

HOW TO DELETE A CHECK

Question

PLEASE REFER TO THE STEPS BELOW:

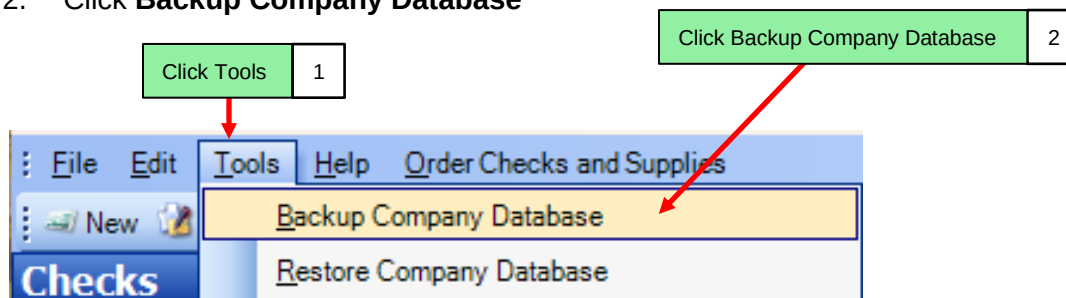
Answer

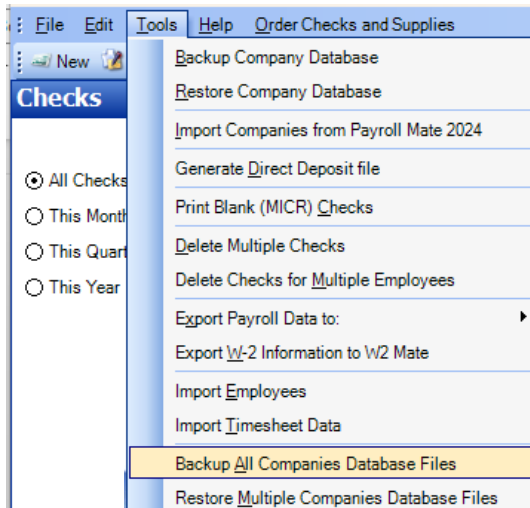
WARNING!!!

1. Please note that deleting checks can have an impact on your tax reports and forms. Please seek tax advice before you delete any checks.
2. It is highly recommended to backup your company database before proceeding with this operation.

Back up a company:

1. Click **Tools**
2. Click **Backup Company Database**





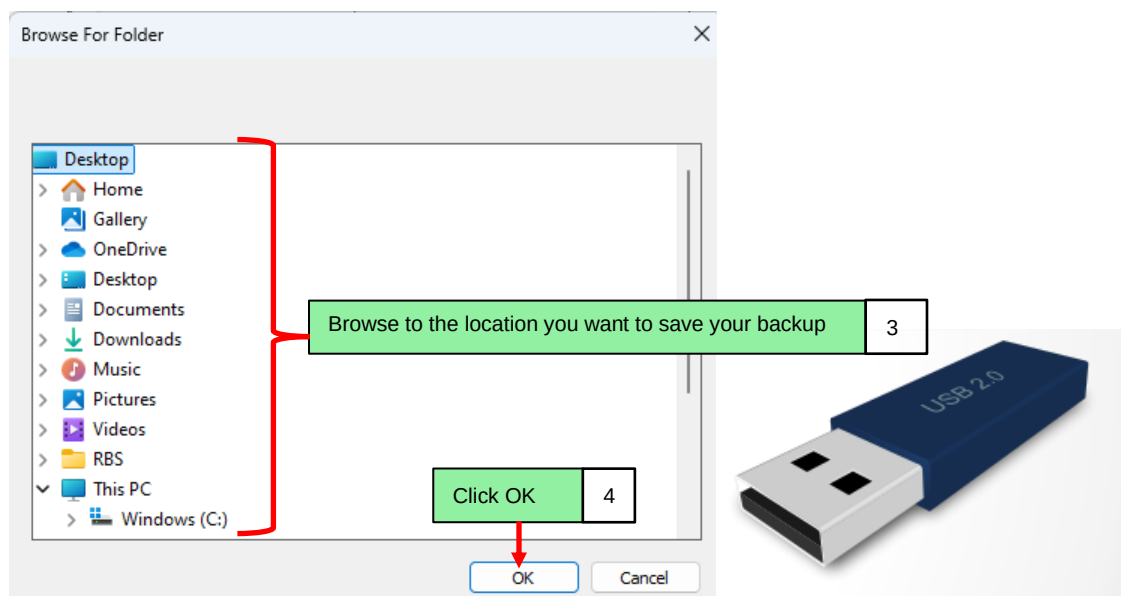
NOTE: If you have more than one company which you need to delete a check, you can either:

Backup All Companies Database Files

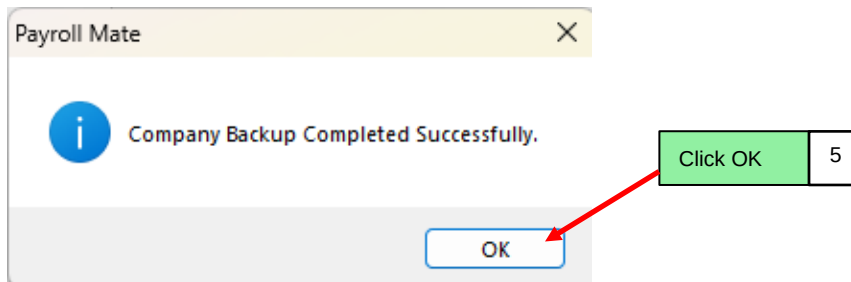
Or

Backup Company Database for each company, but you will need to be within each respective company when you perform the backup for each company.

3. A dialog box will open for you **browse to the location you want to save your backup**
We always recommend you backup your data to an external drive, or a USB.
4. Click **OK**



5. Once the backup is complete, a dialog box will display, **Company Backup Completed Successfully**, Click **OK**



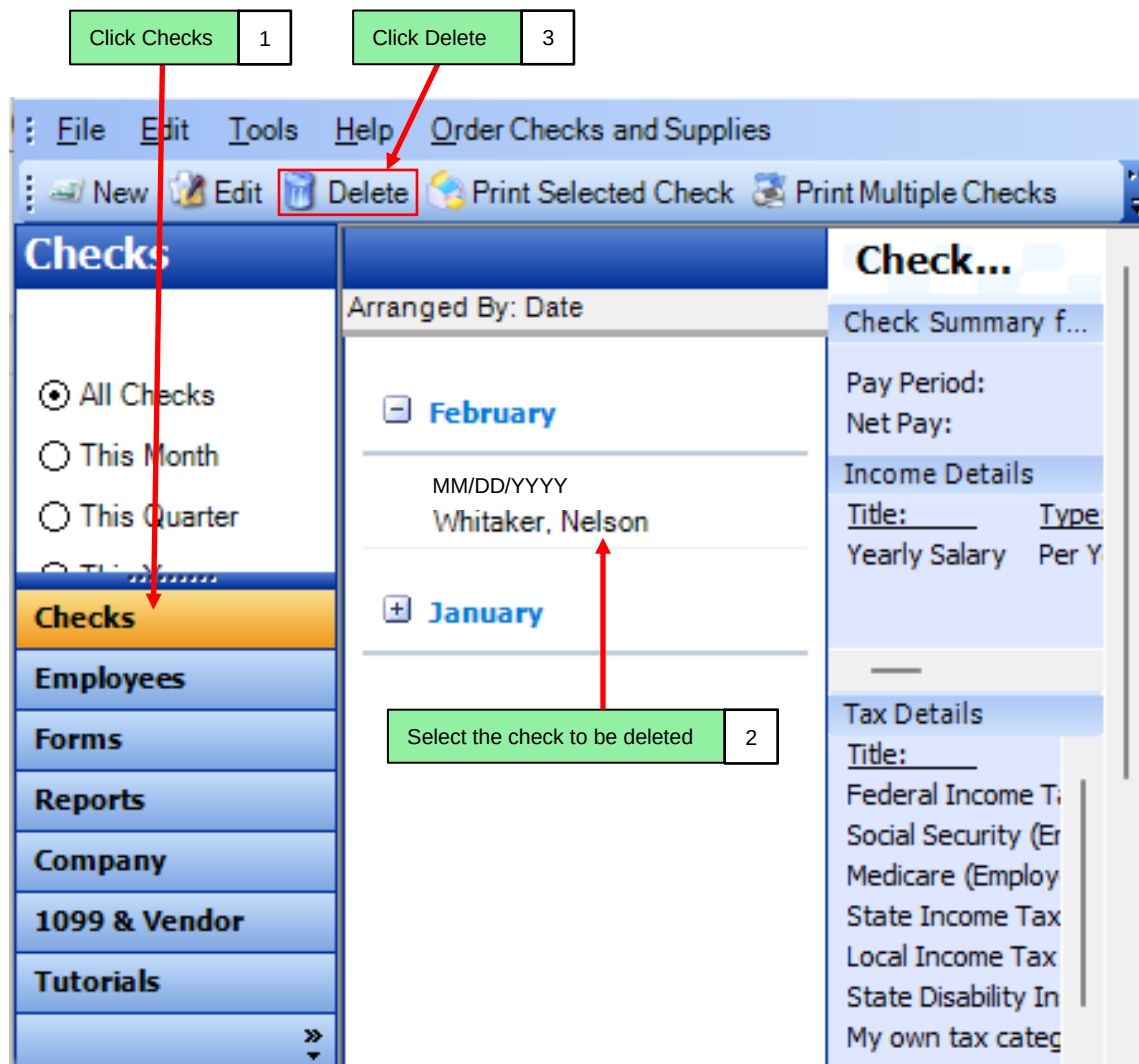
Proceed to the next page for steps on How to Delete a Single Check

Now that you have completed your backup, you can proceed with deleting a check.

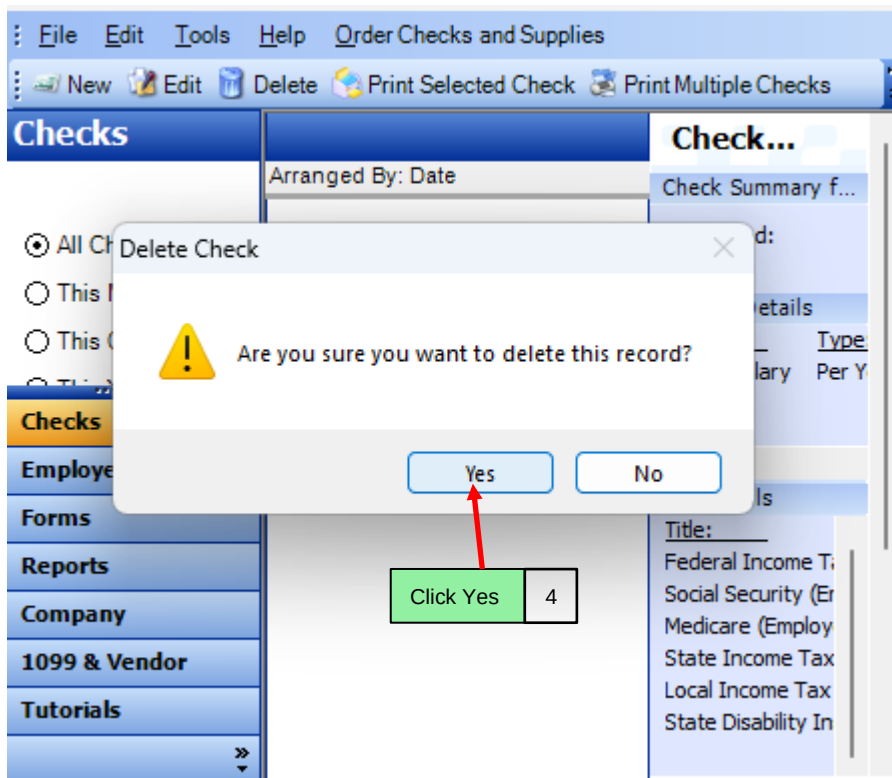
Delete a single check:

Make sure you are in the correct company.

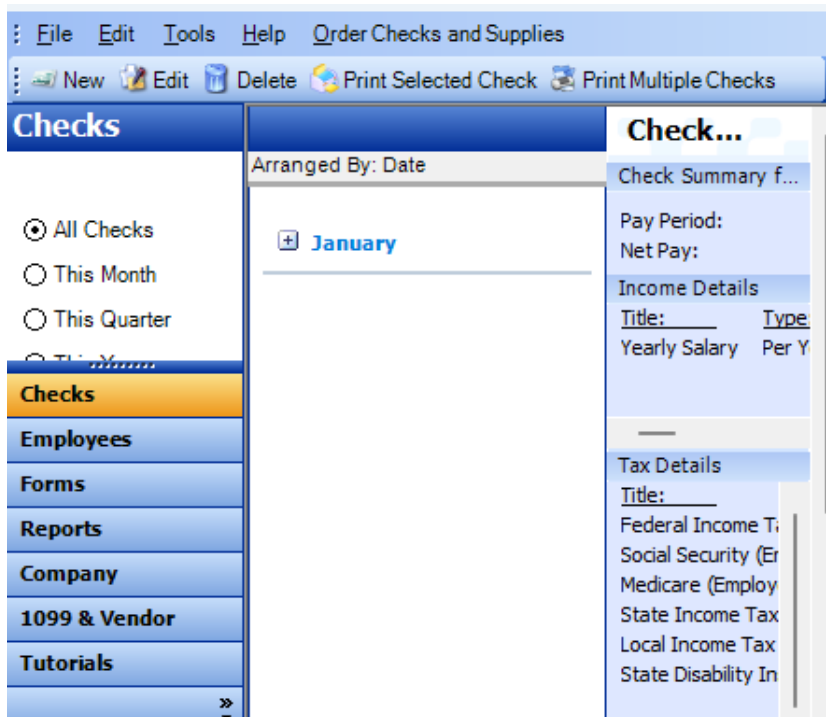
1. Click **Checks**
2. Select the **check to be deleted**
3. Click **Delete**



4. Delete Check warning will appear. Click **Yes**



5. The example, Nelson Whitaker no longer has checks for February



Congratulations! The check has been deleted.