BUSINESS ACCOUNTINGS

HOW TO VOID A CHECK IN QUICKBOOKS?

The voided check simply means that you cancel out the original transaction. When you void a check, the record of the check remains in your QuickBooks Online account, but the check's dollar amount changes to zero. The check number, payee, date, and memo field also stay in your records so you can later reference the voided transaction.

WHAT DO YOU MEAN BY A VOID CHECK?

The void check simply refers to the change of amount on the bill to zero. But the check receives a tag of Voided transactions. However, the rest of the details, such as check number, issue date, ad payee's name, remain untouched.

To be more precise, a check having the word Void on it prevents anyone from filling it out. In addition, you may not be able to fill it out for making a payment. Voided checks are necessary to set up an automated clearinghouse, direct deposit, and pay electric bills.

Steps to Void A Check in QuickBooks

#1: VOID A CHECK IN QUICKBOOKS ONLINE

- Click "Accounting" in the menu on the left.
- At the top, select "Chart of Accounts."
- Choose the bank account from which the original check was issued, and select "View Register."
- Find the check you need to void, click on it to highlight it, then click "Edit."
- At the bottom in the center, click "More," and select "Void." You will be asked to confirm your decision to void this check. And tada! Voided check.

#2: VOID A CHECK IN QUICKBOOKS DESKTOP

- Under the write check window, open the check that you wish to void
- Select Edit and Void Check from the top part of the menu bar
- To move further, select the Save option at the top of the Main tab of the Write Check window
- A new window would come up asking how would you like to conduct the voiding the check
- The visible option would depend on the related transactions and the type of the check.

#3: VOID A BLANK CHECK IN QUICKBOOKS

- Select Use Register from the Blanking
- Then select the bank account
- Generate a statement with 0.00 in the amount section
- Enter the name of the payee. Then allocate expenses field if needed.
- Select the Edit option and Void check.
- Save and Close to end the procedure.

#4: VOID A PAPER CHECK IN QUICKBOOKS

- After opening the QuickBooks software, select the Banking and then click the Write Checks option.
- Under the expense section, select the account from which the paper check was issued.
- Enter the issued date along with the check number into the given fields
- Then proceed to enter the payee name in the section – 'Pay to the order of.'
- Now fill the amount field, select Edit, and then Void Check.

CONCLUSION!
The above solutions will help you to Void A Check in QuickBooks. In case, you face any difficulty after adopting all the above steps, then you can visit our website businessaccountings.com to get instant and reliable quick assistance from our experts through the live chat option.