

Section: Banking
Lesson: Edit, Void, Delete Checks

THIS SECTION: BANKING

THIS LESSON...

EDIT, VOID OR DELETING CHECKS

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Has the Check Been Printed?

Yes

- ~ Check has to be Voided
- ~ Can't Undo+what's entered
- ~ Find it in the system

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Quick Zoom or Drilling Down

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Quick Zoom or Drilling Down

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Has the Check Been Printed?

Yes

- ~ Check has to be Voided
- ~ Can't Undo+what's entered
- ~ Find it in the system

No

- ~ Change the information
- ~ Resave it
- ~ Print it
- ~ Or Just Delete it

Larry's Landscaping

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Deleting...

- ~ BE CAREFUL!!
- ~ QuickBooks allows you to
- ~ There is an Audit Trail
- ~ Accountants would prefer VOID
- ~ Decide in advance how you're going to handle it
- ~ Void, when you can

Larry's Landscaping

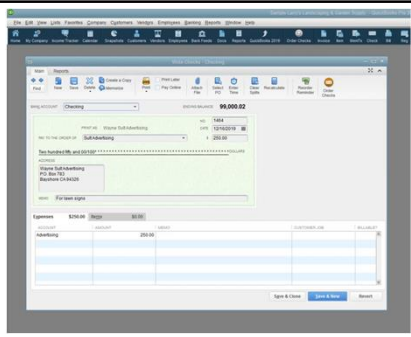
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Voiding..

- ~ From the Delete button
- ~ Or From the Edit menu options



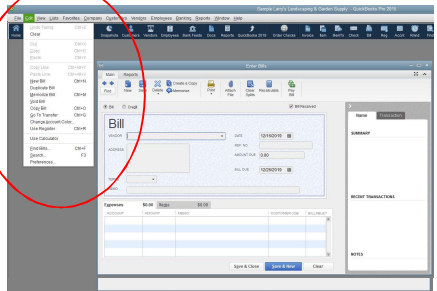
Another DETOUR!!

- ~ The EDIT menu changes A LOT!!
- ~ Depending on which form you have open



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- ~ The EDIT menu changes A LOT!!
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COMING UP NEXT...

The Next Section:
" Customers and Sales

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