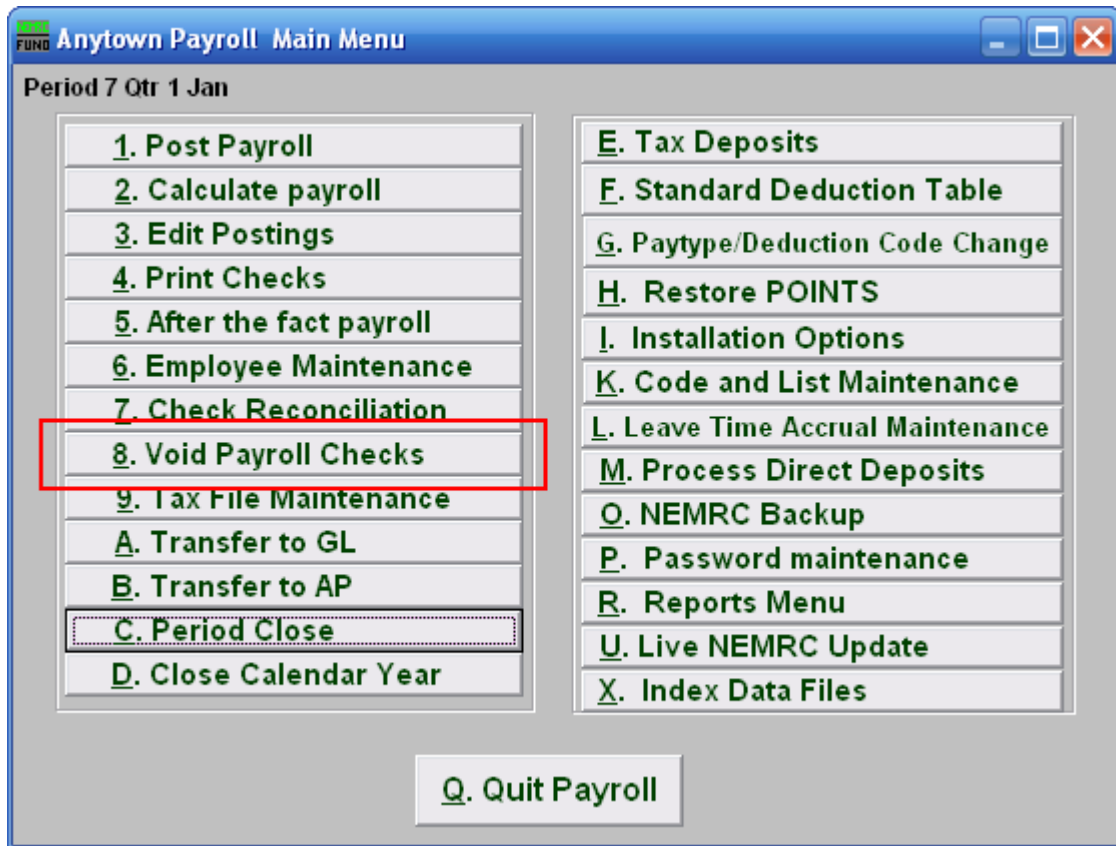


Payroll

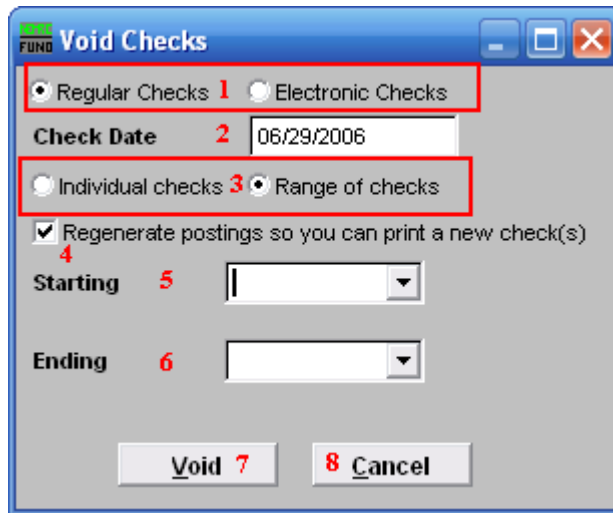
8. Void Payroll Checks



Click on “8. Void Payroll Checks” from the Main Menu and the following window will appear:

Payroll

Void Payroll Checks



- 1. Regular Checks OR Electronic Checks:** Select the type of check you are voiding. 100% Direct deposit checks are assigned an electronic number when used. Be sure you have the check in hand or it has not been processed electronically before proceeding.
- 2. Check Date:** Enter the actual check date on the check you wish to void.
- 3. Individual checks OR Range of checks:** Click to choose whether you want to void an Individual check or a Range of checks.
- 4. Regenerate postings so you can.....:** Check this box if you want the system to create records to produce a new check. These postings may be edited using the Main Menu item "Edit Postings."
- 5. Starting:** For Range, choose the check number you wish to start with. For Individual, choose the check you wish to Void.
- 6. Ending:** For Range, choose the check number you wish to end with.
- 7. Void:** Click "Void" to void the selected check or check range.
- 8. Cancel:** Click "Cancel" to cancel and return to the Main Menu.