

HOW TO VOID A CHECK IN QUICKBOOKS

Void a Check in QuickBooks- Overview

You can void a Check in QuickBooks which you have created. To void a check, first open the check and displays it in the “Write Checks” window. Then choose “Edit| Void Check” from the Menu Bar to void the check shown in the “Write Checks” window. Save the changes to the check, and click on the “Save” button in the “Main” tab of the “Write Checks” window. Moreover, click on the “Save and Close” button at the bottom of the window.



QuickBooks offer to create two paper entries to maintain the accuracy of your account balances and financial reports. To allow QuickBooks to make these entries for you, click on the “Yes” button in the message box that appears on the display. Moreover, to make the entries yourself, click on the “No, just void the check” button.

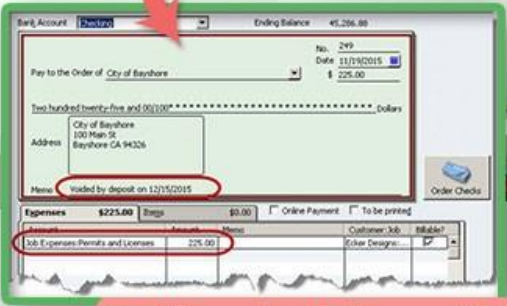
How to Void a Check in QuickBooks?

A promotional banner for QuickBooks technical support. It includes a hexagonal grid of icons (help, question mark, settings, plus), the text 'SUPPORT FOR QuickBooks TECHNICAL ISSUES', 'Technical Support By Professionals', a toll-free number '+1800-796-0471', and an image of a smiling male support agent.

- To [Void a Check in QuickBooks](#) have a click on the Write Checks in the window?

- Then choose “Edit| Void Check” from the Menu Bar present at the top to void the check shown in the “Write Checks” window.
- To save the changes to the check, click on the “Save” button available in the “Main” tab of the “Write Checks” window or click on the “Save & Close” button available at the bottom of the window.
- QuickBooks offers two journal entries to sustain the accuracy of your account balances and financial reports.
- QuickBooks enter these entries and click on the “Yes” button. Otherwise, you have to make the entries and click on the “No” button in which just void the check button is there.

How to Void a Check in QuickBooks



Call us Toll-free +1800-796-0471

Voiding a Paper Check within QuickBooks

- Click “Banking” and “Write Checks” and then on the account in which check was written under the Expenses section.
- Type the check number in the “Check Number” field from the paper check. Type a date into the “Date” field and Enter “0.00” into the “\$” field, and then type a payee name into the “Pay to Order” field.

**SUPPORT FOR
QuickBooks
TECHNICAL ISSUES**

*Troubleshooting Article for Common Issues
For Voice Support Call Independent Experts on*

**Toll Free Number
+1800-796-0471**

**Technical Support
By Professionals**



- Click on the Edit button and then on the [check the void paper check](#).
- Click on the “Yes” when the message prompted. This updates the organizations journal with the date and time you are voiding the check, and also changes the check’s amount to zero.
- Instead, click on “No” if you want to void the check using the date which is originally written on the check. This does not update the organization’s journal, but also shows the check as voided.
- Hit on “Record” button to finalize the void.

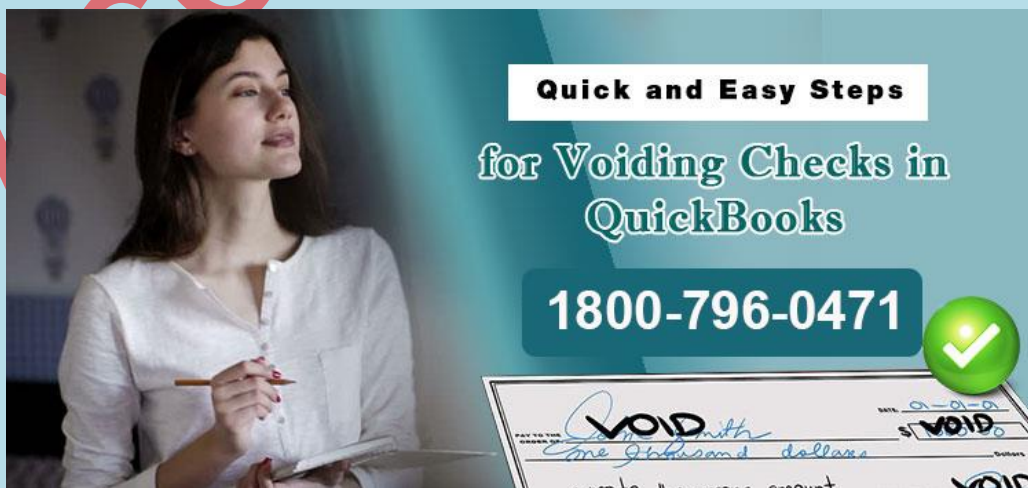


What to do with a payroll check

If this check is a payroll check, and all payroll tax returns have been filed, then voiding the check has a huge effect. The best way to handle this is to void the check and to reprint it using a new check number. Ensure that the employee cashes the check.

Check in the current period

If the check is in the present period, simply change the quantity to zero. Leave the rest alone.



Check in the prior year

If the check is in a prior year, you need to be careful. It can produce wreck havoc on your balance sheet that can tie back once again to your tax return. We suggest building a deposit entry for the total amount of the voided check.



A promotional banner for professional support. On the left, a cluster of six blue hexagonal icons contains symbols for a magnifying glass, a telephone, a play button, a padlock, a bell, and a classical building. To the right of these icons, the text "Professional Support" is written in blue, with "by Technical Experts" in black below it. Further right is a photograph of a smiling woman with long brown hair wearing a white blazer and a headset. Below the icons, the text "Solution to Common Issues by Self Care Article" and "Need help from Independent experts? Call" is displayed. Below this is a blue button with a white telephone icon and the text "Toll Free Number +1800-796-0471". In the center, a row of white 3D figures wearing headsets sits at a long white desk with laptops.

If you find that you need help to [void a Check in QuickBooks](#), clear out your checks and if you aren't comfortable doing it, then don't get hesitate to call at **1800-796-0471** feel free to consult with our experts at any time.

Source: <http://bit.ly/2XBIOJ0>



A promotional banner for QuickBooks Proadvisor Support. On the left, a laptop, a tablet, and a smartphone are shown displaying various financial charts and graphs from the QuickBooks software. The background is a solid green color. On the right, the text "QuickBooks Proadvisor Support" is written in white. Below this, an orange rectangular box contains the text "GET THE RIGHT ADVICE QUICKBOOKS PRODUCTS & SERVICES" in white. At the bottom right, the text "Call Now: +1-800-796-0471" is written in white.