

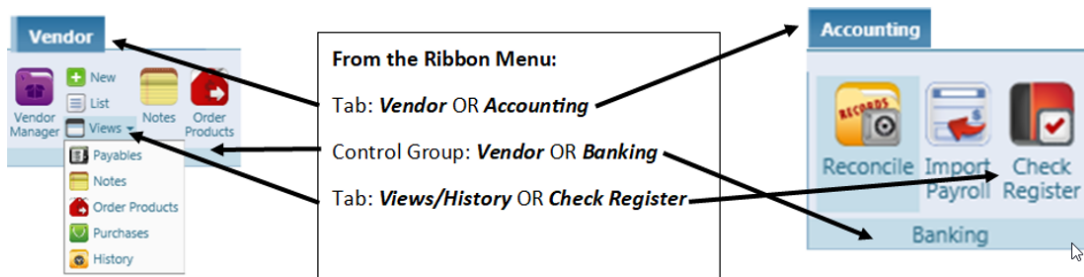
# ASICOMP.COM

Portal > Knowledgebase > ASI SmartBooks Knowledgebase > Vendors > How Do You Void a Check?

## How Do You Void a Check?

Tammy Mason - 2022-07-18 - in Vendors

### How Do You Void a Check?



**Explanation:** To void a check, you need to adjust the previous payment. Load the Bill-Adjust tab from either the **History** or **Check Register**. Locate the Vendor and the appropriate check. Click on the Blue Hyperlink **Bills-Pay**. This will load a separate tab with Bill-Adjust.

Date	Check/Reference	Source	Reference	Name	Pay To Name	Cleared On	Action
11/30/2018	950606	<a href="#">Bills-Pay</a>		Mediacom	Mediacom		Void
11/30/2018	950605	<a href="#">Bills-Pay</a>		SanMar	SanMar		Void

Simply put a check Mark in Void. This will reverse any entries made when this check was marked paid. If you have a physical printed copy, please be sure to write "VOID".

**Bill Pay - Adjust - Mediacom**

Process Cancel Close

Vendor 7139 Mediacom  **Void**

Method Check

Account 100 Cash in Bank

**Kohls Specialties**  
5250 Nordic Drive  
Cedar Falls, IA 50613

Reference 950606  
Date 11/30/2018

Pay to the Order of Mediacom \$185.92 Dollars

Memo

Type	Reference	Date	Terms	Discount Date	Discount	Due Date	Amount	Discount Taken	Payment	Balance
Invoice	Sept 2018	9/24/2018	Net 30			10/24/2018	\$185.92	0.00	\$185.92	\$0.00

