



# ACCOUNTS PAYABLE

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## AP-250 VOIDING CHECKS

This document explains how to void checks (including printed, manual, wire, and “no check” items) in the **AUC** financial management application. The process allows voiding a single check, multiple checks, all the checks in a warrant, or a consecutive range of checks. In addition, a [spreadsheet of non-consecutive checks can be uploaded for voiding](#).

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# 1 Voiding Non-Printed Checks

The AP Disbursement posting automatically sets the Clear Date for No Checks, ACH and Wires. The system sets the clear date to the posting date, as it is assumed that these payment types should be cleared automatically.

The void process will not allow voiding a cleared check. To void a non-printed check, first delete the clear date. Locate the check on the **Bank Account Management** screen.

Accounts Payable

- Enter Bills (Vouchers) >
- Change Orders >
- AP/PO Dashboard
- Liquidate Vouchers
- Vendors >
- Commodity Items >
- Disbursements (Warrant) >
- Bank Reconciliation >
- Bank Account Management**

**Bank Account Management**

Goto...  
Actions  
3 Listing  
4 Clear Checks  
5 To Bank

Bank: **EAST**

BANK: TESTING FOR TOC TD05      Last Ck# 0329346

View:  All Checks     Outstanding Checks     Cleared Checks     Voided Checks

Restrict View to Check Date: From:    To:   

1 Check	2 CheckDate	Type	Warrant	Payable To	Amount	Status	Voided	Cleared	Detail
4000210	15-Nov-2018	No Chec	005831	AFL-CIO AFSCME LOCAL 747	20.00	Issued		22-Oct-2018	6 View Detail
4000211	15-Nov-2018	No Chec	005831	AFLAC- DIS/DENTAL GA	63.57	Issued		22-Oct-2018	
4000212	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC - WELLS	370.19	Issued		22-Oct-2018	
4000213	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC-WELLS	123.00	Issued		22-Oct-2018	6 View Detail
9001795	28-Sep-2018	Wire Tr	005830	TOWN OF BELL-GROUP INS CL T F	208.74	Issued		22-Oct-2018	
4000210	15-Nov-2018	No Chec	005831	AFL-CIO AFSCME LOCAL 747	20.00	Issued		22-Oct-2018	
4000211	15-Nov-2018	No Chec	005831	AFLAC- DIS/DENTAL GA	63.57	Issued		22-Oct-2018	
4000212	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC - WELLS	370.19	Issued		22-Oct-2018	
4000213	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC-WELLS	123.00	Issued		22-Oct-2018	6 View Detail
9001797	15-Nov-2018	Wire Tr	005831	MUTUAL OF OMAHA CO	13.50	Issued		22-Oct-2018	

The system has automatically supplied a cleared date. To erase the date, position the cursor in the field and press {Spacebar}{Enter}



If a no check was processed and instead should have been a printed check, select the **“Cancel check and replace with manual”** check option. This will void the check and replace it with a printed manual check. No change order is required. Remove the clear date of the no check prior to voiding as shown above.

**Select Method below for Voiding Check**

- 1  Cancel check and replace with manual check



## 2 Getting Started –Void Methods

**Select Method below for Voiding Check**

- 1  Cancel check and replace with manual check
- 2  Cancel check and vouchers
- 3  Cancel check and reopen vouchers for later payment
- 4  Tailing - Cancel check and replace with Manual Check

When voiding a check, select from one of four methods, depending on the reason for voiding the check. Each method has a different impact on the system. See the table below for an explanation of when to use a specific method and what the associated accounting impact is within the system.

Method	When to Use which Method and Accounting Considerations.
1	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>1 <input checked="" type="radio"/> <b>Cancel check and replace with manual check</b></p> </div> <p>This method will cancel the check and allow replacing it with a manual check. Use this option if a check was lost or torn and just needs to be replaced. Do not change vendors or anything else about the payment. This simply re-issues the same check using a different check number.</p> <p><b>Accounting:</b> There is no accounting impact. Cash and accounts payable had been charged previously. This simply replaces a check and therefore no accounting transactions are created.</p>



2

**2  Cancel check and vouchers**

This method will cancel the check and the original vouchers. Use this

method to reverse the entire expenditure transaction. The system will not delete the original transactions but will create reversing entries that negate the original postings.

**Direct Pay Voucher (no PO) Accounting:** This affects Cash, Accounts Payable, Expenditure Control, and the Expenditure Account(s) originally charged on the voucher, for vouchers *not* paying a purchase order. The void process will create reversing entries as follows:

Balance Sheet		Subsidiary Ledger	
DR	CR	DR	CR
Cash			
	Accounts Payable		
			Expense account original voucher
Accounts Payable			
	Expenditure Control		

**Voucher (with a PO) Accounting:** This affects Cash, Accounts Payable, Expenditure Control, Encumbrance Control, Reserve for Encumbrance control, and the Expenditure Account(s) originally charged on the voucher. The void process will create reversing entries as follows:

Balance Sheet		Subsidiary Ledger	
DR	CR	DR	CR
Cash			
	Accounts Payable		
			Expense account original voucher
Accounts Payable			
	Expenditure Control		
Encumbrance Control			
	Reserve for Encumbrance Control		

3

**3  Cancel check and reopen vouchers for later payment**

This method will cancel the check and make the vouchers available for

payment later. Use this method to cancel the check, change something about the voucher via a change order and then pay it later.

**Accounting:** This affects only cash and accounts payable. There is no impact on the line items from the voucher because the expenditure accounts were already charged. This method simply re-instates the liability to Accounts Payable until the check is re-issued. The void process will create reversing entries as follows:

Balance Sheet		Subsidiary Ledger (no impact)	
DR	CR	DR	CR
Cash			
	Accounts Payable		

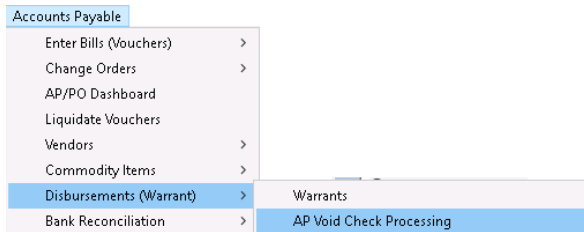


4 **4 Tailing - Cancel check and replace with Manual Check** No accounting entries are created during the replacement check operation. This transaction is strictly a replacement of Cash and as such does not create a financial impact. There are no vouchers to be re-opened. This process assumes an old unclaimed check is being replaced with a current one to be deposited.

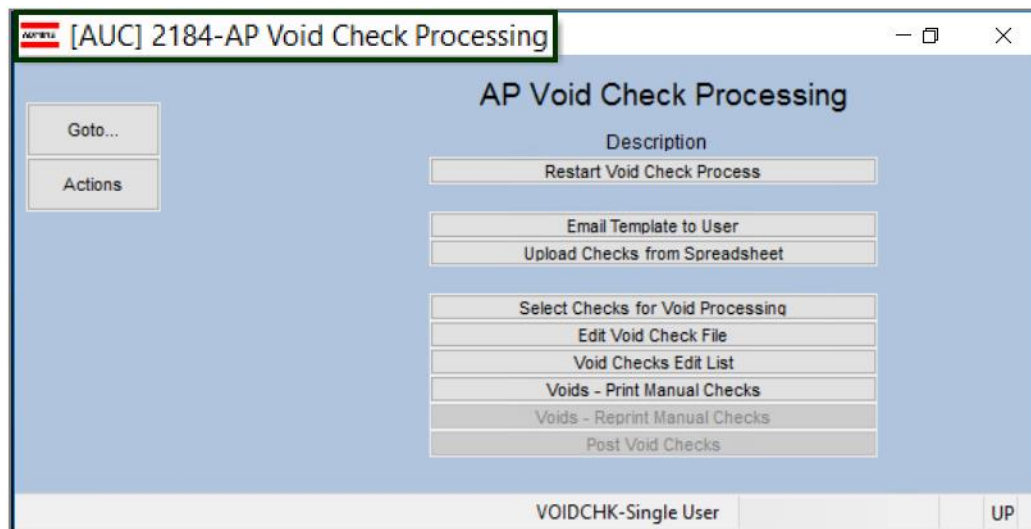
See **AP-280 Unclaimed Property-Tailings** for a detailed discussion of the Tailing method

### 3 Steps Menu

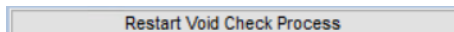
Click **Accounts Payable** ▶ **Disbursements** ▶ **AP Void Check Processing**:



The steps menu for AP Void Check Processing:



#### 3.1 Restart Void Check Process



The system creates work files during the process. It does not update any live files until the post void checks step is complete. Use the Restart process if void checks processing had begun but needed to be restarted either to select another void method or to select a different range of checks. Restarting clears out all the work files and starts from the beginning. No live files will be updated.

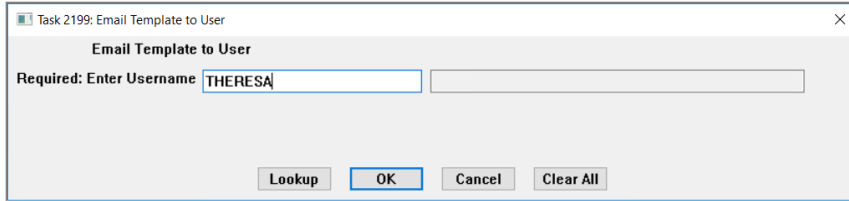


### 3.2 Email Template to User

#### Email Template to User

This step is only used when uploading a file of checks to be voided. See the [step](#) described in section 3.3 below.

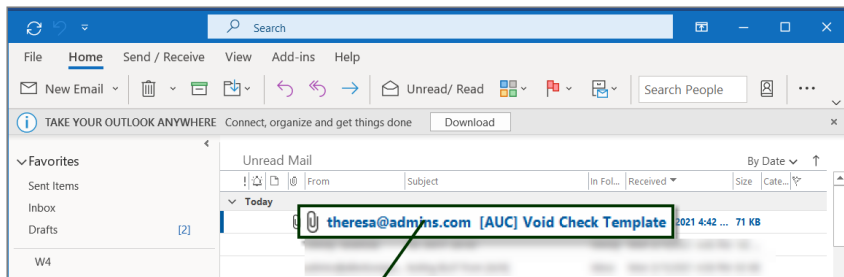
#### 3.2.1 Email to User



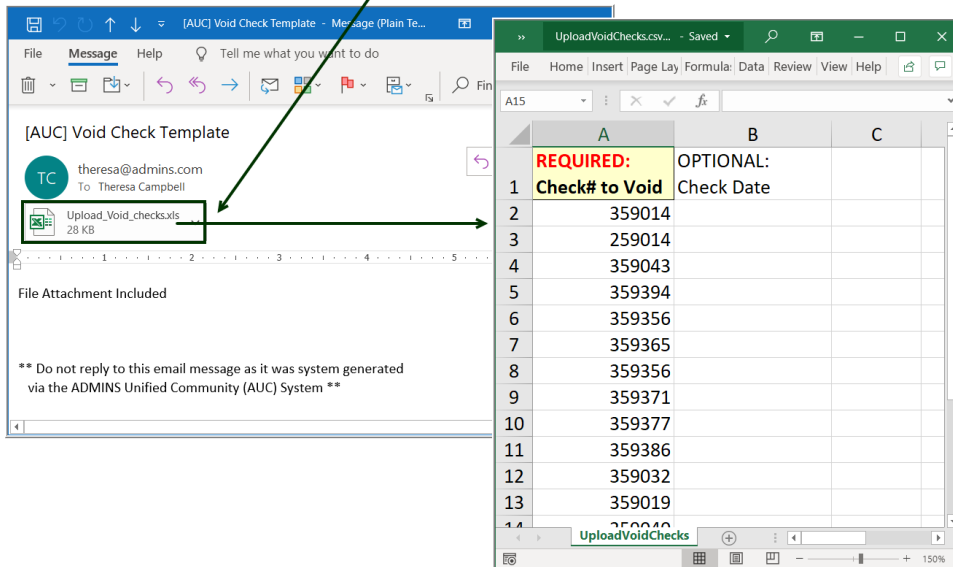
The system will present a prompt, requiring that a username be entered directly or selected from the lookup. The username must exist either as an AUC user or in the AUC Email

Users table (see SY-155 Email Users).

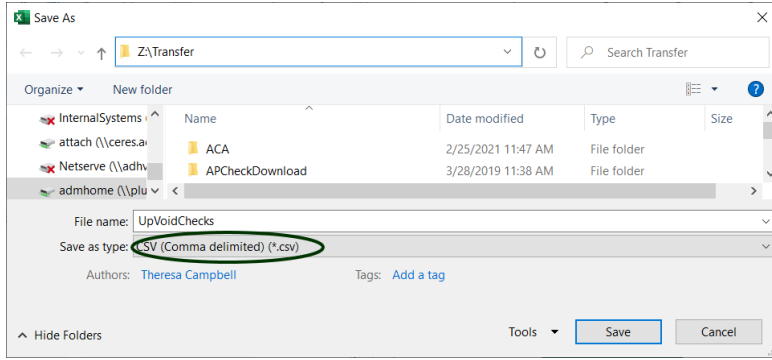
#### 3.2.2 Edit and Save the Data in a .csv file Accessible from the Server



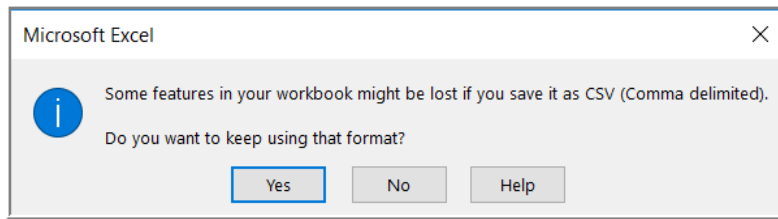
Open the email; open the attached spreadsheet template. Enter each check number to be voided. Original check dates may be entered but are not **required** for this process.



Save the file as a .csv file in a folder that is accessible from the server. **ADMINS** recommends using the common transfer directory. See example below.



The system will prompt to confirm when saving an **Excel®** sheet as CSV; click on **[Yes]** to save the file as CSV and then close the file to make it available for the upload.

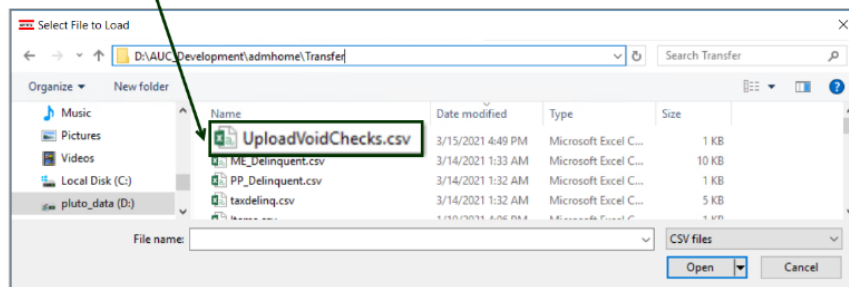
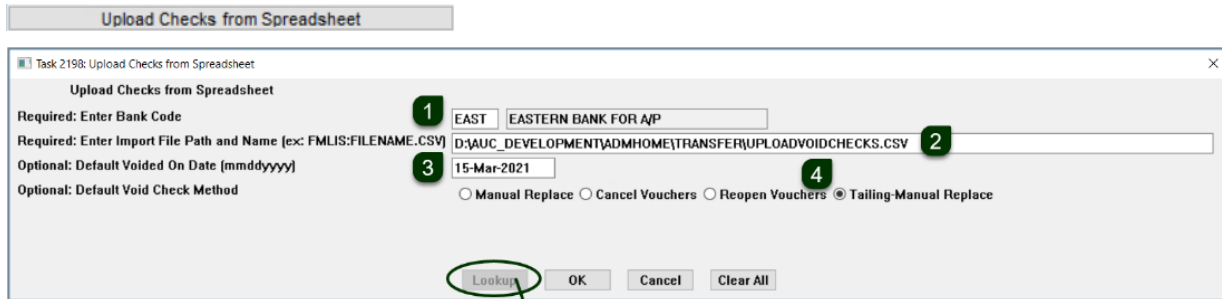


### 3.3 Upload a File of Checks to Void

This process can be used to upload several checks where the check numbers are not sequential. The first step is to [email the spreadsheet template](#) and create the list of checks to void. When the spreadsheet is complete, save the spreadsheet as a CSV file and upload it into the void check process.

The checks will then be available in the **[Edit Void Check File]** step for further processing

#### 3.3.1 Upload Checks from Spreadsheet





This step uploads the checks from the spreadsheet. Duplicates are discarded; invalid check numbers will be displayed on the error report; duplicates and invalid numbers will not prevent the upload of the remaining valid checks for voiding.

1. The bank code must be entered; if checks to be voided were issued from more than one bank, create an upload spreadsheet for each bank.
2. Use the **[Lookup]** to select the **.CSV** file.
3. Enter a default voided on date (this is optional, but if there are many checks, enter a date to be applied to all checks as the default Void date).
4. If these are tailing checks, select  **Tailing – Manual Replace** (see also **AP-280** in the **AP Help Reference Library**)

### Are these Tailing Checks?



If these are tailing checks, the tailing vendor must exist as a valid vendor in the vendor database. Enter the tailing vendor number on the first record; page down to the next record; click in the vendor field and use **Ctrl|C** to add the same tailing vendor to each void.

## 3.4 Select Check(s) to Void

Select Checks for Void Processing

If the Upload Checks step was used, more voids may be added. If the Upload Checks step was not used, this is the starting point for Void processing. Click **“Select Checks for Void Processing”** to start the cycle.

### 3.4.1 Enter the Bank Code (Required Field)

Enter the required bank code directly or select using the **[Lookup]**. The required check numbers may be entered directly or selected from the lookup.

Task 2176: Select Checks for Void Processing

**Select Checks for Void Processing**

Required: Enter Bank Code      EAST    EASTERN BANK FOR A/P

Required: Enter Range      First Check#: 0368932    Last Check#: 0368950

Optional: Void Only in Warrant#      006804

Optional: Default Voided On Date (mmddyyyy)      09-Jun-2021

Optional: Default Void Check Method       Manual Replace     Cancel Vouchers     Reopen Vouchers     Tailing-Manual Replace

Run as  Preview     Print     PDF

If Printing use Duplex  Yes     No





### 3.4.2 Select the First Check #

**AP Void Check Processing**

Restart Void Check Process

Select Checks for Void Processing

Void Checks Edit List

Task 2176: Select Checks for Void Processing

Select Checks for Void Processing

Required: Enter Bank Code EAST BANK

Required: Enter Range First Check#: Last Check#:

Optional: Void Only in Warrant#

Optional: Default Voided On Date (mmddyyyy)

Optional: Default Void Check Method  Manual Replace  Cancel Void

Run as  Preview  Print  PDF

If Printing use Duplex  Yes  No

Check History

Check	Bank	Chk Date	Warrant Name	Chk	Tof
0329327	EAST	31-Oct-2018	005841 IAFF LOCAL 2071	P	^
0329328	EAST	31-Oct-2018	005841 INDUSTRIAL CLEANING PRODUCTS	P	
0329329	EAST	31-Oct-2018	005841 LEGALSHIELD	P	
0329330	EAST	31-Oct-2018	005841 MADISON NATIONAL LIFE	P	
0329331	EAST	31-Oct-2018	005841 MUTUAL OF OMAHA CO	P	
0329332	EAST	31-Oct-2018	005841 NEW YORK LIFE INS CO	P	
0329333	EAST	31-Oct-2018	005841 NORFOLK CTY RETIREMENT SY	P	
0329334	EAST	31-Oct-2018	005841 PROFESSIONAL ADMIN ASSOC	P	
0329335	EAST	31-Oct-2018	005841 RHODE ISLAND FAMILY COURT	P	
0329336	EAST	31-Oct-2018	005841 SECURITY BENEFIT	P	
0329337	EAST	31-Oct-2018	005841 TOWN OF BELL-GROUP INS CL T F	P	
0329338	EAST	31-Oct-2018	005841 TOWN OF BELLINGHAM	P	
0329339	EAST	31-Oct-2018	005841 TSA CONSULTING GROUP	P	
0329340	EAST	31-Oct-2018	005841 TSA CONSULTING GROUP	P	
0329341	EAST	31-Oct-2018	005841 TSA CONSULTING GROUP	P	
0329342	EAST	31-Oct-2018	005841 TSA CONSULTING GROUP	P	
0329343	EAST	31-Oct-2018	005841 TSA CONSULTING GROUP	P	
0329344	EAST	31-Oct-2018	005841 TSA CONSULTING GROUP	P	
0329345	EAST	31-Oct-2018	005841 TSA CONSULTING GROUP	P	

OK Find Search Cancel Help Eof

### 3.4.3 Select the Last Check #

If voiding **only one** Check, then the **First Check#** and **Last Check#** will be the same. If voiding a **consecutive** range of checks, the **First Check#** must be **lower** than the **Last Check#**. If voiding a **non-consecutive** range of checks, supply the first range and collect them. Then run the process again for the next range, adding to those already collected, or use the [Upload Checks from Spreadsheet](#) method.

**AP Void Check Processing**

Restart Void Check Process

Select Checks for Void Processing

Void Checks Edit List

Task 2176: Select Checks for Void Processing

Select Checks for Void Processing

Required: Enter Bank Code EAST BANK

Required: Enter Range First Check#: 0329336 Last Check#:

Optional: Void Only in Warrant#

Optional: Default Voided On Date (mmddyyyy)

Optional: Default Void Check Method  Manual Replace  Cancel Void

Run as  Preview  Print  PDF

If Printing use Duplex  Yes  No

Check History

Check	Bank	Chk Date	Warrant Name	Chk	Tof
0329336	EAST	31-Oct-2018	005841 SECURITY BENEFIT	P	
0329337	EAST	31-Oct-2018	005841 TOWN OF BELL-GROUP INS CL T F	P	
0329338	EAST	31-Oct-2018	005841 TOWN OF BELLINGHAM	P	
0329339	EAST	31-Oct-2018	005841 TSA CONSULTING GROUP	P	
0329340	EAST	31-Oct-2018	005841 TSA CONSULTING GROUP	P	
0329341	EAST	31-Oct-2018	005841 TSA CONSULTING GROUP	P	
0329342	EAST	31-Oct-2018	005841 TSA CONSULTING GROUP	P	
0329343	EAST	31-Oct-2018	005841 TSA CONSULTING GROUP	P	
0329344	EAST	31-Oct-2018	005841 TSA CONSULTING GROUP	P	
0329345	EAST	31-Oct-2018	005841 TSA CONSULTING GROUP	P	
0329346	EAST	31-Oct-2018	005841 U.S. DEPT OF EDUCATION	P	
1000001	EAST	18-Dec-2017	005817 TRACTOR SUPPLY COMPANY	N	
1000002	EAST	18-Dec-2017	005817 MIDSTATE TRACTOR & EQU	N	
1000003	EAST	20-Dec-2017	005817 MIDSTATE TRACTOR & EQU	N	
1000004	EAST	21-Dec-2017	005817 FASTENAL COMPANY01	N	
1000005	EAST	28-Dec-2017	005817 FASTENAL COMPANY01	N	
1000006	EAST	20-Dec-2017	005817 GENUINE PARTS CO. - BOSTON COJ N	N	
1000007	EAST	22-Dec-2017	005817 GENUINE PARTS CO. - BOSTON COJ N	N	
1000008	EAST	22-Dec-2017	005817 GENUINE PARTS CO. - BOSTON COJ N	N	

OK Find Search Cancel Help Eof



### 3.4.4 Voiding an Entire Warrant (Optional Field)

Sometimes an entire warrant must be voided after the warrant has been posted. To do so efficiently, without intervention from ADMINS and preserving an audit trail, a warrant number may be specified in the prompt.

Warrant	Check-Date	Posted	Bank	Collected	TotalPaid	Entry-User
005831	31-Oct-2018	31-Oct-2018	EAST	68801.36	68801.36	THERESA
005831	31-Oct-2018	31-Oct-2018	EAST	68801.36	68801.36	THERESA
005834	31-Oct-2018	31-Oct-2018	EAST	780.00	780.00	LUANN
005833	23-Oct-2018	23-Oct-2018	EAST	14875.00	14875.00	THERESA
005832	22-Oct-2018	22-Oct-2018	EAST	1131.18	1131.18	THERESA
005831	15-Nov-2018	22-Oct-2018	EAST	2076.65	2076.65	THERESA
005830	22-Oct-2018	22-Oct-2018	EAST	2899.52	2899.52	THERESA
005829	12-Oct-2018	12-Oct-2018	EAST	667482.12	667482.12	THERESA
005827	05-Jul-2018	29-Aug-2018	EAST	175.00	175.00	THERESA
005826	27-Aug-2018	27-Aug-2018	EAST	30812.70	30812.70	THERESA_ADMIN
005825	13-Sep-2018	12-Oct-2018	EAST	11664857.63	11664857.63	LUANN
005824	18-Jul-2018	18-Jul-2018	EAST	708475.70	708475.70	THERESA
005823	22-Jun-2018	22-Jun-2018	EAST	100.00	100.00	THERESA
005822	15-Jun-2018	15-Jun-2018	EAST	69000.00	69000.00	THERESA
005821	13-Jun-2018	13-Jun-2018	EAST			LUANN
005820	07-Jun-2018	07-Jun-2018	EAST			THERESA
005819	07-Jun-2018	07-Jun-2018	EAST	65798.11	65798.11	THERESA
005817	20-Dec-2017	06-Jun-2018	EAST	14061.95	14061.95	THERESA

### 3.4.5 Default Voided on Date (mmddyyyy) [Optional Field]



Enter a date directly or select it from the lookup.

Tip: set the void date to be the current date. If voiding from a previous fiscal year, check with the Town accountant to ask what date to use for the void.

### 3.4.6 Default Void Check Method [Optional]

Select the radio button for the default void check method. The methods are described in detail in section 2. The method may be overridden for any checks in the Edit Void Check File entry screen.



If voiding an entire warrant, to save time, fill in the optional fields on the prompt. The default date and methods will be used for all the checks selected for void processing, eliminating the need to enter a date and void method for each check on the subsequent **Edit Void Check File** screen. The defaults may be overridden for individual checks in the **Edit Void Check File** screen if desired.

Once all the parameters are entered, click the **[OK]** button to run the selection process. The system will display a notice when the selection process has been completed:



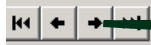
This process will select only un-cleared checks. Non-printed checks are automatically given a clear date when issued. If voiding a non-printed check, first remove the clear date. See Section 1.



### 3.5 Edit Void Check File

#### Edit Void Check File

Select the void check method and enter the void date on this screen for each check to be voided. No other changes may be made. Be sure to verify that the desired check is the same as the check being displayed.



When voiding more than one check, click the arrow at the top of the screen to advance to the next record.

Enter the Void Date. Use SpaceBar/Enter for current date.

Select the method to void the check

When done, click here to return to the steps menu.

The void date is the date that will be used for the GL transactions. If replacing the check, the void date will be the new check date as well. This message is displayed when voiding a check that was created in a previous fiscal year

When a void date is set, the system will verify all the accounts on each associated voucher to confirm that the accounts are valid for the void date.

The system will display this message each time a void date is changed.



### 3.6 Print Edit List

#### Void Checks Edit List

Click the Edit List button to produce a listing of checks to be voided and the methods by which they will be voided. This is a REQUIRED step; the posting cannot be completed unless the edit list is run.

2198-APCVVOIDEDT.REP Printed 02-Nov-2018 at 16:04:19 by THERESA  
Town of Admins  
Void Checks Edit List Page 1

\*\*\*\*\* VOID CHECKS TO BE PROCESSED \*\*\*\*\*

1	2	3	4	5	6	7
Check	Check Date	Void Date	Vendor	Void Method	Amount	FY Conflict Check-Void
032932				Cancel check and reopen vouchers for later payment	120.00	
034				Cancel check and vouchers	809.00	
034			T F	Tailing - Cancel check and replace with Manual Check	18,353.65	
032			Vendor	001833-01 ADMINS INC		
				Cancel check and replace with manual check	65.00	
*** Grand Total ***					20,206.12	

Column	Column Label	Description
1	Check	The original check number to be voided
2	Check Date	The date of the original check
3	Void Date	The date of the void – best practice, use current date. If voiding a check from a previous fiscal year, discuss void date with Town Accountant. If voiding an entire warrant, use the same date as the original check date (as long as the date is current, within the same month; otherwise use current date). If doing a void/replace, the replacement check will be dated using the void date.
4	Vendor	The name of the vendor to whom the check was issued
5	Void Method	The void method for this check – any method may be used but ADMINS recommends that if voiding an entire warrant, a single method be used for all the checks within the warrant.
6	Amount	The amount of the check to be voided
7	FY Conflict Check/Void	This alerts the user that there is a fiscal year conflict between the original check date and the void date. See <b>AP-255 Voiding a Check Across Fiscal Years</b> in the Help Reference Library for more information.

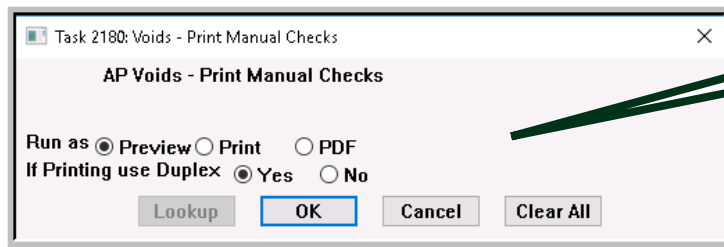


### 3.7 Print Manual Checks

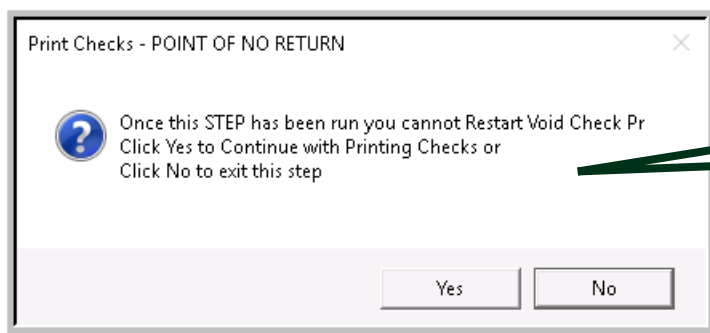
#### Voids - Print Manual Checks

This step will be available only if a check is marked to void that is using the used the method called

**Cancel check and replace with manual check**. Otherwise, this step will be grayed out and unavailable for use.



This is for the check register report.

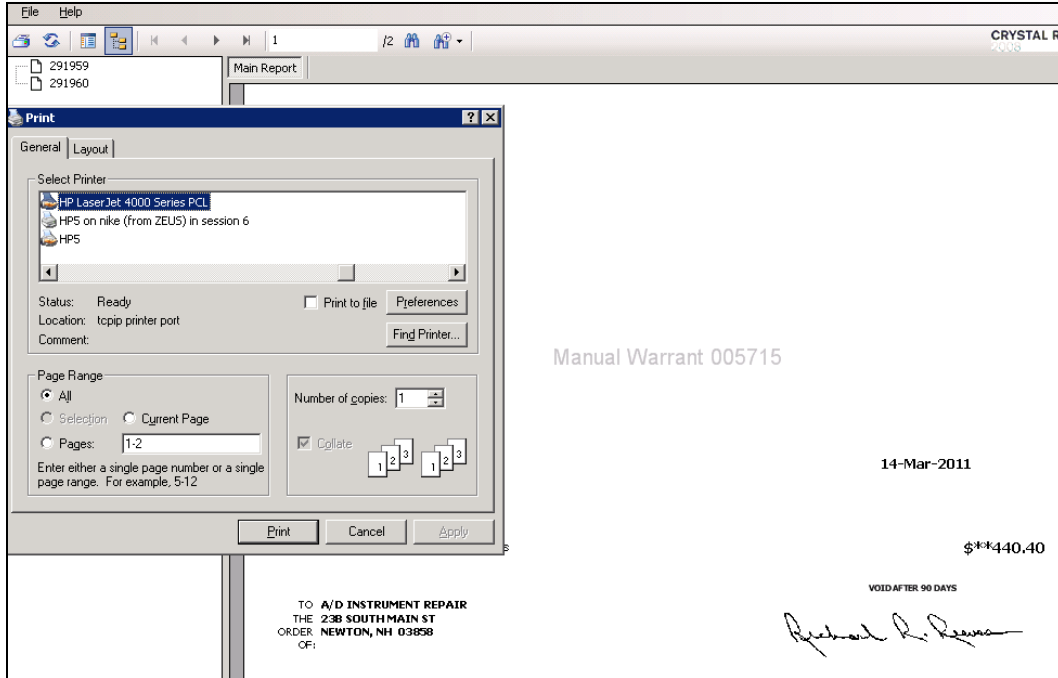


Once checks are printed, the void check process cannot be restarted.



The **AdmCrv** progress bar will be displayed while the checks are being rendered for printing.

The checks will appear in the **ADMINS Crystal Reports Viewer (AdmCrv)** window. Click the printer icon to direct the output to the printer used for checks. This is the same process used for printing the original checks, so be sure to use a printer that is loaded with check stock and MICR toner.



When done, close the Crystal Reports application and return to the “steps menu” screen to continue.

### 3.8 Voids–Reprint Manual Checks

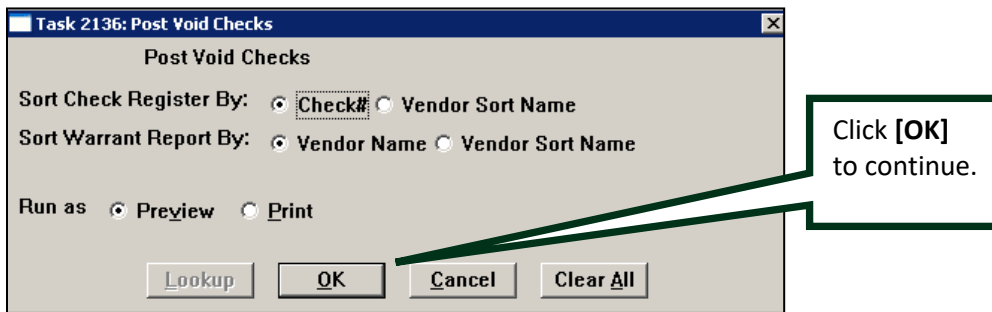
If needed, for example if check stock was not placed properly in the printer or a check is damaged, any checks may be reprinted (which will result in a new void and a new check number). For example, check #123 is printed but is damaged – running this step will void check #123 and assign the replacement check the next available check number.

### 3.9 Post Void Checks

#### Post Void Checks

This step will create the accounting transactions described above, update the check history files, update the vendor history, and update the vouchers as needed.

Select the sorting options for the Check Register and the Warrant Report.



Several different reports are produced, including a posting report, check register, and warrant approval report. Print or close reports as needed.



TedRE - VoidChkPst\_2137

File Edit Format Options

Courier New 9 B / U

Page 1

Printed 02-Feb-2021 at 09:29:30  
City of ADMINS  
Void Check Posting

Bank Check	Check Date	Void Date	Void Method	NewCheck	Check Date	Amount
EAST 0362039	12-Jan-2021	12-Jan-2021	Cancel check and vouchers			180.00
*** Grand Total ***						180.00



Any accounting transactions created by voiding checks are now in the General Ledger Unposted file awaiting final posting to the Ledgers. For more information on posting to the Ledgers please refer to the Help Reference Library for the LEDGERS module.

## 4 NAME OR ADDRESS CHANGES

A change to an address or name can be done for an issued check. To **update** either the Vendor NAME or ADDRESS **without changing** the Vendor# or Remit# on the Voucher, do one of the following:

### 4.1 Vendor Name

1. Go to **Accounts Payable** ► **Vendors** ► **Enter Vendors** screen to update the Vendor Name on the vendor# already used on the voucher(s).
2. Void the Check and Re-Open the voucher(s) ([Option 3](#)) (no change order needed).
3. Run the Disbursement process that will include re-opened voucher(s).

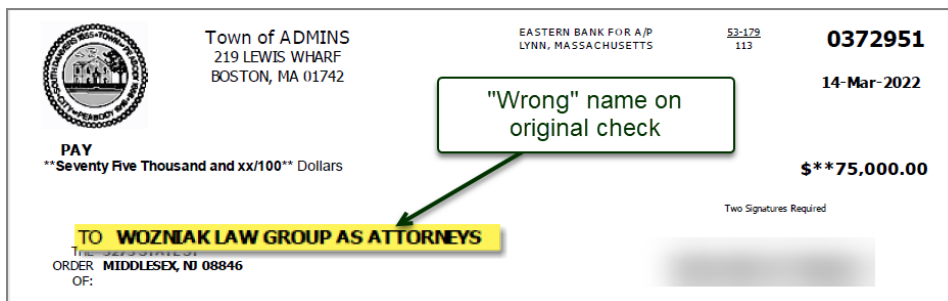


Figure 1 Before – the check with the wrong vendor name is to be voided / vouchers reopened

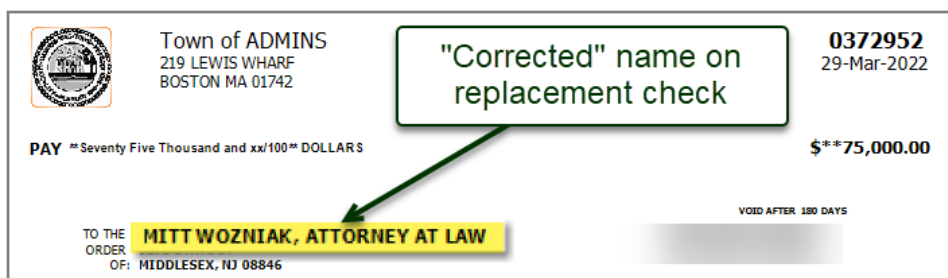


Figure 2 After – The check is created in a new disbursement warrant and is payable to the new name





## 4.2 Remit Address Change, Same Vendor Name

- Go to **Accounts Payable** ► **Vendors** ► **Enter Vendors** screen to update the address on the vendor remit used on the voucher(s).
- Run the void check process and replace with manual check ([Option 1](#)). The new address will print on the replacement check.

Town of ADMINS  
219 LEWIS WHARF  
BOSTON, MA 01742

EASTERN BANK FOR A/P  
LYNN, MASSACHUSETTS

53-179  
113

**0372940**

14-Mar-2022

**PAY**  
\*\*Five Hundred Ninety Nine and xx/100\*\* Dollars

**\$\*\*599.00**

Two Signatures Required

TO THE ORDER OF: MERRICK LOUISON & COSTELLO  
56 E MOREHEAD ST  
LAREDO, TX 78045

**NON-NEGOTIABLE**

Figure 3 Use Option 1 to create a replacement check that requires an address change (same vendor # & name)

Town of ADMINS  
219 LEWIS WHARF  
BOSTON, MA 01742

EASTERN BANK FOR A/P  
LYNN, MASSACHUSETTS

53-179  
113

**372953**

14-Mar-2022

**PAY**  
\*\*Five Hundred Ninety Nine and xx/100\*\* Dollars

**\$\*\*599.00**

Two Signatures Required

TO THE ORDER OF: MERRICK LOUISON & COSTELLO  
56 E MOREHEAD ST  
PO BOX 1234  
LAREDO, TX 78045-1234

Figure 4 The replacement check shows the new address (same vendor # and name)

## 5 Vendor # or Remit # Changes

If the wrong vendor number or remit number was used, do a voucher change order.

### 5.1 Use a Different Vendor# or Remit# on the Voucher

- Void the check and re-open the voucher ([Option 3](#)).
- Do a change order on the voucher and change the Vendor# and/or remit#. Error check and post the change.
- Create a new warrant and process the voucher(s) to create a new check.

Town of ADMINS  
219 LEWIS WHARF  
BOSTON, MA 01742

EASTERN BANK FOR A/P  
LYNN, MASSACHUSETTS

53-179  
113

**0372929**

14-Mar-2022

**PAY**  
\*\*Six Hundred One and xx/100\*\* Dollars

**\$\*\*601.00**


Two Signatures Required

TO THE ORDER OF: DEUTSCH WILLIAMS BROOKS  
639 MAIN ST  
ANCHORAGE, AK 99501

**NON-NEGOTIABLE**





	Town of ADMINS 219 LEWIS WHARF BOSTON, MA 01742	EASTERN BANK FOR A/P LYNN, MASSACHUSETTS	53-179 113	<b>372954</b>
				<b>29-Mar-2022</b>
<b>PAY</b> **Six Hundred One and xx/100** Dollars				<b>***601.00</b>
TO THE ORDER OF: <b>DEUTSCH WILLIAMS BROOKS 12 ELK RUN ROAD SUITE 215 ANCHORAGE, AK 99501</b>				Two Signatures Required

Replacement check with correct remit address