

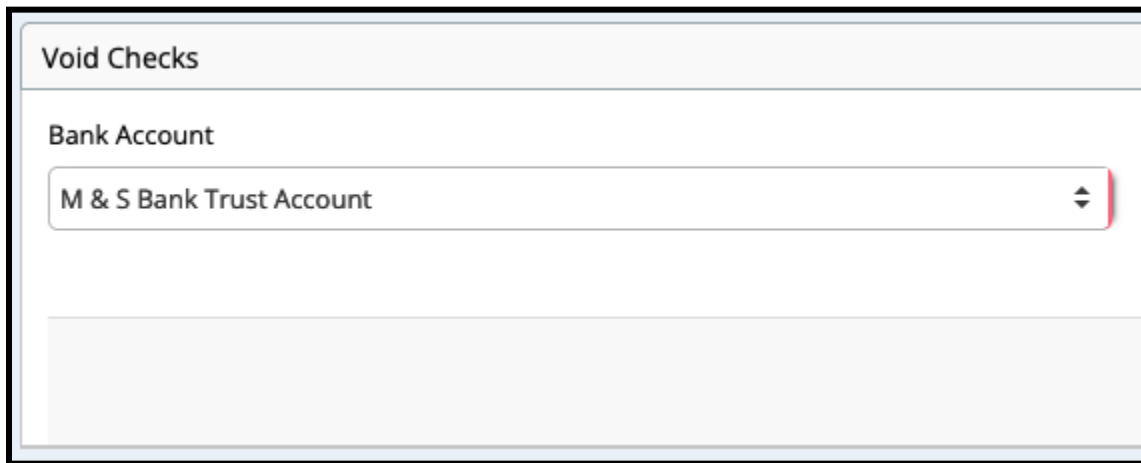
Void Checks

Overview

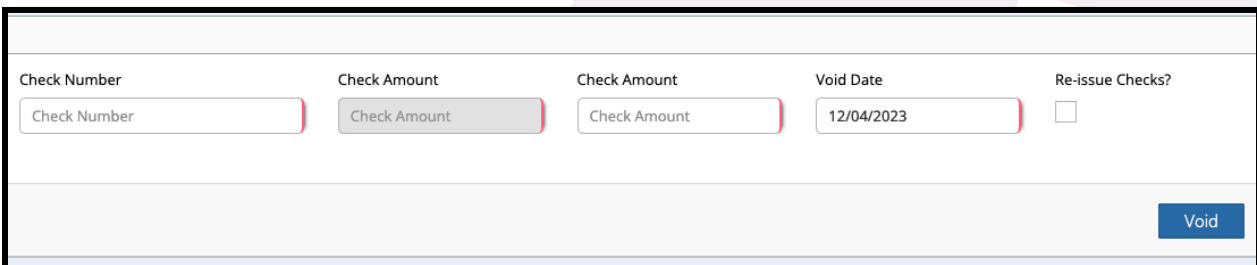
This document details how to void checks in CMPOnline. This is a useful tool if a check is entered incorrectly or has been returned and needs voided in CMPOnline.

Voiding Checks

- Navigate to Accounting > Checks > Void Checks.
- Select the bank account that the check was printed from.

A screenshot of a web form titled "Void Checks". Below the title is a section labeled "Bank Account" with a dropdown menu. The dropdown menu is open, showing "M & S Bank Trust Account" as the selected option. The form has a light gray background and a white border.

- Enter the Check Number.
- Enter the Check Amount.
- Change the Void Date if needed.
- Select "Reissue Checks?" if needed.

A screenshot of the "Void Checks" form showing the input fields. There are five fields: "Check Number" (text input), "Check Amount" (text input), "Check Amount" (text input), "Void Date" (text input with "12/04/2023" entered), and "Re-issue Checks?" (checkbox). A blue "Void" button is located at the bottom right of the form.

- Click "Void".

Void Checks

Questions?

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