

Positive Pay- Void a Check

1. In the navigation menu, click or tap **Advanced Payments > Positive Pay Advanced**. The Positive Pay Advanced features page appears.
2. In the Positive Pay navigation menu, click or tap **Transaction Processing > Void a Check**.

Note: Voiding a check does not place a stop payment. To process a stop payment, go to Additional Services>Stop Payment.

Void a Check

Step 1. Enter check information.

Account ID:

Check Number:

Check Amount:

Issued Date:

Step 2. Click the "Find Matching Check" button to find the check.

Step 3. Verify the check that will be voided.

Account ID	Check #	Check Amount	Issued Date
BCE Payroll	10006	590.01	03/08/2016

Step 4. Click the "Void Check" button to complete the void process.

Note: Voids are retained within the system for 90 days after an item has been voided.

3. **Select appropriate Account ID:** The Account ID is the nickname that identifies this account.
4. **Complete the following fields:**
 - **Check Number:** The number of the issued check.
 - **Check Amount:** The amount the check was written for.
 - **Issued Date:** The date the check was issued.