# Void (and unvoid) Check

Use this process to void a previously written check. This process is only necessary for payment types where the program prints the check.

1. Open the check lookup form and enter the check number (or double-click a Check record from the Checks tab on the Vendor's detail form)
2. Click the [Void Check] button
3. Enter a reason for the void
    - *The process runs, automatically performing the following steps:*
        - Voids the Reconciliation record in Vision Viewer
            - Marks the record as cleared
            - Sets the clear date to the current month end
            - Marks the record as "Voided"
        - Voids the Check record in the AP
        - Voids the Invoice record in the AP
            - Sets the original invoice amount(s) to $0.00
            - Voids all the unadjusted invoice items on the original invoice(s)
        - Creates new invoice(s) that can be repaid or safely deleted without damaging the audit trail
        - Creates an upload file to draw down the bank account used to cover checks from the AP
            - Posts an adjustment Reconciliation record in Vision Viewer to reflect the upload
            - Posts a draw-down reversing void Reconciliation record in Vision Viewer
4. Post the GL batch that gets created
5. Upload the file via TranSend

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**Unvoid Check**
In rare cases, you may need to "Unvoid" a check that was previously voided. This process is only necessary for payment types where the program prints the check.

1. Open the check lookup form and enter the check number (or double-click a voided Check record from the Checks tab on the Vendor's detail form)
2. Click the [Unvoid Check] button
3. Enter a reason for the unvoid
    - *The process runs, automatically performing the following steps:*
        - Creates an exact duplicate Check record of the original without the Void flag
        - Create a new reconciliation Withdrawal record in VisionViewer
        - Makes new copies of the voided invoice items on all invoices associated with the check
        - Creates a GL batch with entries for the invoice items copied and re-inserted above
        - Creates an upload file to transfer funds back into the bank account to cover the unvoided check amount
        - Creates a new reconciliation Deposit record in VisionViewer
        - Restores the original invoice(s) amount(s)
        - Points the original invoice(s) at the new check record

4. Post the GL batch that gets created
5. Upload the file via TranSend

Note that the above process creates a new Check record in the AP and two new reconciliation records in Vision Viewer.

It does not create any new Invoice records. Instead, it restores the voided detail items from the original Invoice record(s).

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