

Void Payment

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A check or EFT can be voided from one of two places:

1. Go to the Daily > Void Payment. Select the checkbook and enter the check# to void. This is a quick way to void multiple checks, as you enter only the check number and the check information will then be displayed. After voiding, you can enter the next check number to void.
2. Within [vendors](#) browse the [summary](#) or [detail](#) transactions. Select the payment line you wish to void and click the "Void Payment" button.

Choose the checkbook and enter the check# or EFT as well as the period for the void and the void date. The void date is defaulted to the original payment date but can be overridden.

A comments box allows you to enter the reason for the void. A list of invoices that were included in the payment you are voiding is displayed. Uncheck the Reopen box on any invoice lines that should remain voided. Click the void button.

The payment and corresponding invoices will be voided with the void period and void date specified. Any reopened invoices will be also be created in the period assigned. If applicable, the P.O. seq# will be reopened for the original P.O. sequence amount.

How to remove a vendor payment from the ACH file before transmitting to the bank: See [Process Payment](#).
