

Lists Of Checks AND Utility To Change Check Numbers, Cash Accounts, or Paid Dates Of Checks

Index-> LC - List of Checks

The quickest way to open the 'Lists of Checks' window is to type 'LC' in the **Index** field on the Navigation/Home window, and then press your 'Enter' key on your keyboard. The window can also be opened from other areas of the program that have a 'Lists of Checks' button on the toolbar.

The 'Lists of Checks' window can be used to review and print lists of checks for selected criteria. There are also features available in the 'Select Task' field to the left of the lines to edit some of the check information. The features on the window are explained in this Help document.

Remove Sort View Removed Entries Info Current Period

Lists of Checks and Utility to Change Check #'s, Cash Accts, or Paid Dates

Sorted First by Cash G/L Number, Then Paid Date, Then Check Number. Use tools on toolbar to sort as needed.
To Change Check Numbers, Check Dates, or Cash Account, Select the Task to the left of the line for the check.

CHECK DATES	FROM: 01/01/02	TO: 01/31/02	Reset	Print List of Checks (Check Register)	JOB H
CASH G/L ACCOUNT	1020	1020	Reset		
VENDORS	AMEX	ZURICH	Reset	Print Invoice Detail for Selected Cash Account	Print Detail That Applies to Selected Job Only
CHECK NUMBERS	0	ZZZZZZZZZZ	Reset		

Select Task	Cash G/L #	Check #	Paid Date	Vendor	Check Amount	Name of Cash Account
Select Task	1020	11224	01/04/02	FRANCISJ FRANCIS JONES	\$525.59	CASH-CONSTRUCTION CHECKING
Select Task	1020	11225	01/04/02	SMITHAPR APRIL SMITH	\$189.10	CASH-CONSTRUCTION CHECKING
Select Task	1020	11226	01/05/02	AUSSTAR AUSTIN STAR ROOFING	\$6,800.00	CASH-CONSTRUCTION CHECKING
Select Task	1020	11227	01/08/02	DANZE DANZE & DAVIS ARCHITECTS, INC.	\$1,254.51	CASH-CONSTRUCTION CHECKING
Select Task	1020	11228	01/08/02	AUSSTAR AUSTIN STAR ROOFING	\$5,000.00	CASH-CONSTRUCTION CHECKING
Select Task	1020	11230	01/09/02	SMITHAPR APRIL SMITH	\$219.50	CASH-CONSTRUCTION CHECKING
Select Task	1020	11231	01/11/02	DANZE DANZE & DAVIS ARCHITECTS, INC.	\$2,522.40	CASH-CONSTRUCTION CHECKING
Select Task	1020	11243	01/11/02	FRANCISJ FRANCIS JONES	\$528.59	CASH-CONSTRUCTION CHECKING
Select Task	1020	11246	01/12/02	COBBGENE GENE COBB	\$400.00	CASH-CONSTRUCTION CHECKING
TOTAL					\$22,759.82	

Record: 1 of 32

Select Criteria to View List Of Checks

Select or enter criteria in the 'From' and 'To' fields to determine which checks will display in the window.

Example: We entered a range of dates from 03/12/02 to 03/12/02 to view ONLY checks that were printed on that day.

CHECK DATES	FROM: 03/12/02	TO: 03/12/02	Reset	Print List of Checks (Check Register)	JOB H	Print Detail That Applies to Selected Job Only	<-Title, Header, and Footer For Job Lists
CASH G/L ACCOUNT	1020	1020	Reset				
VENDORS	AMEX	ZURICH	Reset				
CHECK NUMBERS	0	ZZZZZZZZZZ	Reset				
				Print Invoice Detail for Selected Cash Account			

	Cash G/L #	Check #	Paid Date	Vendor	Check Amount	Name of Cash Account	
Select Task	1020	11393	03/12/02	AUSPROF AUSTIN PROFESSIONAL COURIERS	\$11.00	CASH-CONSTRUCTION CHECKING	
Select Task	1020	11395	03/12/02	CINGULAR CINGULAR WIRELESS	\$259.14	CASH-CONSTRUCTION CHECKING	
Select Task	1020	11396	03/12/02	SECURITY SECURITY LINK	\$33.45	CASH-CONSTRUCTION CHECKING	
Select Task	1020	11397	03/12/02	SPARKLET SPARKLETTS	\$15.69	CASH-CONSTRUCTION CHECKING	
Select Task	1020	11399	03/12/02	ZURICH ZURICH	\$809.72	CASH-CONSTRUCTION CHECKING	
Select Task	1020	11401	03/12/02	TXDISP TEXAS DISPOSAL SYSTEMS, INC.	\$938.68	CASH-CONSTRUCTION CHECKING	
TOTAL					\$2,067.68		

Example below: We wanted to view all checks written to one vendor, so we selected 'ARROYO' in the From and To Fields to display the checks for that vendor.

CHECK DATES	FROM: 01/01/99	TO: 10/31/08	Reset	Print List of Checks (Check Register)	JOB H	Print Detail That Applies to Selected Job Only	<-Title, Header, and Footer For Job Li
CASH G/L ACCOUNT	1000	1098	Reset				
VENDORS	ARROYO	ARROYO	Reset				
CHECK NUMBERS	0	ZZZZZZZZZZ	Reset				
				Print Invoice Detail for Selected Cash Account			

	Cash G/L #	Check #	Paid Date	Vendor	Check Amount	Name of Cash Account	
Select Task	1020	11412	03/22/02	ARROYO ARROYO FRAMING, INC.	\$6,157.43	CASH-CONSTRUCTION CHECKING	
Select Task	1020	11431	03/29/02	ARROYD ARROYO FRAMING, INC.	\$6,157.42	CASH-CONSTRUCTION CHECKING	
Select Task	1020	11458	04/10/02	ARROYO ARROYO FRAMING, INC.	\$6,157.42	CASH-CONSTRUCTION CHECKING	
Select Task	1020	11590	06/14/02	ARROYD ARROYO FRAMING, INC.	\$1,900.00	CASH-CONSTRUCTION CHECKING	
TOTAL					\$20,372.27		

Sorting Displayed Checks

When the 'Lists of Checks' window opens, the checks will be sorted first by Cash Account, then by Check Number. You can sort the list by any column by following the steps below. NOTE! After using the Sort features, the window might need to be closed and reopened to use the 'From' and 'To' criteria fields.

Step 1 - Click on a field in the column to sort by. In our example, we will sort by Vendor Code, so we will click on a field in the Vendor Code column.

	Cash G/L #	Check #	Paid Date	Vendor	Check Amount	Name of Cash Account
Select Task	1000	13000	05/11/06	CASHDEDUCT	CASH DEDUCTIONS	\$37.40 CASH-OPERATING CHECKING
Select Task	1020	1.070506	07/05/06	BANKOFAM	BANK OF AMERICA	\$15.00 CASH-CONSTRUCTION CHECKING
Select Task	1020	11224	01/04/02	FRANCISJ	FRANCIS JONES	\$525.59 CASH-CONSTRUCTION CHECKING
Select Task	1020	11225	01/04/02	SMITHAPR	APRIL SMITH	\$189.10 CASH-CONSTRUCTION CHECKING
Select Task	1020	11226	01/05/02	AUSSTAR	AUSTIN STAR ROOFING	\$6,800.00 CASH-CONSTRUCTION CHECKING
Select Task	1020	11227	01/08/02	DANZE	DANZE & DAVIS ARCHITECTS, INC.	\$1,254.51 CASH-CONSTRUCTION CHECKING
Select Task	1020	11228	01/08/02	AUSSTAR	AUSTIN STAR ROOFING	\$5,000.00 CASH-CONSTRUCTION CHECKING


Step 2 - Click on the 'A-Z' button to sort in ascending order, OR on the 'Z-A' button to sort in descending order.


Remove Sort View Removed Entries Info Current Period

Lists of Checks and Utility to Change Check #'s, Cash Accts, or Paid Dates

	Cash G/L #	Check #	Paid Date	Vendor	Check Amount	Name of Cash Account
Select Task	1020	11577	06/07/02	AMEXOPTI	AMEX OPTIMA	\$55.00 CASH-CONSTRUCTION CHECKING
Select Task	1020	11627	07/08/02	AMEXOPTI	AMEX OPTIMA	\$53.00 CASH-CONSTRUCTION CHECKING
Select Task	1020	11543	05/19/02	AMEXOPTI	AMEX OPTIMA	\$53.00 CASH-CONSTRUCTION CHECKING
Select Task	1020	11412	03/22/02	ARROYO	ARROYO FRAMING, INC.	\$6,157.43 CASH-CONSTRUCTION CHECKING
Select Task	1020	11458	04/10/02	ARROYO	ARROYO FRAMING, INC.	\$6,157.42 CASH-CONSTRUCTION CHECKING
Select Task	1020	11590	06/14/02	ARROYO	ARROYO FRAMING, INC.	\$1,900.00 CASH-CONSTRUCTION CHECKING
Select Task	1020	11431	03/29/02	ARROYO	ARROYO FRAMING, INC.	\$6,157.42 CASH-CONSTRUCTION CHECKING
Select Task	1020	11443	04/02/02	ATABEXAR	ATABEXAR TAXIDERMY	\$314.91 CASH-CONSTRUCTION CHECKING

To remove your sort, click the 'Remove Sort' button on the toolbar.


Remove Sort View Removed Entries Info Current Period

Print List of Checks

To open a report to print a 'List of Checks' displayed on the window, use the 'Print List of Checks' button.

CHECK DATES	FROM: 03/12/02	TO: 03/12/02	Reset	Print List of Checks (Check Register)	JOB H	
CASH G/L ACCOUNT	1020	1020	Reset		Print Detail That Applies to Selected Job Only	<-Title, Header, and Footer For Job Lists
VENDORS	AMEX	ZURICH	Reset		Print Invoice Detail for Selected Cash Account	Print Check Totals For Selected Job Only
CHECK NUMBERS	0	ZZZZZZZZZZ	Reset			

	Cash G/L #	Check #	Paid Date	Vendor	Check Amount	Name of Cash Account
Select Task	1020	11393	03/12/02	AUSPROF AUSTIN PROFESSIONAL COURIERS	\$11.00	CASH-CONSTRUCTION CHECKING
Select Task	1020	11395	03/12/02	CINGULAR CINGULAR WIRELESS	\$259.14	CASH-CONSTRUCTION CHECKING
Select Task	1020	11396	03/12/02	SECURITY SECURITY LINK	\$33.45	CASH-CONSTRUCTION CHECKING
Select Task	1020	11397	03/12/02	SPARKLET SPARKLETTS	\$15.69	CASH-CONSTRUCTION CHECKING
Select Task	1020	11399	03/12/02	ZURICH ZURICH	\$809.72	CASH-CONSTRUCTION CHECKING
Select Task	1020	11401	03/12/02	TXDISP TEXAS DISPOSAL SYSTEMS, INC.	\$938.68	CASH-CONSTRUCTION CHECKING
TOTAL					\$2,067.68	

LIST OF CHECKS

From: 12-Mar-02 To: 12-Mar-02
 Vendors From: AMEX To: ZURICH

CHECK #	CASH#	DATE	VNDR ID	VENDOR NAME	AMOUNT
11393	1020	12-Mar-02	AUSPROF	AUSTIN PROFESSIONAL COURIERS	\$11.00
11395	1020	12-Mar-02	CINGULAR	CINGULAR WIRELESS	\$259.14
11396	1020	12-Mar-02	SECURITY	SECURITY LINK	\$33.45
11397	1020	12-Mar-02	SPARKLET	SPARKLETTS	\$15.69
11399	1020	12-Mar-02	ZURICH	ZURICH	\$809.72
11401	1020	12-Mar-02	TXDISP	TEXAS DISPOSAL SYSTEMS, INC.	\$938.68
Grand Total					\$2,067.68

Print List of Checks With Invoice Detail

To print a report of the Invoice Detail associated with checks, use the button labeled 'Print Invoice Detail for Selected Cash Account'.

CHECK DATES	FROM: 02/28/07	TO: 02/28/07	Reset	Print List of Checks (Check Register)	JOB H	Print Detail That Applies to Selected Job Only	<-Title, Header, and Footer For Job Lists
CASH G/L ACCOUNT	1020	1020	Reset		Print Invoice Detail for Selected Cash Account		
VENDORS	AMEX	ZURICH	Reset				
CHECK NUMBERS	0	ZZZZZZZZZZ	Reset				

Detail Of Checks for Cash # 1020 CASH-CONSTRUCTION CHECKING

	FROM:	TO:
CHECK DATES	2/28/2007	2/28/2007
VENDORS	AMEX	ZURICH
CHECK NUMBERS	0	ZZZZZZZZZZZZZZZZ

DATE	DOC	DESCRIPTION	GL NUM	DEPT	JOB	COST CODE	AMOUNT
Check Number-> 11653				2/28/2007			
AUSSTAR		AUSTIN STAR ROOFING					
Overhead Job-H-0 0-NONE							
20-Feb-02	8907	AUSSTAR-Deduct Insurance	8630	CH	H	0	(\$76.20)
11 RIVER RUN-Brown-4030 Roofing - Turnkey							
20-Feb-02	8907	Austin Star - Upgrade Roofing	1430	CH	H11RIVER	4030	\$3,000.00
20-Feb-02	Rtnng-8907	Retainage Deduction	1430	CH	H11RIVER	4030	(\$300.00)
						Check Number 11653	\$2,623.80
Check Number-> 11654				2/28/2007			
BRIGHTON		BRIGHTON CUSTOM PAINT					
2900 Gibson St-Black-4905 Painting-Turnkey							
30-Jun-06	4455	Deduction To Pay Later	1430	CH	TEST1	4905	(\$200.00)
30-Jun-06	4455	testing June 30 paint	1430	CH	TEST1	4905	\$750.00
						Check Number 11654	\$550.00
Check Number-> 11655				2/28/2007			
SWBELL		SOUTHWESTERN BELL TELEPHONE					
Overhead Job-H-0 0-NONE							
03-Jun-02	512-280-8393	May phone bill 280-9383	8260	OH	H	0	\$31.85

Print Detail For One Selected Job

The CHS program is designed to track cash activity BY JOB even though invoices for multiple jobs can be paid with one check. Invoices paid for one selected job can be displayed on a report. The features to print the check detail for a selected job can ALSO be used to prepare a **simple Draw Request** for the job, if needed. To do that, set up a Title, Header, and Footer text to print on the report by using the button labeled '**Title, Header, and Footer For Job Lists**'

CHECK DATES	FROM: 02/28/07	TO: 02/28/07	Reset	<input type="button" value="Print List of Checks (Check Register)"/> <input type="button" value="Print Invoice Detail for Selected Cash Account"/>	JOB H	<input type="button" value="Print Detail That Applies to Selected Job Only"/> <input type="button" value="Print Check Totals For Selected Job Only"/>	<div style="border: 2px solid red; padding: 2px;"> <-Title, Header, and Footer For Job Lists </div>
CASH G/L ACCOUNT	1020	1020	Reset				
VENDORS	AMEX	ZURICH	Reset				
CHECK NUMBERS	0	ZZZZZZZZZZ	Reset				

Type in the appropriate information on the '**Title, Header, and Footer For List of Checks For Job**' window. The fields are self explanatory.

This information will be stored and available to use the next time the 'List of Checks' window is opened.

Continue to the next page.

Title, Header, and Footer For List of Checks For Job

A simple draw request (or other format) can be set up by using these fields. If it is set up to look like a draw request, the draw request will NOT be recorded by CHS. This is simply a way to style the list of job checks, if needed. There are other features in CHS that record draw requests.

TITLE

Draw Request

To Line: Lender - Loan #

To Line: Buyer

Lender and Buyer info will be based on Interim Lender or Buyer info entered on job setup window.

Text to Print at Top of Report (Header)

I certify that the checks enclosed and listed below represent the payment for all labor and material that has been supplied for the above address and for which we have been or can be billed to this date.

I further certify that the proceeds of this and prior advances on the referenced note have been or will be used solely for the purpose of completing the improvements as agreed upon per the Construction Loan Agreement and that there are no liens outstanding against the premises except for the lien of the Deed of Trust and inchoate liens for property taxes not

Text to Print at Bottom of Report (Footer)

Fantastic Builders, Inc.

Date

Print Detail For One Selected Job - continued

Print the invoice detail behind checks for one job by using the button labeled 'Print Detail That Applies to Selected Job Only'.

CHECK DATES	FROM: 02/28/07	TO: 02/28/07	Reset	Print List of Checks (Check Register)	JOB H11RIVER	Print Detail That Applies to Selected Job Only	<-Title, Header, and Footer For Job Lists
CASH G/L ACCOUNT	1020	1020	Reset		Totals For Selected Job Only		

Your Logo Here!

Fantastic Builders, Inc.
1000 SOMEWHERE DR.
Austin, TX 78704
(111) 111-1111

Draw Request

02-Mar-07

TO: Jack and Jill Brown

Project: 11 RIVER RUN

I certify that the checks enclosed and listed below represent the payment for all labor and material that has been supplied for the above address and for which we have been or can be billed to this date.

I further certify that the proceeds of this and prior advances on the referenced note have been or will be used solely for the purpose of completing the improvements as agreed upon per the Construction Loan Agreement and that there are no liens outstanding against the premises except for the lien of the Deed of Trust and inchoate liens for property taxes not yet due.

This advance is to be charged against the referenced note and deposited to account number xxxx.

Checks Detail - Portion for Job: H11RIVER

	FROM:	TO:
BANK ACCOUNT	1020	1020
CHECK DATES	2/28/2007	2/28/2007

	FROM:	TO:
VENDORS	AMEX	ZLRICH
CHECK NUMBER	0	ZZZZZZZZZZZZZZ

DATE	DOC	DESCRIPTION	GL NUM	DEPT	AMOUNT
<i>Check Number-> 11653 2/28/2007 AUSSTAR - AUSTIN STAR ROOFING</i>					
4030	Roofing - Turnkey				
20-Feb-02	8907	Austin Star - Upgrade Roofing	1430	CH	\$3,000.00
20-Feb-02	Rmg:8907	Retainage Deduction	1430	CH	(\$300.00)
CheckNumber-> 11653					\$2,700.00
<i>Check Number-> 11657 2/28/2007 TXDISP - TEXAS DISPOSAL SYSTEMS, INC.</i>					
1406	Dumpster				
31-May-02	0699221	Payw/ AMEX, May dumpster rent	1430	CH	\$33.09
CheckNumber-> 11657					\$33.09
Total Of This Draw Request					\$2,733.09

 Fantastic Builders, Inc.

 Date

See previous page about setting up your own Title, Header, and Footer text for the report.

This report will display ONLY the detail related to the selected job (EVEN if the checks included invoices related to other jobs).

Print Detail For One Selected Job - continued

Print a list of checks for one job without invoice detail by using the button labeled 'Print Check Totals For Selected Job Only'.

CHECK DATES	FROM: 02/28/07	TO: 02/28/07	Reset	Print List of Checks (Check Register)	JOB H11RIVER	<-Title, Header, and Footer For Job Lists	
CASH G/L ACCOUNT	1020	1020	Reset		Print Invoice Detail for Selected Cash Account		Print Detail That Applies to Selected Job Only
VENDORS	AMEX	ZURICH	Reset				Print Check Totals For Selected Job Only
CHECK NUMBERS	0	ZZZZZZZZZZ	Reset				

Fantastic Builders, Inc.
1000 SOMEWHERE DR.
Austin, TX 78704
(111) 111-1111

Your Logo Here!

Draw Request 02-Mar-07
TO: Jack and Jill Brown **Project: 11 RIVER RUN**

I certify that the checks enclosed and listed below represent the payment for all labor and material that has been supplied for the above address and for which we have been or can be billed to this date.

I further certify that the proceeds of this and prior advances on the referenced note have been or will be used solely for the purpose of completing the improvements as agreed upon per the Construction Loan Agreement and that there are no liens outstanding against the premises except for the lien of the Deed of Trust and inchoate liens for property taxes not yet due.

This advance is to be charged against the referenced note and deposited to account number xxx.

Checks Detail - Portion for Job: H11RIVER

BANK ACCOUNT	FROM: 1020	TO: 1020	VENDORS	FROM: AMEX	TO: ZURICH
CHECK DATES	2/28/2007	2/28/2007	CHECK NUMBER	0	ZZZZZZZZZZZZZZZZ

DATE	CHECK #	VENDOR		
28-Feb-07	11653	AUSTAR	AUSTIN STARROOFING	\$2,700.00
28-Feb-07	11657	TXDISP	TEXAS DISPOSAL SYSTEMS, INC.	\$33.09
Total Of This Draw Request				\$2,733.09

Fantastic Builders, Inc.
Date

See previous pages about setting up your own Title, Header, and Footer text for the report.

This report will display ONLY the amount of the check related to the selected job (EVEN if the checks included invoices related to other jobs).

Change Check Numbers, Cash Account, or Paid Check Date For Checks

To the left of each check line on the 'List Of Checks' window is a Select Task Field. To change a Check Number, Cash Account, OR the Check Date, use the 'Select Task' field to select 'Change Check Number, Check Date, or Cash Account'.

	Cash G/L #	Check #	Paid Date	Vendor	
Select Task	1020	11653	02/28/07	AUSSTAR	A
Change Check Number, Check Date, or Cash Account					
Report of Invoices Paid With Check					
Void the Check					
Task				HTON	E
Task				ELL	S
Select Task	1020	11656	02/28/07	SWBYPS	S
Select Task	1020	11657	02/28/07	TXDISP	T

The window for changing check numbers, cash accounts, or check date is shown to the right.

Enter the correct information in the appropriate field. Then use the appropriate button to the right of the field to make the change.

After the appropriate button is clicked, the program will make the change and send information to an audit table about the change and which user made the change.

Change Check Number OR Change Cash Acct OR Change Check Date

WARNING! Use the utilities on this screen ONLY if you are sure that the result will not produce a problem with previous Bank Reconciliations!

Paid Date	Check #	Cash G/L #	Vendor	Check Amount
02/28/07	11653	1020	AUSSTAR	\$2,623.80

Enter the new check number ->

Change Cash Account To->

Change Check Date To ->

List of Invoices Paid With The Selected Check

Inv. Date	Inv. Num	GL #	Dept.	Job Code	Cost Code	Description	Invoice Total	Program Notes
20-Feb-02	8907	8630	CH	H	0-0-NONE	AUSSTAR-Deduct Insurance	(\$76.20)	Insurance Deduction
20-Feb-02	8907	1430	CH	H11RIVER	4030-Roc	Austin Star - Upgrade Roofing	\$3,000.00	
20-Feb-02	Rtng-8907	1430	CH	H11RIVER	4030-Roc	Retainage Deduction	(\$300.00)	

Difference Between Check Amount and Total of Invoices Found:

\$0.00

TOTAL

\$2,623.80

Invoices that are marked as paid with the selected check are shown below. If they do not total to the amount of the check, the features to change Check Number, Cash Account, and Check Date will not be available. Call us if you need help.

Quick Review of the Invoice Detail Behind a Check

To quickly review the detail about invoices paid with a check, use the 'Select Task' field to the left of a check line to select 'Report of Invoices Paid With Check'.

	Cash G/L #	Check #	Paid Date		
▶ Select Task	1020	11653	02/28/07	AUSSTAR	A
Change Check Number, Check Date, or Cash Account				HTON	E
Report of Invoices Paid With Check					
Void the Check				ELL	S
Task					T
Select Task	1020	11656	02/28/07	SWBYP	S
Select Task	1020	11657	02/28/07	TXDISP	T

Check Detail For Ck Num-> 11653

Cash GL #
1020

AUSSTAR AUSTIN STAR ROOFING

PAID DATE 2/28/2007

INVOICE DATE	INVOICE #	GL #	DESCRIPTION	DEPT	JOB	COST CODE	TOTAL
2/20/2002	8907	8630	AUSSTAR-Deduct Insurance	CH	H	0	(\$76.20)
2/20/2002	8907	1430	AustinStar - Upgrade Roofing	CH	H11RIVER	4030	\$3,000.00
2/20/2002	Rtnng-8907	1430	Retainage Deduction	CH	H11RIVER	4030	(\$300.00)
		Cash GL # 1020	CHECK NUM: 11653			Check Total	\$2,623.80

Void a Check

To Void a Check in the List of Checks, use the 'Select Task' field to select 'Void This Check'. A window will open to use for voiding the check. See Help Documents on that window about voiding a check.

	Cash G/L #	Check #	Paid Date	Vendor	Check Amount	Name of Cash Account
Select Task	1020	11306	02/08/02	DANZE	\$675.00	CASH-CONSTRUCTION CHECKING
Change Check Number, Check Date, or Cash Account Documents				JLAR	\$333.31	CASH-CONSTRUCTION CHECKING
Report of Invoices Paid With Check				KLET	\$9.74	CASH-CONSTRUCTION CHECKING
Void the Check						
Select Task	1020	11313	02/08/02	DANZE	\$89.63	CASH-CONSTRUCTION CHECKING
Select Task	1020	11314	02/08/02	SECURITY	\$33.45	CASH-CONSTRUCTION CHECKING

CHS

Select Criteria For Accounts Payable Check to Void

WARNING! It's a good idea to have other users close CHS while voiding checks. (This is because CHS will be updating records someone else might be using.)

Select Cash Account - >

Select Vendor ->

Enter Check Number to Void ->

NOTE: If no check numbers show up in the drop down list, it means that there are no AP checks to void for this vendor.

To record a void check that was not printed or posted in CHS, select a Cash Account and Vendor in the fields to the left. Then enter a check number in the field below and use the button to post the "zero" void check.

Fantastic Builders, Inc.