

Chapter 44 **VOID CHECK**

A check needs to be voided if a mistake is made or if the check is misplaced.

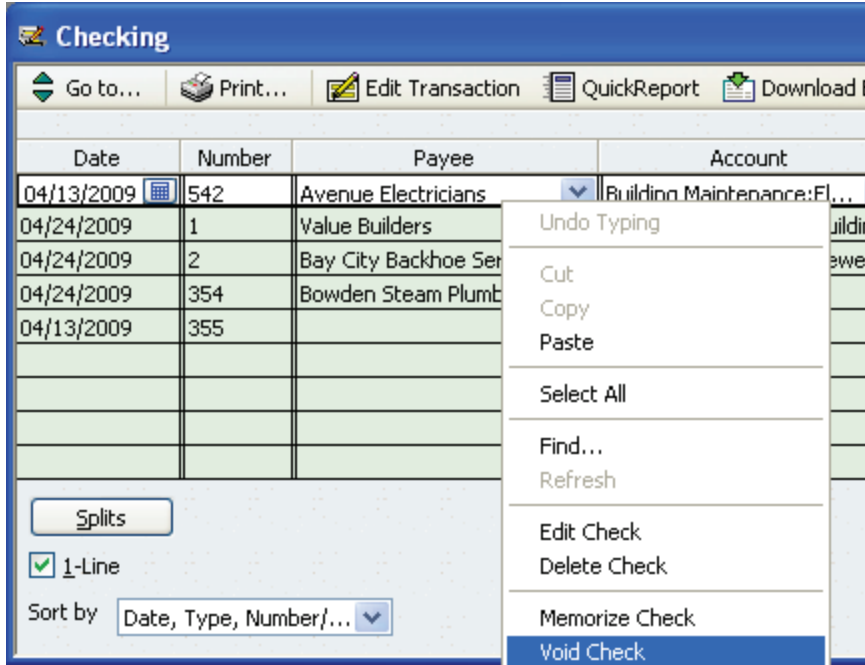
Objectives

Upon completion of this chapter, you will be able to:

- Open and view the bank register
- Void the check

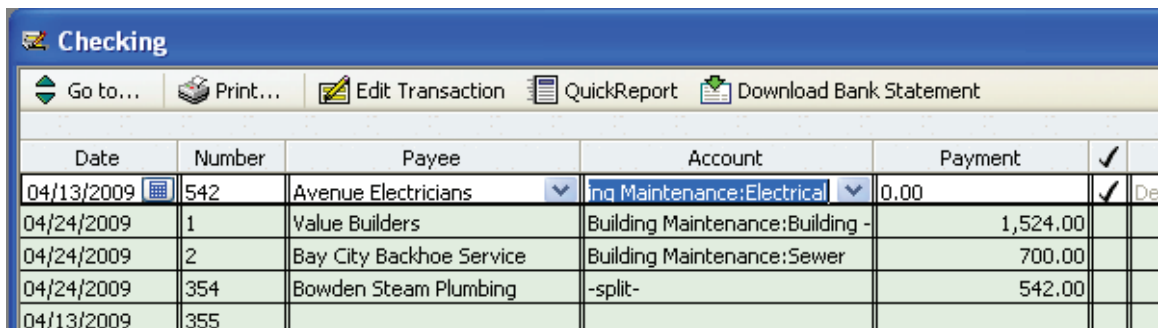
To void a check:

- Click **Accnt** on the icon bar
- Double click on the bank account to open a bank register



Screen Shot 201 Bank Register

- Right click on the Check
- Click **Void Check**
- Click **Record**



Screen Shot 202 View Void Check

The amount will change to 0.00.