

How should you date a void Accounts Payable Check?

When voiding a check, the proper date to use for the void would be the current date. For example, if you wrote a check in February, and you have just discovered in September that you need to void that check, you would not want to void it with the original check date of February. You would use the current date.

When writing the check in February, that month's bank rec would show the check as outstanding. In March it was outstanding, and in April it still was, etc. You have no doubt completed all of the bank reconciliations up to date, so you would want the void to be dated and posted to the current month. And in the cases when the procedure also involves voiding a voucher, if you have completed monthly processing for those past months, you would not want to go back and re-process those months, as you have probably sent reports to outside sources based on your original financials. Posting and processing the voids with the current month is the most efficient procedure to follow.