

## Void Check Routing

**PROGRAM NAME:** APVOIDCK  
**MENU OPTION TITLE:** Void Check Routing  
**MAIN MODULE:** ACCOUNTS PAYABLE  
**HELP KEY ACTIVE:** YES

### PROGRAM OVERVIEW

The Void Check Routine allows voiding a check after printing and updating to the database. (When payment is stopped on a check for example).

### PROGRAM OPERATION

**(REDO)** To void a check, enter the VENDOR # and CHECK NUMBER to be voided. The bottom part of the screen will be filled with the vouchers that were paid by the check. The question will then be asked, "Is this the check you want to void? (Y/N)?" A response of "N" will clear the screen and reposition the cursor in the VENDOR # window allowing the user to re-enter the correct information. A response of "Y" will cause the message "One moment please" to be displayed. After a short pause the screen will be cleared allowing for the voiding of other checks.

When a check is voided, the original record of the check is removed from the permanent voucher file. The vouchers that were paid by the check will be marked as being open and be available for payment by a different check.

**NOTE:** If the check to be voided falls within a closed accounting period, a message stating so will be displayed. When a check that falls within a closed accounting period is voided, an adjusting journal entry must be made to the General Ledger System for the closed period. (Debit CASH, credit A/P).