# How to Void AP Checks

The Void Checks program voids individual vendor checks. In addition to voiding the check, the program reopens the accounts payable invoice that was paid by the check by changing the status of the invoice from Paid Back to Approved. Voided checks display the original check amount. Any type of check (printed, manual, or direct disbursements) can be voided in this program. This program does not allow checks that have been cleared through Check Reconciliation to be voided.

Financials>Accounts Payable>Cash Disbursements>Void Checks

Complete the following steps to void an accounts payable check:

1. Navigate to:
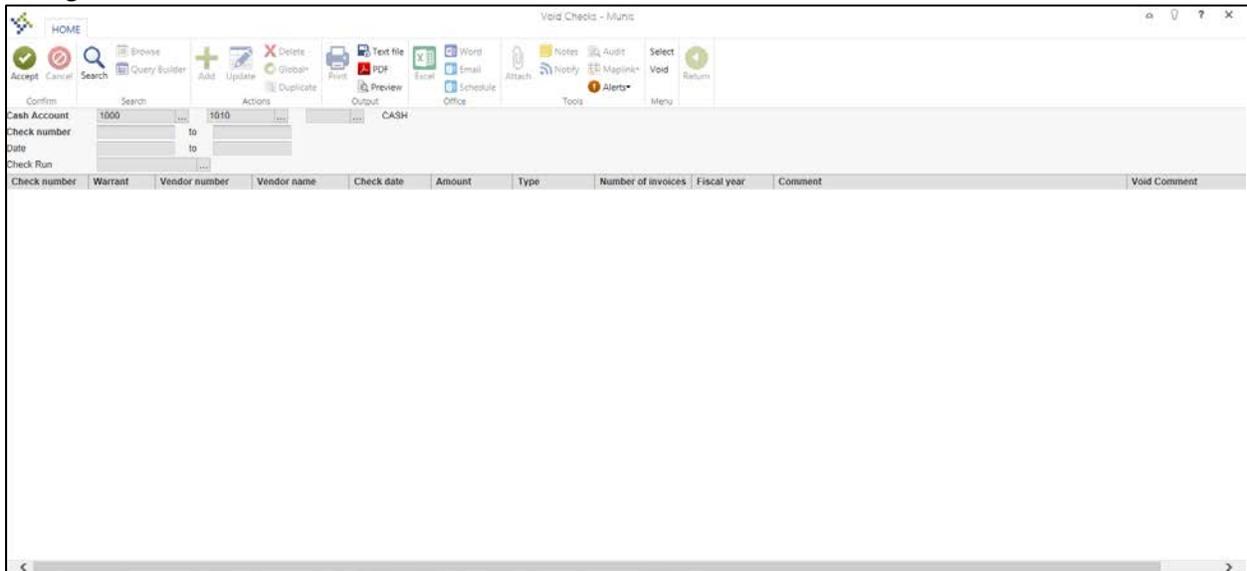


2. Click **Search,** 🔍 ,in the MUNIS ribbon.

Complete the fields according to the following table.

| Field | Description |
|---|---|
| Cash Account | This is the cash account associated with the Check Run. The default value is the cash account identified in Accounts Payable Settings, **but you can change this if need be**. |
| Check Number | This is the range or the actual number of the check or EFT to be voided. Either a check range or the check number must be input and one or the other is **required**. |
| Date | This is the original date of the check to be voided (*optional*). |
| Check Run | This box contains the Check Run identifier for the invoices that were paid by this check (*optional*). |

3. Click **Accept**. ✅.
   The program displays all of the checks that match the search criteria.  The Vendor and Invoice information related to the check is also displayed.

4. Click **Select** in the MUNIS Ribbon.
   The program unlocks the lower portion of the Void Checks screen.



5. Select the **Void** check box for each check to be voided.

6. Click **Accept**, ✅, to save the checks to be voided.

7. Click **Void** in the MUNIS ribbon to initiate voiding the selected checks.

8. The program displays the Void Check confirmation message, which indicates the number of checks to be voided…
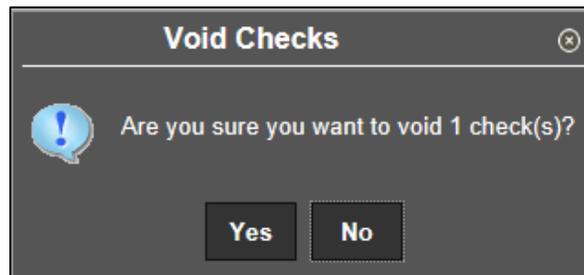


And then click the **Yes** button to void the selected checks.

The *Cash Disbursements Journal* program must now be run in order to update the accounts for the voided amounts. This provides a check and balance on the voiding and posting of checks and EFTs.

If a check is to be reissued for the associated invoices, be sure to include invoices with no check run in the next Select Items to be Paid process. *IF* they are not to be reissued, the invoices need to be voided through the Modify Invoices program.