



First you need to print the checks out within the payroll batches you want to void. If you look in PR Explorer, the batches are showing in red font, meaning the batch was posted but the checks were not printed (*Print Preview does not mark the checks as printed*). You will need to select the batch(s) needing to void. Click the **Print Checks** option from PR Explorer, click the "**Print All**" button on the right side of the Print Check screen, once the checks are printed a message will appear "**Did the check print correctly**", click "**Yes**". Once the checks are printed, they will show in black font, indicating the checks were printed and a check number has been assigned.

You will need to select the batch you want void and go into View/Edit checks and there will be a Void Check option in the upper right corner, click on that option (as shown above). If you need to delete the entire batch, then click the option "**Select All**" or if only needing to void a few, then click beside the employees' name so a green check appears beside name, then click "**OK**". **A window will appear click the box the reads "Void on Check Date" check the box, so the system will void the check(s) with the same check date as the original check was entered into the system, click OK.** A message will appear "**Would you like to see Posting report**" click either "**Yes**" or "**No**". Then click "**Exit**" in the lower right corner to exit the batch.

The system will create a new batch for your voided checks, they will be shaded in gray.

Now you can go ahead and create a new batch to enter in the correct check(s), if need be.