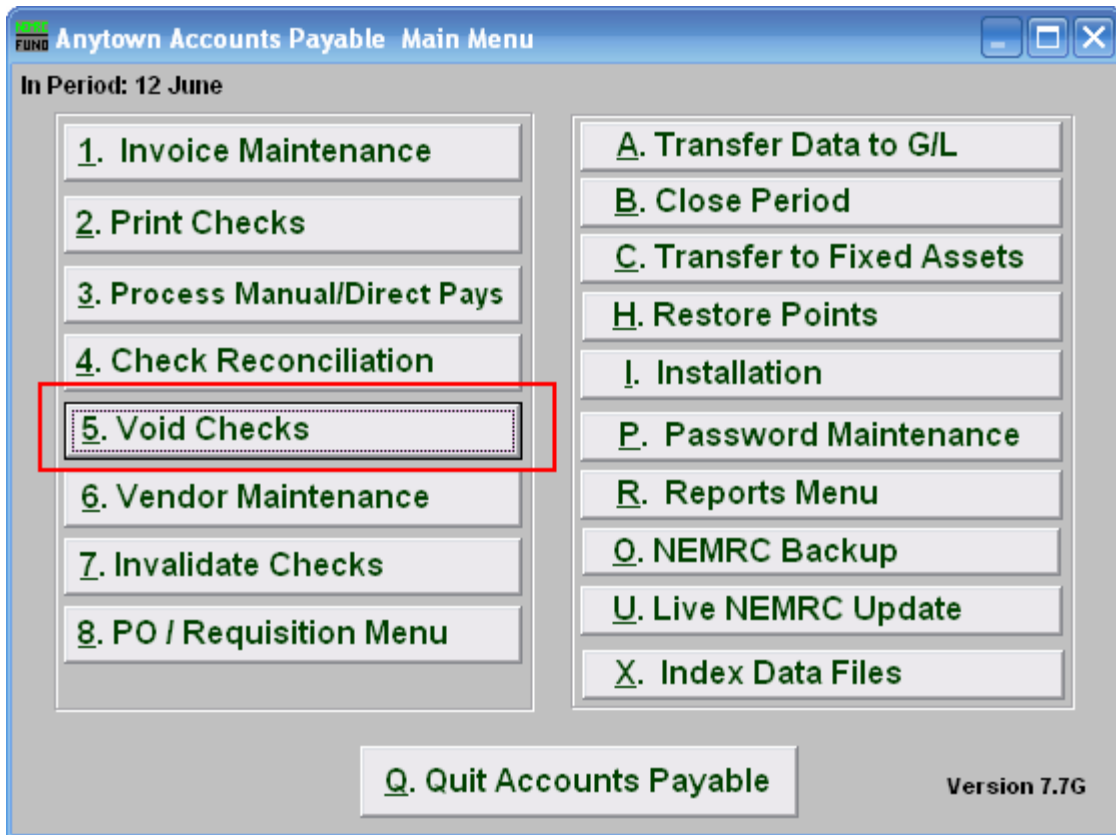


Accounts Payable

5. Void Checks



Click on “5. Void Checks” from the Main Menu and the following window will appear:

Accounts Payable

Void Checks

The screenshot shows a Windows-style application window titled "Void Checks". At the top left, there's a small icon labeled "FUND". Below the title bar, there are two input fields: one for "Vendor (Blank for All)" containing the number "1" and another for "Enter Checking Account Code (Blank for All)" containing the number "2". To the right of the first field is a button labeled "Find...". The main area of the window contains a large table with columns: Acct, Vendor, Company, Check #, Ck Date, Ck Amt, Type, Void?, and an unlabeled column with up/down arrows. The first row of data has values: "06", "TOWNCRIER", "TOWN CRIER", "6398", "11/29/00", "72.45", "Computer", and "3" under the Void? column. There are several other rows below it, mostly blank except for some numbers in the last few columns. At the bottom of the window, there are three buttons: "Check Number" followed by a field containing "4", and then "OK" and "Cancel" buttons.

- 1. Vendor:** Enter the Vendor code or click the “Find” button and select from there. Leave blank to use all Vendors.
- 2. Enter Checking Account Code:** Enter the Checking Account Code or leave Blank for All. You can use the drop down arrow to select from there.
- 3. Void?:** Find the check number you wish to void. Then type “Y” for yes to void.
- 4. Check Number:** You may enter a check number and the system to locate it in the list.
- 5. OK:** Click “OK” to accept the changes and return to the previous screen.
- 6. Cancel:** Click “Cancel” to cancel and return to the Main Menu.