stewart®

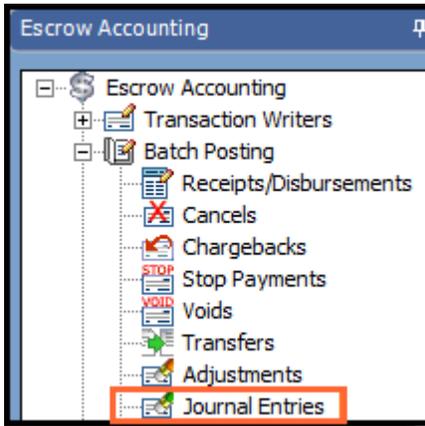*Real partners. Real possibilities.*™

Removing a Check Cancellation   Quick Reference Card

Have you ever cancelled a check by mistake in AIM+? Or had a cancelled check clear the bank? Don't fret! You can remove the cancel.
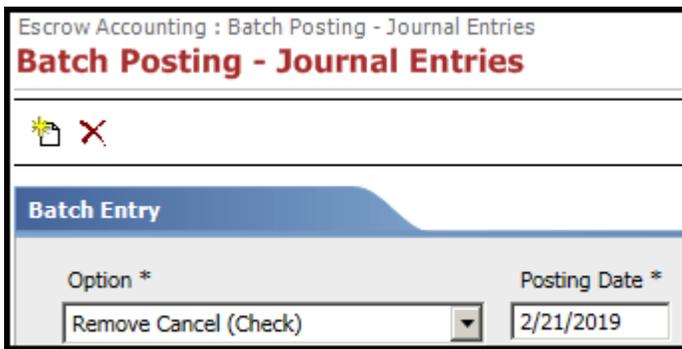
Use the steps below to remove the cancel:

Steps

1. From *Escrow Accounting*, go to **Batch Posting** and select **Journal Entries**.

2. In the *Option* drop-down, select **Remove Cancel**, then complete the remaining fields in the screen.

3. Click **Post Batch.** You will receive a message that the cancel for the check has been removed.