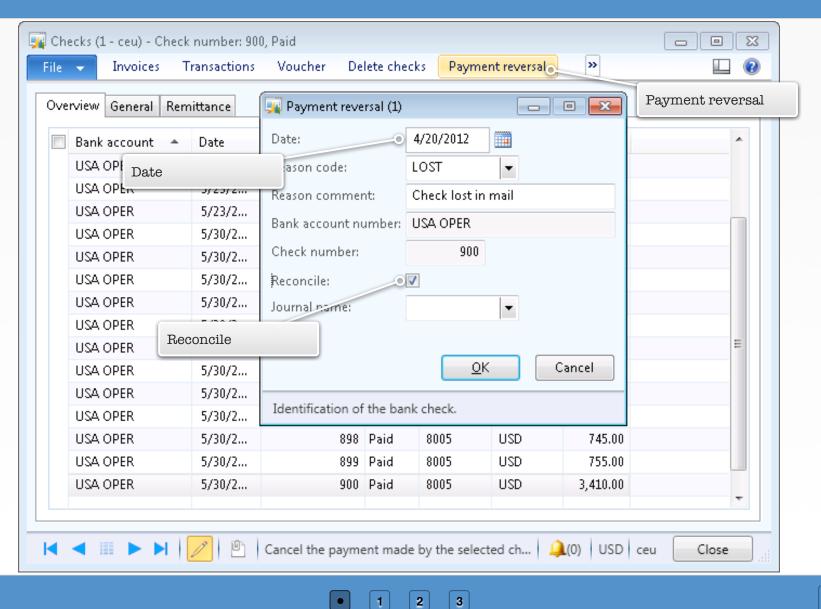
Tips   • Void the check after calling the bank to stop payment

Void a Check

- Click **Payment reversal button**.

- Change the voided **Date** of the check.

- Add the **Reason code** for the void.

- Mark **Reconcile**.

- Click **OK**.

Interactive 2.3 Void Check

Checks (1 - ceu) - Check number: 900, Paid

File ▼ | Invoices | Transactions | Voucher | Delete checks | Payment reversal | »

Payment reversal

Overview | General | Remittance

Payment reversal (1)

	Bank account ▲	Date
☐	USA OPE	
	USA OPE	5/23/2...
	USA OPER	5/23/2...
	USA OPER	5/30/2...
	USA OPER	5/30/2...
	USA OPER	5/30/2...
	USA OPER	5/30/2...
	USA OPER	5/30/2...
	USA OPER	
	USA OPER	
	USA OPER	5/30/2...
	USA OPER	5/30/2...
	USA OPER	5/30/2...

Date: 4/20/2012

Date

Reason code: LOST

Reason comment: Check lost in mail

Bank account number: USA OPER

Check number: 900

Reconcile: ☑

Journal name:

Reconcile

OK | Cancel

Identification of the bank check.

		898	Paid	8005	USD	745.00
USA OPER	5/30/2...	899	Paid	8005	USD	755.00
USA OPER	5/30/2...	900	Paid	8005	USD	3,410.00

Cancel the payment made by the selected ch... | 🔔(0) | USD | ceu | Close

◀ | 1 | 2 | 3 | ▶

Movie 2.3 Void Check