How to void a check in School Cash Accounting:

Click on:

- General
- Reconciliation
- Continue

Highlight the check you need to void. Click on void check.



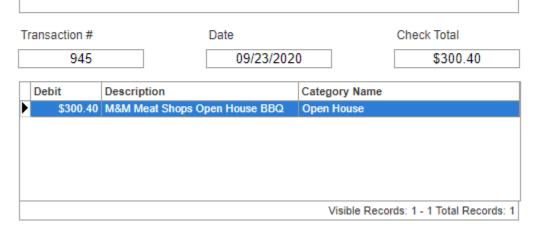
Fill in reason:



Are you sure you want to void this check?

If yes then enter the reason for the change.

The reason the void check is being made.



Click on continue, ok