

## Create Unused Checks

Last Modified on 03/31/2022 3:40 pm EDT

If for any reason you have a gap in check numbers and you wish to record that fact you can use this to enter your unused check numbers into the accounting system. They will be created as a payment, but with no vendor, a zero amount, and marked as cleared.

Examples of adding unused checks are a voided check form given as an example to a vendor, check forms ruined due to a printer jam, etc. This option is only for the purpose of tracking any unused paper checks for audit purposes.

**Menu option is Daily > Accounts Payable > Enter Unused Checks**

Select the appropriate checkbook and enter the range of check numbers, accounting period, and date. A comment is optional.

---