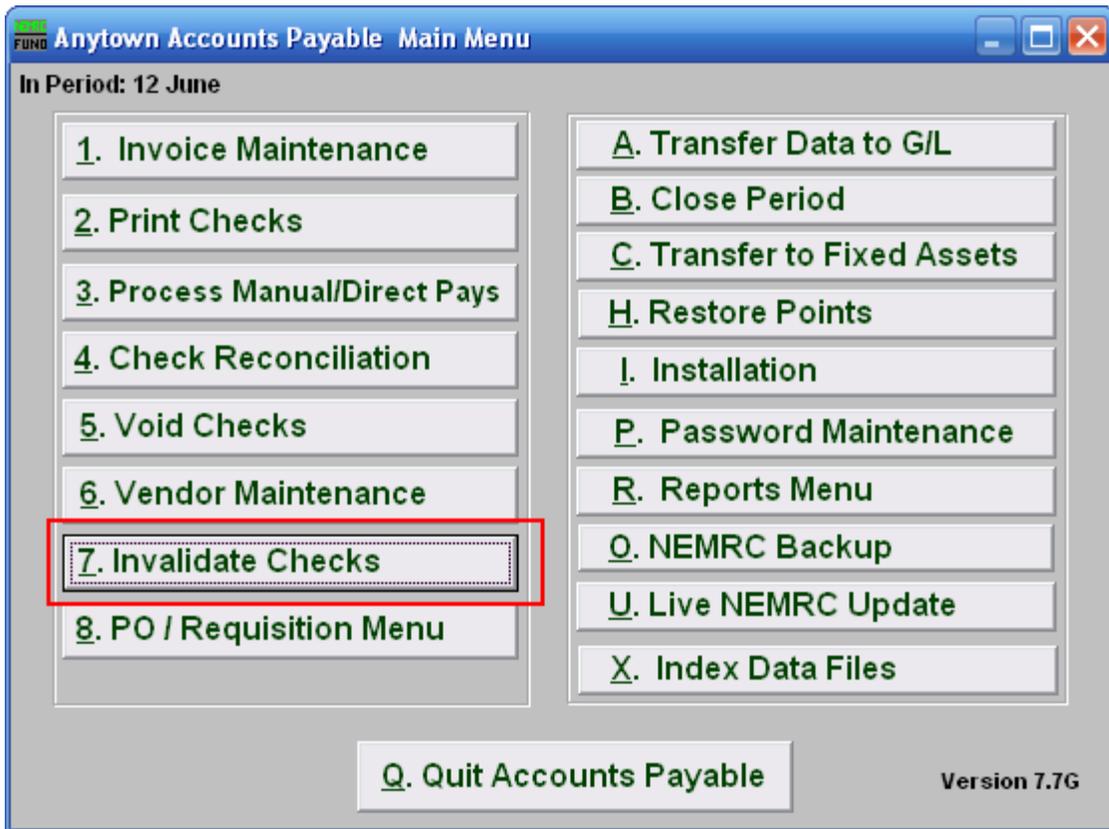


Accounts Payable

7. Invalidate Checks



Click on “7. Invalidate Checks” from the Main Menu and the following window will appear:

Accounts Payable

Invalidate Checks

FUND Invalidate Checks

This procedure DOES NOT void issue checks.
If you want to void an issued check, use #5 on the main menu.

Enter Checking Account Code **1**

Check Number Range to

- 1. Enter Checking Account Code:** Enter the Checking Account Code or use the drop down arrow to select from there.
- 2. Check Number Range:** Enter the Check Number Range you wish to invalidate.
- 3. OK:** Click “OK” to accept and return to the Main Menu.
- 4. Cancel:** Click “Cancel” to cancel and return to the Main Menu.

The purpose of this function is to create a record of checks that can be reported as voided check when an event has happened to render the check unusable.