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.

![Figure 1. Voided Check](image)
Voiding Checks

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.