

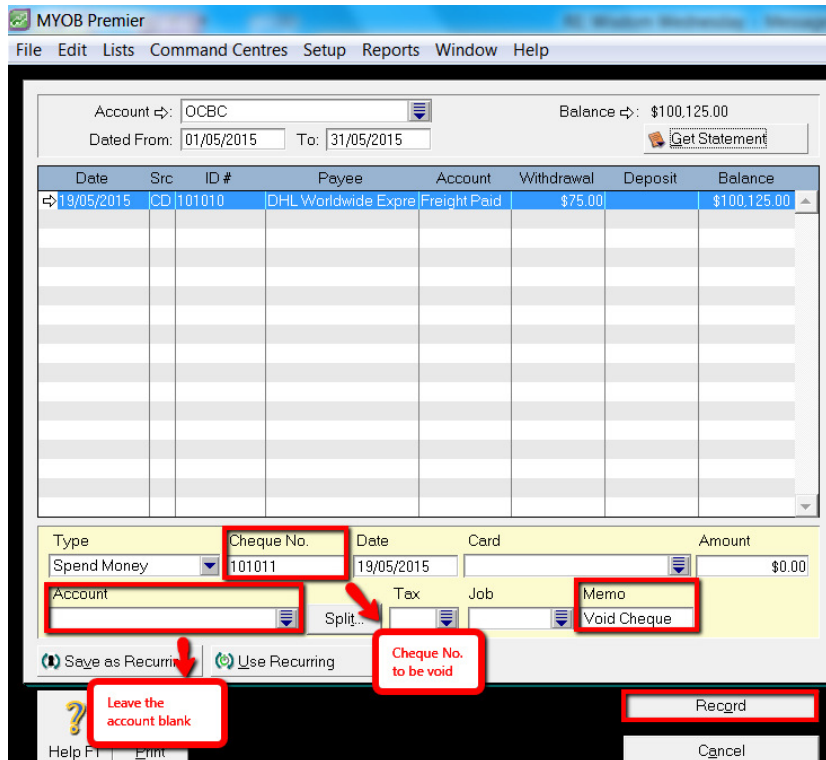
## HOW TO VOID A CHEQUE?

These are the possible scenarios that could cause a cheque to be void.

- When setting up a direct deposit account, the bank may require you to produce a void cheque as proof
- Wrote the wrong amount accidentally
- You may rip or deface the cheque accidentally

In the below scenario, while tearing Cheque No. 101010 from the cheque book, I ripped Cheque No. 101011. There was a tear on the cheque, hence I would need to void this cheque.

To record a void cheque, go to Banking Command Centre -> Bank Register. Enter the Cheque No. as "101011", input memo as "Void Cheque" and leave the account blank.

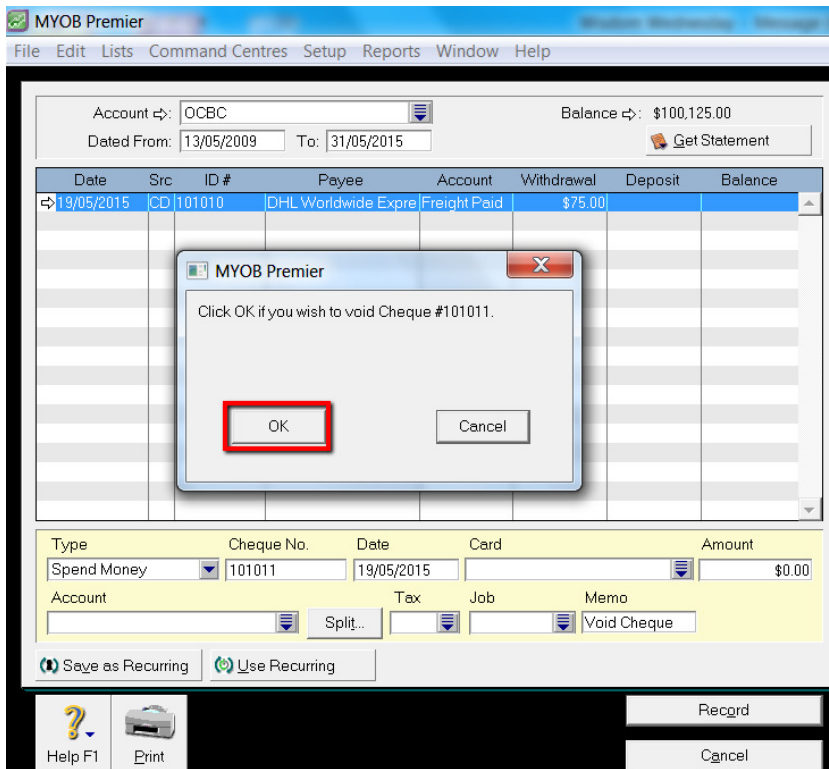


Date	Src	ID #	Payee	Account	Withdrawal	Deposit	Balance
19/05/2015	CD	101010	DHL Worldwide Expre	Freight Paid	\$75.00		\$100,125.00

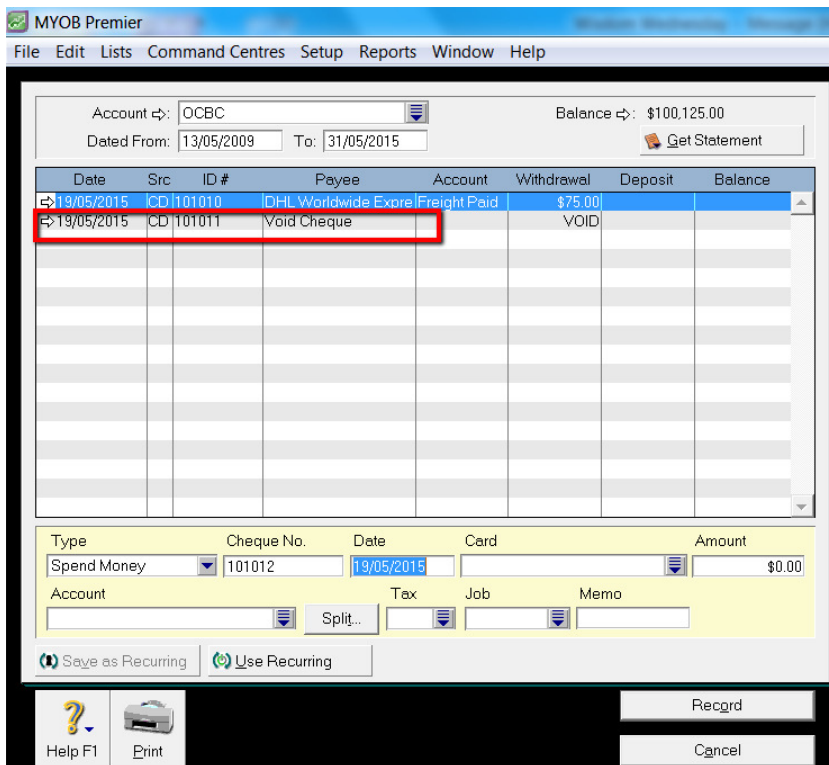
Type: Spend Money  
 Cheque No.: 101011  
 Date: 19/05/2015  
 Card: [Blank]  
 Amount: \$0.00  
 Account: [Blank]  
 Tax: [Blank]  
 Job: [Blank]  
 Memo: Void Cheque  
 Split: [Blank]

Save as Recurring  Use Recurring

Then, click the Record button.



Click OK to void the cheque.



You have void the cheque sucessfully.