

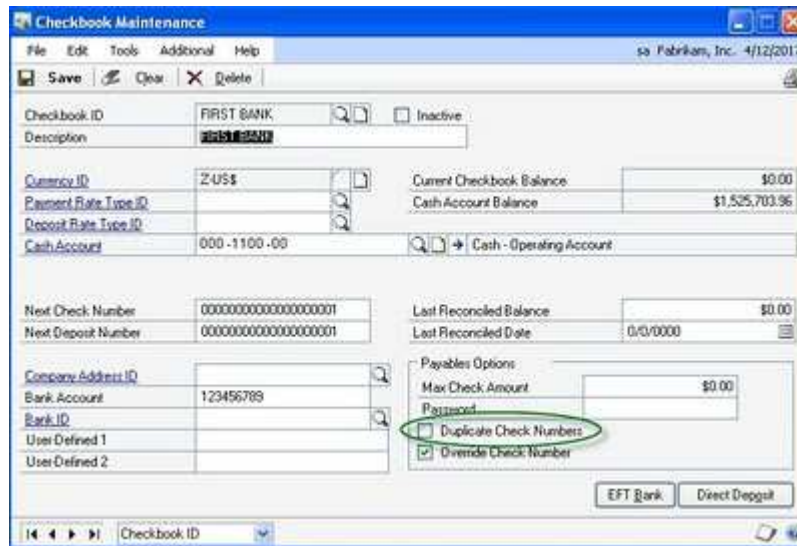
How to Handle a Check Voided in Error in Dynamics GP

You issue a check to a supplier and then someone erroneously voids that check. How do you recover from this without having to contact the vendor, issue a new check, and stop payment on the old one?

First, go Cards>Financial>Checkbook.

Select the checkbook from which the check was issued. If the *Duplicate Check Numbers* checkbox isn't checked, check it.

Click Save. Leave the Checkbook Maintenance window open. We'll be coming back to it.



Go Transactions>Purchasing>Manual Checks and create a manual check to replace the check (in the system) that was voided. Change the Document Number to the check that was inadvertently voided. Post the transaction.

You now have a replacement check in the system for the one that was voided that can be cleared in Bank Rec when the supplier deposits the original check.

Two more steps before we're done -

1. Document the heck out of this because you'll now have two checks in the system with the same check number, one voided and one not. And sure as can be, this check will be selected during audit.
2. Go back to the Checkbook Maintenance window and uncheck Duplicate Check Numbers.

Find this and other Microsoft Dynamics GP tips at <http://gp2themax.blogspot.com/>.