

HOW TO VOID & DELETE A CHECK IN QUICKBOOK ONLINE?

Learn how to void a cheque that was already recorded in QuickBooks Online.

Void A Cheque from The Cheque Page

You can void a cheque from the Cheque page, which lets you review the details of the original transaction.

1. Go to Expenses >> On the Expenses tab, select Filter

2. In the Type field, select Cheque.

3. Select the date range in which the cheque was received and select Apply.

4. Select the cheque to void from the Expense Transactions list to open it in the Cheque screen.

5. Select More, and select Void from the pop-up menu. >> When prompted, select Yes to confirm you want to void the cheque.

Void A Cheque without Opening The Transaction

You can void a cheque from the Expense Transactions list, without opening the transaction.

1. Go to Expenses >> In the Expense Transactions list, locate the cheque to void.

2. From the Action column, select Void from the View/Edit ▼ drop-down menu.>> When prompted, select Yes to confirm you want to void the cheque.



IT'S TIME TO TAKE ACTION!



There are so many ways you can this procedure.

For some great tips, head to www.smbaccountants.com.