



## Voiding Checks

Checks can be reviewed and voided as needed. A voided check number displays in red on the exhibitor's account screen. The letter F beside a check number indicates it is a fair check. The letter A beside a check number indicates it is an auction check.

### Voiding Checks

1. Click **Go to > Financial > Checks > Review/Void**. See Figure 1.
2. Click the **Number** button or the **Name** button to display the checks.
3. Highlight the check to select it.
4. Click the **Void** button to void a check.
5. Click **OK** to confirm voiding a check. A voided check displays in red on the exhibitor's account.

Number	Name
01002F	Chipmunk, Chip
01005F	Robot, Rosie
01004F VOIDED	Sailor, Sinbad
01003F	White, Snow

Check Information...

**This check has been voided!** Amount: 2.00

Id: GOS3926 Last: Sailor First: Sinbad MI: L

SSN: 520-31-9470 Street: 582 1st St

City: Jellystone State: WY Zip: 87000-0000

Exhibitor's Item(s)...

Item	Place	Awd	Amount	Class
000000049	3-B		8.00	H078015 Beef Cattle - Junior
000000066			0.00	J003001 Market Steer

Figure 1. Voided Check

## Un-voiding Checks

1. Click **Go to > Financial > Checks > Review/Void**.
2. Click the **Number** button or the **Name** button to display the checks.
3. Highlight the check to select it.
4. Click the **Un-void** button to void a check.
5. Click **OK** to confirm reversing the voided check.