How to Void Miscellaneous Check that was already Printed

Voiding a check is similar to that of unposting a check, where it reverses the previously posted entries in the GL Account Detail and backs out the transaction in Bank Account Register and Bank Reconciliation screen. The differences these two have are:

- With Voided check, you will not be able to make make a change on the miscellaneous check as it is already locked up, while with Unposted check, you can still make a change and even re-post it.
- Voided check is recorded in the Bank Account Register but is just marked as Voided and does not move the Balance from the previous
 transaction to the voided check, while Unposted check is not shown as if it was never there to begin with.

The following will show you how to void a check.

1. Open a posted and printed miscellaneous check.

Bank Account	+ 07072017			Balance	25 702 31000 C	urrency+ LISD	Recor	d No M	CHK-7	
Date	7/25/2017	Pavee			23,702137000	7 050	Amou	int		116.00000
Description						Recur	Chec	k No		00000006
Search Address	Enter addres	s to search								
Address					City			State		
					Zip/Postal			Country		
× Remove Fil	ter		Q,							
GL Account	•	Desc	ription				Name			Amount
54500-9003	012	Leave	e of Absence-	Cincinati tech-Gr	ain - Soybeans					116.00000
								Tot	əl:	\$116.00

Miscellaneous Checks - MCHK-7 New Save Search Delete Undo Print Void Unpost Preview Recurring Close 3. This message is shown. Click **Yes button** to continue with voiding the check.





4. Supply the Check Reversing Date on Void Check screen and click OK button.

Void Check	^	×
OK Cancel		
Details		
Check Reversing Date 7/25/2017		
? 🔘 🖓 Ready		

5. The miscellaneous check is voided. These changes are then automatically applied to the miscellaneous check.

Bank Account	* 07072017			Balance	25 818,31000	Currenc	v* USD	Recor	d No	ИСНК-7	
Date	7/25/2017	Payee						Amou	int [116.000
Description							Recur	Chec	k No		Voided-000000
earch Address	Enter address	to search						-			
ddress					City				State		
					Zip/Postal				Country	/	
X Remove Fil	lter		Q,								
GL Account	•	Descri	iption					Name			Amount
54500-9003	-012	Leave	of Absence-Cinci	nati tech-Gr	ain - Soybeans						116.0000

- **a.** Voided is shown at the left part of the Status bar.
- b. The Unposted and Void toolbar buttons that were previously shown are now hidden.
- c. The **Balance field** is now updated with the voiding of check, which means that anything that was taken out from the fund is now added back based on date.
- d. The entire screen is disabled preventing the user from changing anything to the voided transaction.
- 6. The miscellaneous check that was voided then updates the following areas in i21.
 - a. In the GL Account Detail. You may open any account used from the miscellaneous check, then select the voided miscellaneous check transaction by clicking the checkbox before the Date field and click Transaction Detail toolbar button. That will open the GL Transaction Detail screen, where accounts affected by the voiding of miscellaneous check are shown. The entries are similar to that of unposting the check, which is just a reverse of the posted entries.

GL Account Detail - 14140-0000-000					^	□ ×
Print Search Transaction Detail Journal Report -						
Details						
Account Id: 14140-0000-000	Description Test C	ash Account-Home office-Admin	Currency USD	Date Range		~
Account Group: Asset	Opening Balance	0.00 From Date:	7/1/2017	To Date 7/31/2	017	
Q. Open B View GL Transaction Detail Date 7/21/21/7 Close					∧ □ >	C 23 Ending
7/21/017 Details						
7/21 2017 Q. Open 88 View Filter (F	3)				5.2 2 N	
7/2/2017 Date Batch Number	r Account ID	Description	Record No	Debit	Credit	
7/21/2017 7/25/2017 BATCH-3524	14140-0000-000	Test Cash Account-Home of	fice-Admin MCHK-7V	116.00	0.00	
721/2017 7/25/2017 847CH-3524 721/2017 7/21/2017 4 7/25/2017 4 2	54500-9003-012	Leave of Absence-Cincinati	eeh-Grain MCHK-7V	0.00	116.00	
7/25/2017 VOID BATCH-3524 MM	CHK-7V irely	admin Test Cash Accour	nt-Ho 25,702.31	116.00	0.00	
				61,199.63	35,381.32	
			Ending	Balance	25,	818.31
			Budge			0.00
			Varian	ce	25,	818.31
			Budge	t Code		~
? 🗘 🖓 🖂 Ready				II I Page	1 of 1	

If you open the Account assigned for the bank account used in the miscellaneous check, the **Ending Balance field** at the bottom will show the same amount shown in the voided miscellaneous check.

hart of	Acco										
View	New	Serve Search D	Delete Undo L	Inpost Preview R	ecurring Close						
Acc	ount Deta	ils Audit Log (2)									
Acco	unt I Bank	Account + 0703	72017		Balance 25,8	18.31000 Currency+ USD	Record No	MCHK-7		Car	sh Flow
1414	0.00 Date	7/25	/2017 Pay	ee			Amount		116.0	0000 No	ne
GL Ac	count Detai	il - 14140-0000-00	0								∧ □ 3
	Search T	ransaction Detail	Iournal Report								
-											
Deu				Deserteries			0		Dave Barro		
Acco	unt ld:	14140-0000-000)	Description	Test Cash Account-	Home office-Admin	Current	y USD	Date Kang		×
Acco	unt Group:	Asset		Opening bai	ance	0.00 From Date: 7/1/2	2017	13	To Date 7/2	1/2017	
Q,	Open 88 Vi	ew Filter (F3)									25
	7/21/2017	BTRN	BATCH-3486	BTRN-39	irelyadmin	Transaction Description	n Beginning	38,837.84	45.0	0.00	Engin
	7/21/2017	SWD	BATCH-3487	BWD-4	irelyadmin			38.882.84	0.0	65.00	
	7/21/2017	МСНК	BATCH-3488	MCHK-6	irelyadmin			38,817.84	0.0	0 115.00	
	7/21/2017	AP	BATCH-3491	PAY-300	irelyadmin	Test Cash Account-Ho.		38,702.84	0.0	0 77.50	
	7/21/2017	AP	BATCH-3493	PAY-301	irelyadmin	Test Cash Account-Ho.		38,625.34	0.0	0 492.50	
	7/21/2017	AP	BATCH-3495	PAY-302	irelyadmin	Test Cash Account-Ho.		38,132.84	0.0	0 65.50	- 1
	7/21/2017	AP	BATCH-3513	PAY-306	irelyadmin	Test Cash Account-Ho		38,067.34	0.0	0 100.00	
	7/21/2017	AP	BATCH-3519	PAY-307	irelyadmin	Test Cash Account-Ho.		37,967.34	0.0	12,193.94	
•											
									61,199.6	3 35,381.32	
								Ending B	alance		25,818.31
								Budget			0.00
								Variance			25,818.31
								Budget (ode		v
2	n 0 p	Ready							Id Id Par	re 1 of 1	

7. Bank Accounts screen > Balance field for the selected bank account will be updated with the unposted miscellaneous check. That same amount matches that of the unposted miscellaneous check > Balance field.

Bank Accounts - US BANK NA	~ ⊔ ×
New Save Search Delete Undo Bank Check Audit Reconciliation Register	Close
Details Check Layout Audit Log (5)	
Bank Name 🔸 US BANK NA	GL Accounts
Account Holder	GL Account * 14140-0000-000 Q
Account No * 07072017 Currency* USD	
Balance 25,818,31000 Active	Check Number Range
Contact	Starting Check No 1

Click the **Check Audit toolbar button** to open the Check Number Audit screen. The miscellaneous check that was voided is shown as another line - a duplicate of the original check transaction with Status of Void Check.

Bank Name	+ Lic DANI	Audit Log (5)		1			GL	Acco	ounte		
Account Holde Account No Ralance	Check Nu Waste F	m ber Audit Print Close		Ì						^ X	Q
Contact	Details										1
Search Addres	Filter	All Checks	~	From			T	ō			25
Address	Printed			5	Failed			8	Unused	19	7
	Check N 0000000	o. J3	St Vi	atus old Check		Record No. MCHK-4		Re	marks		19 Create
City Zia (Beetel	0000000	13	P	rinted		MCHK-4					
Phone	0000000	4	P	inted		MCHK-6					
Website	0000000	35	P	rinted		PAY-302					0
Email	0000000	26	V	oid Check		MCHK-7					0
IBAN	0000000)6	P	rinted		MCHK-7					1 Apply
SWIFT	0000000	17	U	nused							
Electronic Ba	0000000	18	U	nused							
Formats	0000000	19	U	nused							
Bank Stmt	0000001	10	U	nused							
ACH/NACHA										-	

In the Bank Account Register for the Bank Account used, it backs out the miscellaneous check by just marking the Check Number with the word 'Voided' and Balance field from the previous transaction and the voided transaction did not move. Balance field matches that of the voided miscellaneous check > Balance field.

lank Account R	legister										^ 🗆	>
Print Reconcilia	ation Export To Exc	el Close										
Details												_
Bank Account	07072017		~ Ba	ank Name US BANK NA	ι				Bal	ance	25,818.310	00
Filter (F3)											r e	N N
Check Date	Location	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo	
7/20/2017			PAY-299	Salmon Creek Office	85.00		38,882.84			ACH		^
7/21/2017			BTFR-6-WD		45.00		38,837.84			Bank Transfer (WD)	21	
7/21/2017	0001 - Fort Wa		BTRN-39			45.00	38,882.84			Bank Transaction		
7/21/2017	0001 - Fort Wa		BWD-4		65.00		38,817.84			Bank Withdrawal		
7/21/2017		00000004	MCHK-6		115.00		38,702.84			Misc Checks		
7/21/2017			PAY-300	Salmon Creek Office	77.50		38,625.34			ACH		
7/21/2017			PAY-301	Salmon Creek Office	492.50		38,132.84			ACH		
7/21/2017		00000005	PAY-302	Apple Spice Sales	65.50		38,067.34			AP Payment		
7/21/2017			PAY-306	Apple Spice Sales	100.00		37,967.34			ACH		ï
7/21/2017			PAY-307	Office	12,193.94		25,773.40			AP Payment		
7/21/2017	0001 - Fort Wa		BDEP-56			59.91	25,833.31			Bank Deposit	AR ACH	
7/25/2017	0001 - Fort Wa		BTRN-40		15.00		25,818.31			Bank Transaction	Test Paym	
7/25/2017		Voided-000000	MCHK-7		116.00		25,818.31	~	7/25/2017	Misc Checks	Void	ſ
7/25/2017		Voided-000000	MCHK-7V			116.00	25,818.31		7/25/2017	Void Misc Check	Void Trans	Ŧ
2000	Ready											

9. In the Bank Reconciliation, selecting the reversing date of the voided check as Statement Date > Payments and Debits panel for the Bank Account used still shows the voided misc check with a partner on Deposits and Credits panel. Bank Account Balance field matches that of the unposted miscellaneous check > Balance field.

nk Reconciliation											
oncile Print Search Clear Range Import											
ataile Attachments (0)											
nk Account	ment Data Bank Name			6/	Acco	unt		G/L Balance		Back & G/L Balar	nce Difference
7072017 7/25	V2017			141	40.0	000-000		G/L balance	25.818.31(100	0.0000
S Pauments and Debits				11 De	nori	r and Crar	lite				
Clear All Clear None - Add 99 View	Eilner (E2)		6,7		ac All	Clear	None - Add PR View	Ciltor (E2)			κ.
Clear Date Number	Pavee Description	Transaction Type	Payment	C	ar	Date A	Number	Pavor	Description	Transaction Type	Deposit
		,,,,	*					1.000			
7/21/2017	Office	AP Payment	12,193.94	Q		7/18/2017				Bank Deposit	55.00
7/21/2017	Apple Spice Sal	ACH	100.00	Q		7/19/2017				Bank Deposit	150.00
7/21/2017 00000005	Apple Spice Sal	AP Payment	65.50	Q,	1	7/20/2017				Bank Deposit	30.00
7/21/2017	Salmon Creek	ACH	492.50	Q,	/	7/20/2017				Bank Deposit	20.00
7/21/2017	Salmon Creek	ACH	77.50	Q,	/	7/20/2017				Bank Deposit	10.00
7/21/2017 00000004		Misc Checks	115.00	Q		7/20/2017				Bank Deposit	984.25
7/21/2017		Bank Withdrawal	65.00	Q		7/20/2017			Test Deposit	Bank Transaction	185.00
7/21/2017	21	Bank Transfer (W	45.00	Q		7/21/2017				Bank Transaction	45.00
7/25/2017 Volded-00000006		Misc Checks	116.00	Q		7/21/2017			AR ACH	Bank Deposit	59.91
7/25/2017	Test Payment	Bank Transaction	15.00 🛫	Q B		7/25/2017	Volded-00000006		Void Transactio	Void Misc Check	116.00
	1 Payments Clear	ed	116.00000						3 Deposits Cleare	ed	60.000
Prior Reconciliation Ending Balance	- Cleared Payments	+	Cleared	Deposit	s		- Ending Balanc	e Per Reconciliat	ion		
100.00000		116.00000				60.00000			44.00000		
Bank Statement Ending Balance	- Uncleared Payment	s +	Uncleare	d Depos	its	070 46000	- Bank Ac	count Balance	40.24000	Difference	40.000
170		30,320.85000			55,	979.16000		25,8	18.31000		10.000

Voiding a check is similar to that of unposting a check, where it reverses the previously posted entries in the GL Account Detail and backs out the transaction in Bank Account Register and Bank Reconciliation screen. The differences these two have are:

- · With Voided check, you will not be able to make make a change on the miscellaneous check as it is already locked up, while with Unposted
- check, you can still make a change and even re-post it. Voided check is recorded in the Bank Account Register but is just marked as Voided and does not move the Balance from the previous ٠ transaction to the voided check, while Unposted check is not shown as if it was never there to begin with.

The following will show you how to void a check.

1. Open a posted and printed miscellaneous check.

Details Audi	it Log (2)											
Bank Account:	113322			Balan	nce:	0.00	urrency:	USD	Record No:	MCHK-21		
Date:	05/11/2016	Payee:							Amount:		1,200.00	
Description:									Check No:		00000011	
Address: 📎				Z	ip/Postal Code:				City:			
				S	tate/Province:				Country:			
× Remove	Filter:		Q,									
GL Accour	nt	1	Description						Name		Amount	
45000-000	02-104		Discount Take								1,200.00	
Select a G	L Account											
									ī	Fotal:	\$1,200	
												1

Search Delete Undo Print Void Recap Close

3. This message is shown. Click Yes button to continue with voiding the check.





Are you sure you want to void this record?



4. Supply the Check Reversing Date on Void Check screen and click OK button.

Void Check	~ X
OK Cancel	
Details	
Check Reversing Date:	05/11/2016 🔳
⑦ ① ② Ready	

5. The miscellaneous check is voided. These changes are then automatically applied to the miscellaneous check.

ank Account: 113322		Balance:	2.538.67 Currency:	USD Record No:	MCHK-21	
ate: 05/11/2016	Payee:		,,	Amount:		1,200
escription:				Check No:		Voided-000000
ddress: 📎		Zip/Postal Co	de:	City:		
		State/Provinc	e:	Country:		
X Remove Filter:	Q,					
GL Account	Description			Name	~	Amour
45000-0002-104	Discount Take					1,200
Select a GL Account						

- a. Voided is shown at the left part of the Status bar.
- b. The Unposted and Void toolbar buttons that were previously shown are now hidden.
- c. The Balance field is now updated with the voiding of check, which means that anything that was taken out from the fund is now added back based on date.
- d. The entire screen is disabled preventing the user from changing anything to the voided transaction.6. The miscellaneous check that was voided then updates the following areas in i21.
 - - a. In the GL Account Detail. You may open any account used from the miscellaneous check, then select the voided miscellaneous check transaction by clicking the checkbox before the Date field and click Transaction Detail toolbar button. That will open the GL Transaction Detail screen, where accounts affected by the voiding of miscellaneous check are shown. The entries are similar to that of unposting the check, which is just a reverse of the posted entries.

GL Accou	unt Detail - 10001-00	001-000						^ □ ×	
Print S	earch Transaction D	etail Journal Exp							
Details	GL Transaction De	stail						,	⊂ ×
Accour	Close								
Accour	Details								
Q, Op	C Open 🔡 La	yout Q. Filter	Records (F3)						
Da	Date	Batch Number	Account ID	Description		Record No	Debit	Credit	Debit U
0.05	05/11/2016	BATCH-567	10001-0001-000	Wells Fargo - Payroll		MCHK-21V	1,200.00	0.00	c
0.05	05/11/2016	BATCH-567	45000-0002-104	Discount Take		MCHK-21V	0.00	1,200.00	c
05	ĥ								
05	Ň								
05									•
05	0048	Ready							
 05 	/11/2016 VOID	BATCH-567	MCHK-21V	Wells Fargo - Payroll	1,200.00	0.00	0.0000	0.0000	
4								•	
					1,200.00	1,210.00	0.0000	0.0000	
						Ending	Balance:	2,538.67	
00	0 Ready						Page 1	of 1	/, All rights

If you open the Account assigned for the bank account used in the miscellaneous check, the Ending Balance field at the bottom will show the same amount shown in the voided miscellaneous check. . = ×

	Detaile Audia								
	Details Audit	LOG (6)							
	Bank Name:	Wells Fargo Indi	ana		(GL Accounts			
	Account No:	113322		Currenc	:y: USD 🗸	GL Account:	10001-0001	1-000	~
	Balance:			2,538.67 Active:	\checkmark				
Search	Transaction Detail	Journal Export	- Close						
ount ld:	10001-0001-000)		Description:	Wells Fargo - Pay	/roll		Date Range:	
ount Grou	p: Asset			Opening Balance:	2,548.6	7 From Date:	05/01/2016	To Date:	05/31/2016
	Layout Q	ilter Records (F3)							
Open B		Batch Number	Record No	Transaction	n Description	Debit	Credit	Debit Units	Credit Unit
Open B	Source Syste	Datch Number				0.00	115.00	0.0000	0.0
Open B Date 05/03/201	Source Syste 16 BTFR	BATCH-556	BTFR-9	Wells Fargo	o - Payroll	0.00	113.00	0.0000	
Open B Date 05/03/201 05/05/201	Source Syste 16 BTFR 16 BTFR	BATCH-556 BATCH-557	BTFR-9 BTFR-11	Wells Fargo Wells Fargo	o - Payroll o - Payroll	10.00	0.00	0.0000	0.0
Open B Date 05/03/201 05/05/201 05/05/201	Source Syste 16 BTFR 16 BTFR 16 BTFR	BATCH-556 BATCH-557 BATCH-557	BTFR-9 BTFR-11 BTFR-11	Wells Fargo Wells Fargo Wells Fargo	o - Payroll o - Payroll o - Payroll	10.00	0.00	0.0000	0.0
Open 8 Date 05/03/201 05/05/201 05/05/201	Source Syste BTFR 6 BTFR 16 BTFR	BATCH-556 BATCH-557 BATCH-557	BTFR-9 BTFR-11 BTFR-11	Wells Fargo Wells Fargo Wells Fargo	o - Payroll o - Payroll o - Payroll	10.00	0.00	0.0000	0.01
Open 8 Date 05/03/201 05/05/201	Source Syste BFR BFR BFR BFR	BATCH-556 BATCH-557 BATCH-557	BTFR-9 BTFR-11 BTFR-11	Wells Farge Wells Farge Wells Farge	o - Payroll o - Payroll o - Payroll	10.00 0.00 1,200.00	113.00 0.00 10.00 1,210.00	0.0000	0.0

7. Bank Accounts screen > Balance field for the selected bank account will be updated with the unposted miscellaneous check. That same amount matches that of the unposted miscellaneous check > Balance field.

Bank Accounts - Wells Fargo Indiana ^												
New Save Sea	arch Delete Undo Bank MICR Check Audit Reconciliation Register Close											
Details Audit	Log (6)											
Bank Name:	Wells Fargo Indiana GL Accounts											
Account No:	113322 Currency: USD V GL Account: 10001-0001-000	~										
Balance:	2,538.67 Active: 🗸											
Contact:	Steve Jones Check Number Range											
Address: 🔗	1234 Main St Starting Check No:	1										
	Ending Check No:	25										

Click the **Check Audit toolbar button** to open the Check Number Audit screen. The miscellaneous check that was voided is shown as another line - a duplicate of the original check transaction with Status of Void Check.

New Save Sea	rch Delete Undo Bank M	IICR Check Audit	Reconciliation Registe			
Details Audit Bank Name: Account No:	Check Number Audit Waste Print Close	¥			^ X	
Balance: Contact:	Details Filter: All Checks v	From:		To:		
Address: 📎	Printed: Check No.	10 Fail	ed: Record No.	3 Unused: Remarks	14	1
Zip/Postal Code: State/Province:	00000009 00000010	Printed Printed	PCHK-45 PAY-99			12 8
Phone: Website: &	00000011 00000011	Printed Void Check	MCHK-21 MCHK-21		4 Cr	eate
Email: 🖂 Electronic Ban	00000012 00000013	Unused Unused				0
Formats Bank Stmt	00000014 00000015	Unused Unused			- 1 A	0 pply
)) () () E	⑦ ① ② Ready				1	>

8. In the Bank Account Register for the Bank Account used, it backs out the miscellaneous check by just marking the Check Number with the word 'Voided' and Balance field from the previous transaction and the voided transaction did not move. Balance field matches that of the voided miscellaneous check > Balance field.

ink Account:	113322	~	Bank Name: Wells F	argo Indiana	Balanc	e:	2,538			
Filter Rec	ords (F3)									
lheck Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
4/13/2016	0000009	PCHK-45	Carolyn R Frahm	1,162.30		-2,262.83			Paycheck	
4/15/2016	0000002	MCHK-18		10.00		-2,272.83	~	04/21/2016	Misc Checks	
4/28/2016	00000004	PAY-93	Apple Spice Sales	25.00		-2,297.83			AP Payment	
4/29/2016		BDEP-67			5,000.00	2,702.17			Bank Deposit	
4/29/2016		BTRN-26			50.00	2,752.17			Bank Transaction	
4/29/2016	00000006	<u>MCHK-19</u>	payee 101	55.00		2,697.17			Misc Checks	
4/29/2016	Voided-000000	<u>PAY-94</u>	Brown Brother Far	19.00		2,678.17	\checkmark	04/30/2016	AP Payment	Void
\$/29/2016	80000008	<u>PAY-97</u>	Northern Propane	148.50		2,529.67			AP Payment	
4/30/2016	Voided-000000	PAY-94V	Brown Brother Far		19.00	2,548.67	\checkmark	04/30/2016	Void Check	Void Tran
5/10/2016	00000010	<u>PAY-99</u>	Frito-Lay	10.00		2,538.67	\checkmark	05/10/2016	AP Payment	
5/11/2016	Voided-000000	MCHK-21		1,200.00		1,338.67	~	05/11/2016	Misc Checks	Void
5/11/2016	Voided-000000	MCHK-21V			1.200.00	2.538.67		05/11/2016	Void Check	Void Tran

9. In the Bank Reconciliation, selecting the reversing date of the voided check as Statement Date > Payments and Debits panel for the Bank Account used still shows the voided misc check with a partner on Deposits and Credits panel. Bank Account Balance field matches that of the unposted miscellaneous check > Balance field.

Bank Reconciliation									^ □ ×
Details Attachments (0)									
Bank Account: Statem	ent Date: Bank Name:		G/L Aco	ount:		G/L Balance:		Bank & G/L Balan	e Difference:
113322 ~ 05/11/.	2016 🔲 Wells Fargo Indiana		10001-	0001-000			2,538	.67	0.00
8 Payments and Debits			4 Depos	its and Cred	ts				
🖉 Clear All 🗌 Clear None 🕂 Add 🔠 Layor	ut 🔍 Filter Records (F3)		Clear	All 🗌 Clear	None + Add 8	E Layout C	Filter Records (F3)	
Clear Date Number	Payee Transaction T	/pe Payment	Clear	Date	Number	Payor	Transact	on Type	Deposit
Q 03/31/201	Misc Checks	47.99	Q 🗆	04/13/201			Bank Dej	posit	1,515.20
Q 04/13/201 00000003	Misc Checks	100.00	Q 🗆	04/29/201			Bank Dej	posit	5,000.00
Q 04/13/201 00000005	Jacob B Costa Paycheck	2,467.74	Q 🗆	04/29/201			Bank Tra	nsaction	50.00
Q 04/13/201 00000009	Carolyn R Frahm Paycheck	1,162.30	Q 🔽	05/11/201	Voided-0000001	Void T	ransactio Void Che	ck	1,200.00
Q 04/28/201 00000004	Apple Spice Sal AP Payment	25.00							
Q 04/29/201 00000006	payee 101 Misc Checks	55.00							
Q 04/29/201 00000008	Northern Propa AP Payment	148.50							
Q 🗹 05/11/201 Voided-00000011	Misc Checks	1,200.00							
	1 Payments Cleared:	1,200.00					1 Deposits Cleare	d:	1,200.00
Prior Reconciliation Ending Balance	Cleared Payments	+ Cleare	d Deposits		Ending Bala	nce Per Recon	ciliation		
0.00		1,200.00		1,200.00			0.00		
Bank Statement Ending Balance - 0	Uncleared Payments	+ Unclean 4,006.53	ed Deposits	6,565.20	Banka	Account Balan	2,538.67	Difference	20.00
⑦ Ø Ø 🖂 Ready									

Voiding a check is similar to that of unposting a check, where it reverses the previously posted entries in the GL Account Detail and backs out the transaction in Bank Account Register and Bank Reconciliation screen. The differences these two have are:

• With Voided check, you will not be able to make make a change on the miscellaneous check as it is already locked up, while with Unposted check, you can still make a change and even re-post it.

 Voided check is recorded in the Bank Account Register but is just marked as Voided and does not move the Balance from the previous transaction to the voided check, while Unposted check is not shown as if it was never there to begin with.

The following will show you how to void a check.

1. Open a posted and printed miscellaneous check.

	12152015			Balance: 27,53	39.48 Currency: USD	Record No: 1	МСНК-4		
Date:	02/10/2016	Payee:	payee freight pay	yable		Amount:			10.00
Description:						Check No:		000	000003
Address: 📎				Zip/Postal Code:		City:			
				State/Province:		Country:			
× Remove	Filter:		¥ Q						
GL Accour	nt	D	escription			Name		Am	nount
GL Accour	nt 100-000	D	escription reight Payable			Name		Am	10.00
GL Accour	nt 000-000	P	escription reight Payable			Name	ptal:	Am	10.00 \$10.00

3. This message is shown. Click Yes button to continue with voiding the check.



a. Voided is shown at the left part of the Status bar.

1

⑦ Ø Ø 🖂 Voided

- b. The Unposted and Void toolbar buttons that were previously shown are now hidden.
- c. The Balance field is now updated with the voiding of check, which means that anything that was taken out from the fund is now added back based on date.

1 of 1

\$10

Total:

14 A Page

- d. The entire screen is disabled preventing the user from changing anything to the voided transaction.
- 6. The miscellaneous check that was voided then updates the following areas in i21.
 - a. In the GL Account Detail. You may open any account used from the miscellaneous check, then select the voided miscellaneous check transaction by clicking the checkbox before the Date field and click Transaction Detail toolbar button. That will open the GL Transaction Detail screen, where accounts affected by the voiding of miscellaneous check are shown. The entries are similar to that of unposting the check, which is just a reverse of the posted entries.

it Search T	Transaction Detail	Journal Export	- Close					
tails	A 1							
ount ID:	10718-0000-000) D	escription:	Payroll Checking		Date Range:		
ount Group	Cash Accounts	0	pening Balance:	0.00 From Date	02/01/2016	To Date:	02/29/2016	
Open 13 L	Layout C. Fi	ter Records (F3)						
Date	Source Syst	Batch Number	Record No 🔺	Transaction Description	Debit	Credit	Debit Units	Credit Un
02/10/2016	BTRN	BATCH-376	BTRN-15	Payroll Checking	0.00	10.00	0.0000	0.
02/11/2016	BTRN	BATCH-376	BTRN-15	Payroll Checking	10.00	0.00	0.0000	0
02/0/2016	BTRN	BATCH-378	BTRN-15	Payroll Checking	0.00	60.00	0.0000	0
02 10/2016	BTRN	BATCH-378	BTRN-15	Payroll Checking	60.00	0.00	0.0000	0
02/01/2016	BWD	BATCH-313	BWD-1	Payroll Checking	0.00	250.00	0.0000	0
2/01/2016	BWD	BATCH-313	BWD-1	Payroll Checking	250.00	0.00	0.0000	0
02/10/2016	MCHK	BATCH-375	MCHK-4	Payroll Checking	0.00	10.00	0.0000	0
02/10/2016	VOID	BATCH-384	MCHK-4V	Payroll Checking	10.00	0.00	0.0000	0
ransaction [Detail 💙							
tails								
Open 88 I	Layout Q, Fi	Iter Records (F3)						
Date	Batch Numbe	r Account ID	(Description	Record No		Debit	Credit
02/10/2016	BATCH-384	10718-0000	-000 F	ayroll Checking	MCHK-4V		10.00	0.00
02/10/2016	BATCH-384	29000-0000	.000	reight Pavable	MCHK-4V		0.00	10.00

If you open the Account assigned for the bank account used in the miscellaneous check, the Ending Balance field at the bottom will show the same amount shown in the voided miscellaneous check.

Ba	Bank Acc	ounts - Comm	erce Bank							
N	New Sa	we Search D	elete Undo	Bank MICR Check	k Audit Reconciliation	Register	Close			
88	Details									
	Bank Na	me: Comm	nerce Bank			GL Acco	ounts			
	Account	No: 12152	015		Currency: USD v	GL Acco	unt: 10	718 0000 000		
	Balance:			27,549.48	Active: 🗸	GEACO	June.	718-000-000		<u> </u>
icco	ount Detail	I - 10718-0000-0	000							~ □
nt etails	Search Tr	ansaction Detail	Journal Exp	ort • Close						
cour	nt ID:	10718-0000-00	0	Description:	Payroll Checking			Date Range:		
cour	nt Group:	Cash Accounts		Opening Balance:	0.00 Fr	om Date:	02/01/2016	To Date:	02/29/2016	
, Op	pen 88 La	iyout Q, Fi	ilter Records (F.	3)						
D)ate	Source Syst	Batch Numbe	er Record No 🔺	Transaction Descri	ption	Debit	Credit	Debit Units	Credit Un
0	2/10/2016	BTRN	BATCH-376	BTRN-15	Payroll Checking		0.00	10.00	0.0000	0.0
0.	2/10/2016	BTRN	BATCH-376	BTRN-15	Payroll Checking		10.00	0.00	0.0000	0.0
0	2/10/2016	BTRN	BATCH-378	BTRN-15	Payroll Checking		0.00	60.00	0.0000	0.0
		BTRN	BATCH-378	BTRN-15	Payroll Checking		60.00	0.00	0.0000	0.0
0.	2/10/2016						0.00	250.00	0.0000	0.0
0	2/10/2016	BWD	BATCH-313	BWD-1	Payroll Checking		0.00	200.00	0.0000	
0.	2/10/2016	BWD	BATCH-313	BWD-1	Payroll Checking	_	0.00			
0	2/01/2016	BWD	BATCH-313	BWD-1	Payroll Checking		45,100.00	17,550.52	0.000) 0.
0.	2/10/2016	BWD	BATCH-313	BWD-1	Payroll Checking		45,100.00	17,550.52	0.000 ance:	¢. 27,549

7. Bank Accounts screen > Balance field for the selected bank account will be updated with the unposted miscellaneous check. That same amount matches that of the unposted miscellaneous check > Balance field.
Rest Accounts Commerce Rest

New Save Search Delete Undo Bank MIC	R Check Audit Reconciliation	Register Close											
Details													
Bank Name: Commerce Bank		GL Accounts											
Account No: 12152015	Currency: USD 🗸	GL Account: 10718-0000-000 🗸											
Balance: 2	7,549.48 Active: 🗸												

Click the **Check Audit toolbar button** to open the Check Number Audit screen. The miscellaneous check that was voided is shown as another line - a duplicate of the original check transaction with Status of Void Check.

Bank Account	ts - Comme	erce Bank								^ □ ×
New Save	Search D	elete Undo	o Bank		heck Auc	dit Reconciliatio	on Regist	er Close		
Details					2					
Bank Name:		ierce Bank					GL A	ccounts		
Account No:	12152	015		//	Cur	rency: LISD	×			
Palancer	Check Nu	mber Audi	it /	1					~ X	¥
balarice:										
Contact:	Waste	Print Close	2							
Address:	Details									1
	Filter:	All Checks	~	From:				To:		2000
Zip/Postal	Printed:				2 Faile	d:		3 Unused:	1 997	4
Code:										007 Create
State/Provinc	Check N	0.		Status		Record No.		Remarks		,557 Create
Phone:	0000000	01		Printed		PCHK-26			<u>^</u>	
	0000000)2		Wasted		PCHK-26		Paper Jam		
Website:	0000000)3	1	Printed		MCHK-4				
Email:	0000000	13	1	Void Check	c .	MCHK-4				0
Electronic E	0000000)4	1	Unused						
Licculonic L	0000000)5	1	Unused						0
Formats	0000000	06		Unused						1 Apply
Bank Stmt	0000000	07	1	Unused						
Sum Sum	0000000	08		Unused						
ACH/NACH	0000000)9	1	Unused						
Positive Pa	0000001	0	1	Unused						
									•	
000	00	© Read	ly							of1 🕨 🕅

 In the Bank Account Register for the Bank Account used, it backs out the miscellaneous check by just marking the Check Number with the word 'Voided' and Balance field from the previous transaction and the voided transaction did not move. Balance field matches that of the voided miscellaneous check > Balance field.

Bank Account	Register									^ □ ×	
	iation Export To E										
Details											
Bank Account: 12152015 v Bank Name: Commerce Bank Balance: 27,549.											
Q Filter Re	cords (F3)										
Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo	
02/01/2016		BDEP-2			45,000.00	45,000.00			Bank Deposit		
02/01/2016		PAY-7	Midwest Propane	10.00		44,990.00			ACH		
02/01/2016		PCHK-26	Donna E Parker	1,075.26		43,914.74			Paycheck		
02/03/2016		BTRN-10		30.00		43,884.74			Bank Transaction		
02/03/2016		BTRN-11		15,350.00		28,534.74			Bank Transaction		
02/03/2016	0000000	PCHK-32	Donna E Parker	1,075.26		27,459.48			Paycheck		
02/10/2016	Voided-0000003	MCHK-4	payee freight paya	10.00		27,449.48	~	02/10/2016	Misc Checks	Void	
02/10/2016		BTRN-15			90.00	27,539.48			Bank Transaction		
02/10/2016	Voided-00000003	MCHK-4V	payee freight paya		10.00	27,549.48	~	02/10/2016	Void Check	Void Tra	

 In the Bank Reconciliation, selecting the reversing date of the voided check as Statement Date > Payments and Debits panel for the Bank Account used still shows the voided misc check with a partner on Deposits and Credits panel. Bank Account Balance field matches that of the unposted miscellaneous check > Balance field.

Reconcile Print Search Clear Range Imp												
Details Attachments												
Bank Account Stateme	nt Date	Bank Name				G/L Accourt	it	G/	L Balance		Bank & G/L Balanc	e Difference
12152015 ~ 02/10/201	6 🔲 Commerce	Bank							2	27,549.48		0.00
6 Payments and Debits				3 (Deposi	ts and Credi	ts					
☑ Clear All □ Clear None + Add BB La	yout Q Filter Rec	ords (F3)		V	Clear	All 🗌 Clear	None + Add	88 Layout	Q, F	Filter Reco	ords (F3)	
Clear Date Number	Payee	Transaction Type	Payment		Clear	Date	Number		Payor	Т	ransaction Type	Deposit
02/01/2016	Midwest Propane	ACH	10.00	Q		02/01/2016					Bank Deposit	45,000.00
02/01/2016	Donna E Parker	Paycheck	1,075.26	Q		02/10/2016					Bank Transaction	90.00
02/03/2016		Bank Transaction	30.00	20	~	02/10/2016	Voided-0000	0003	payee fro	eight p	Void Check	10.00
02/03/2016		Bank Transaction	15,350.00									
02/03/2016 0000000	Donna E Parker	Paycheck	1,075.26									
QC 2/10/2016 Voided-00000003	payee freight p	Misc Checks	10.00									
	1 Payments Cleared:		10.00					1	Deposits	Cleared:		10.00
Prior Reconciliation Ending Balance	Cleared Payme	ents +	Cleared	Dep	osits	-	Ending Balan	ce Per Reco	nciliation			
0.00		10.00				10.00			0.0	00		
	Uncleared Payn	nents +	Uncleare	d De	posits	C	Bank Ad	count Bala	ince		Difference	
Bank Statement Ending Balance -												

Voiding a check is similar to that of unposting a check, where it reverses the previously posted entries in the GL Account Detail and backs out the transaction in Bank Account Register and Bank Reconciliation screen. The differences these two have are:

- With Voided check, you will not be able to make make a change on the miscellaneous check as it is already locked up, while with Unposted check, you can still make a change and even re-post it.
- Voided check is recorded in the Bank Account Register but is just marked as Voided and does not move the Balance from the previous
 transaction to the voided check, while Unposted check is not shown as if it was never there to begin with.

The following will show you how to void a check.

1. Open a posted and printed miscellaneous check.

Miscellaneous Checks
Image: Search Delete Undo Print Void Recap Close
Bank Account: 08 Balance: 457.000000 Currency: USD Record No: MCHK-7
Date: 06/22/2015 Payee: Sample Amount: 50.000000
Description: sample Check No: 10000008
Address: 📓 Zip/Postal Code: City:
State/Province: Country:
C Remove Filter:
Remove Filter: X Q GL Account Description Name Amount
Remove Filter: X Q GLAccount Description Name Amount 50110-1001 PURCHASES WHEAT - W8 -New Haven Grain 50.00
Remove Filter: X C G. Account Description Name Amount S0110-1001 PURCHASES WHEAT - WB -New Haven Grain S0.00
Remove Filter: X X GL Account Description Name Amount 50110-1001 PURCHASES WHEAT - WB -New Haven Grain 50.00

2. Click Void toolbar button.

Check Reversing Date:

😟 🏆 🛛 Ready

2

O Misce	llaneou	s Checks							
New	Save	Search	Delete	Undo	Print	Void	Recap	Close	

3. This message is shown. Click Yes button to continue with voiding the check.

	📳 iRely i21		×	
	Are	you sure you want to v	void this record?	
		Yes No		
4. 3	Supply the Check	Reversing Date on Void C	heck screen and click	OK button.
	🗊 Void Cł	neck		
	OK	Cancel		

06/23/2015 🖪

* X

5. The miscellaneous check is voided. These changes are then automatically applied to the miscellaneous check.

Miscellaneous	s Checks							× □ ×
New Save	Search Delete	Undo P	rint Close					
Bank Account:	08		Balance:	457.00000	O Currency: USD	Record No:	MCHK-7	
Date:	06/22/2015	Payee:	Sample			Amount:		50.000000
Description:	sample					Check No:	Voide	d-10000008
Address: 🔝				Zip/Postal Code:		City:		
				State/Province:		Country:		
C Remove F	ilter:	3	×Ц					
GL Account	t	Descrip	otion			Name		Amount
50110-100	1	PURCH	HASES WHEAT - WE	-New Haven Grain				50.00
						т	otal:	50.00
🕝 🤨 🤶 Voi	ided 🖌					14 4 P	age 1	of 1 🕨 🕅

- a. Voided is shown at the left part of the Status bar.
- b. The Unposted and Void toolbar buttons that were previously shown are now hidden.
- c. The **Balance field** is now updated with the voiding of check, which means that anything that was taken out from the fund is now added back based on date.

d. The entire screen is disabled preventing the user from changing anything to the voided transaction.

- 6. The miscellaneous check that was voided then updates the following areas in i21.
 - a. In the GL Account Detail. You may open any account used from the miscellaneous check, then select the voided miscellaneous check transaction by clicking the checkbox before the Date field and click Transaction Detail toolbar button. That will open the GL Transaction Detail screen, where accounts affected by the voiding of miscellaneous check are shown. The entries are similar to that of unposting the check, which is just a reverse of the posted entries.

Acco	unt ID:	10122-1002		Description:	Sample Cash Account /	-Warsaw Grain		Date Range:			v
		Cook Assessed		On resident Delegant	0.000000	Course Darbos	10/01/1000	To Date:	12/21/2000		
ACCO	unt Group.	Cash Accounts		Opening Balance:	0.00000	From Date:	12/31/1099	To Date:	12/31/2099		
Q	View 🛛 🚼 L	ayout 🔹 🍸 🖪	ter Records (F3)								
	Date	Source System	Batch Number	Record No	Transaction Description	Debi	t Credit	Debit Units	Credit Units	Audit Record	1
	06/1//2015	BIRN	BATCH-448	BIRN-11	Sample Cash Account A	0.	.00 10.00	0.0000	0.0000	V	*
	06/17/2015	BTRN	BATCH-448	BTRN-11	Sample Cash Account A	10.	.00 0.00	0.0000	0.0000	V	
	06/10/2015	BTFR	BATCH-451	BTFR-2	Sample Cash Account A	0.	.00 250.00	0.0000	0.0000	V	
	06/17/2015	BTFR	BATCH-451	BTFR-2	Sample Cash Account A	250.	.00 0.00	0.0000	0.0000	1	
	09/17/2015	BTRN	BATCH-449	BTRN-12	Sample Cash Account A	7.	.00 0.00	0.0000	0.0000		
	05/18/2015	MCHK	BATCH-457	MCHK-6	Sample Cash Account A	0.	.00 400.00	0.0000	0.0000		
	06/18/2015	BTFR	BATCH-453	BTFR-3	Sample Cash Account A	0.	.00 250.00	0.0000	0.0000	1	
	06/18/2015	BTFR	BATCH-453	BTFR-3	Sample Cash Account A	250.	00.0 00.0	0.0000	0.0000	1	
	06/18/2015	MCHK	BATCH-455	MCHK-6	Sample Cash Account A	0.	.00 400.00	0.0000	0.0000	V	
	06/18/2015	MCHK	BATCH-455	MCHK-6	Sample Cash Account A	400.	00.00	0.0000	0.0000	V	
	06/22/2015	MCHK	BATCH-458	MCHK-7	Sample Cash Account A	0.	.00 50.00	0.0000	0.0000		
V	06/23/2015	VOID	BATCH-459	MCHK-7V	Sample Cash Account A	50.	.00 0.00	0.0000	0.0000		Ŧ
4										,	•
	C GL	Transaction De	tail 🔹						20		
		1								507.000	000
~ ~		1								100	
	Close	;								of 1	r Pl
	Q	/iew 🛛 🔠 Layo	ut 🔹 🍸 🛛 Filter Re	cords (F3)							
		Date	Batch Number	Account ID	Description		Record No	Deb	it Credit		
		06/23/2015	BATCH-459	50110-1001	PURCHASES WHEAT	WB -New Haver	n G MCHK-7V	0	.00 50.0	10	
		06/23/2015	BATCH-459	10122-1002	Sample Cash Accoun	t A-Warsaw Grai	n MCHK-7V	50	0.0	20	

If you open the Account assigned for the bank account used in the miscellaneous check, the **Ending Balance field** at the bottom will show the same amount shown in the voided miscellaneous check.



7. Bank Accounts screen > Balance field for the selected bank account will be updated with the unposted miscellaneous check. That same amount matches that of the unposted miscellaneous check > Balance field.

🎝 Bank	Accoun	ts												
•	P	Q	0	\mathbf{S}		2123845		-	C			Å		
New	Save	Search	Delete	Undo	Bank	MICR	Check	Audit	Reconci	liation	Register	Close		
Details	Orig	in												
Bank N	ame:	ABC I	Bank						*	GL Ac	counts			
Accoun	nt No:	1500	326210	С		C	urrency:	USD	¥	GL A	ccount:		10122-1002	~
Balance	e:				507.000	000 A	ctive:	V						

Click the **Check Audit toolbar button** to open the Check Number Audit screen. The miscellaneous check that was voided is shown as another line - a duplicate of the original check transaction with Status of Void Check.

Bank Accounts						* 🗆 ×
New Save Se	arch Delete	Undo Bank	MICR Check Audit Rei	conciliation Register	Close	
Details Origin			1			
Bank Name:	ABC Bank	🟮 Check Number A	udit 📕			۵ (
Account No: Balance:	150032621	🤏 昌	2			
Contact:	James Brow	Waste Print	Close From:		To:	
Address: 🚺	4242 Flags	Printed:	6	Failed:	4 Unused:	12
		Check No.	Status	Record No.	Remarks	
Zip/Postal Code:	46815	10000001	Printed	MCHK-2		
State/Province:	IN	1000002	Printed	MCHK-3		
Phone:	(123)555-8	1000003	Printed	MCHK-4		
Phone.	(123)333-6	10000004	Printed	MCHK-5		
Website: 🥥	www.irely.d	10000005	Wasted		tampered	
Email: 😥	info@iRely.	10000006	Wasted		tampered	
Electronic Bank Fil	le Information	10000007	Printed	MCHK-6		
		10000008	Printed	MCHK-7		
Formats		10000008	Void Check	MCHK-7		
Bank Stmt-	_	10000009	Unused			
bank bank	_	10000010	Unused			
ACH/NACHA:		10000011	Unused			
Positive Pay:		10000012	Unused			
		1000013	Unused			
		10000014	Unused			
🙆 🔮 🏆 Ready		10000015	onused			Ŧ

8. In the Bank Account Register for the Bank Account used, it backs out the miscellaneous check by just marking the Check Number with the word 'Voided' and Balance field from the previous transaction and the voided transaction did not move. Balance field matches that of the voided miscellaneous check > Balance field.

🇊 Bank Accou	nt Register									× 🗆 ×
Print Recon	ciliation Close									
Bank Account	08		▼ Bank Name:	ABC Bank				Balance	e:	507.000000
Filter:										
Check Date	Number	Record No	Payee or	Payor Paym	ent Depos	t Balance	Cl	Clear Date	Transaction Type	Memo
06/16/2015		BDEP-2			1,00	.00 1,000.0			Bank Deposit	initial dep
06/16/2015	10000001	MCHK-2			10.00	990.0			Misc Checks	
06/16/2015	1000002	MCHK-3			20.00	970.0			Misc Checks	
06/16/2015	1000003	MCHK-4			30.00	940.0			Misc Checks	
06/16/2015	10000004	MCHK-5			40.00	900.0			Misc Checks	
06/17/2015		BTRN-12				.00 907.0			Bank Transaction	interest g
06/18/2015	1000007	MCHK-6	Cash		400.00	507.0			Misc Checks	for repres
06/22/2015	Voided-10000008	MCHK-7	Sample		50.00	457.0	v	06/23/2015	Misc Checks	Void sample
06/23/2015	Voided-10000008	MCHK-7V	Sample		5	.00 507.0		06/23/2015	Void Check	Void Trans

9. In the Bank Reconciliation, selecting the reversing date of the voided check as Statement Date > Payments and Debits panel for the Bank Account used still shows the voided misc check with a partner on Deposits and Credits panel. Bank Account Balance field matches that of the unposted miscellaneous check > Balance field.

Bank Reconciliation						* 🗆 ×
Reconcile Print Search Clear Range	work View Close					
Details Attachments						
Bank Account Statement Date	Bank Name		G/L Account	G/L Balance	Bank & G/L Balanc	e Difference
08 ¥ 06/23/2015 AB	C Bank			507.000000		0.000000
6 Payments and Debits			3 Deposits and Credits			
🗹 Clear All 📃 Clear None 🕥 Add 🏪	Layout • 🍸 Filter Records (F3)		🔽 Clear All 📃 Clear None 🔘	Add 🔠 Layout 🔹 🍸 Filter Reco	ords (F3)	
Clear Date Number	Payee Transaction Type	Payment	Clear Date Number	Payor	Transaction Type	Deposit
Q D6/16/2015 10000001	Misc Checks	10.00	06/16/2015	initial deposit	Bank Deposit	1,000.00
Q D6/16/2015 10000002	Misc Checks	20.00	06/17/2015	interest gained	Bank Transaction	7.00
Q 🔲 06/16/2015 10000003	Misc Checks	30.00	🔍 📝 06/23/2015 Voided-:	10000008 Sample	Void Check	50.00
Q 🔲 06/16/2015 10000004	Misc Checks	40.00				
06/18/2015 10000007	Cash Misc Checks	400.00				
Q V 06/22/2015 Voided-10000008	Sample Misc Checks	50.00				
	1 Payments Cleared:	50.000000		0 Deposits Cleared:		0.000000
Prior Reconciliation Ending Balance -	Cleared Payments +	Cleared	Deposits = Ending P	alance Per Reconciliation		
0.000000	50.000000		0.000000	-50.000000		
Bank Statement Ending Balance -	Uncleared Payments +	Uncleare	d Deposits - Bar	nk Account Balance 🔹	Difference	
0.000000	500.000000		1,007.000000	507.000000		0.000000
🙆 📩 🕗 Ready						
S Thready						

Voiding a check is similar to that of unposting a check, where it reverses the previously posted entries in the GL Account Detail and backs out the transaction in Bank Account Register and Bank Reconciliation screen. The differences these two have are:

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 transaction to the voided check, while Unposted check is not shown as if it was never there to begin with.

The following will show you how to void a check.

1.	Open a poste	ed and pr	inted misc	ellaneous	check.					
	Miscellaneous	s Checks								× 🗆 🗙
	New Save	Search De	lete Undo	Print Unpo	st Void	Recap Clo	Se			
	Bank Account:	08		Ba	lance:	647.00	Currency: USD	Record No:	МСНК-9	
	Date:	06/03/201	4 Payee:	payee 1				Amount:		50.00
	Description:							Check No:		1000002
	Address: 🔝				Zip/Pos	stal Code:		City:		
					State/I	Province:		Country:		
	🔵 Delete 🛛 Fi	lter:		٩						
	GL Account	t	Desc	ription				Name		Amount
	903090-40		REP	AIRS -CLARA CI	ΓTY					50.00
									otal.	50.00
									otan	55155
	🥝 🤨 🤶 Pos	ted						🛛 🗐 Page	1 of 1	
2.	Click Void to	olbar bu	tton.							
	Miscel	laneous	Checks							
	Ð	P	Q	0	5		5	۹		
	New	Save	Search	Delete		Print	Unpost	Void	Recap	Close

3. This message is shown. Click Yes button to continue with voiding the check.



4. The miscellaneous check is voided. These changes are then automatically applied to the miscellaneous check.

Bank Account:	08				Balance	: 697.00	Currency: USD	Record No:	MCHK-9	
ate:	06/03/201	.4	Payee:	payee	1			Amount:		50.0
escription:								Check No:	Voided-1	.000000
ddress: 🔝						Zip/Postal Code:		City:		
						State/Province:		Country:		
🔵 Delete 📔 Fil	ter:			٩						
										A
GL Account			Descri	iption				Name		Amount
GL Account 903090-40			REPA	iption IRS -CLAI	RA CITY			Name		50.0
GL Account 903090-40			REPA	iption IRS -CLAI	RA CITY			Name		50.1
GL Account			REPA	iption IRS -CLAI	RA CITY			Name		50.(
GL Account			Descr REPAI	iption IRS -CLAI	RA CITY			Name		50.0

- **a.** Voided is shown at the left part of the Status bar.
- b. The Unposted and Void toolbar buttons that were previously shown are now hidden.
- c. The Balance field is now updated with the voiding of check, which means that anything that was taken out from the fund is now added back.
- d. The entire screen is disabled preventing the user from changing anything to the voided transaction.
- 5. The miscellaneous check that was voided then updates the following areas in i21.
 - a. In the GL Account Detail. You may open any account used from the miscellaneous check, then select the miscellaneous check transaction by clicking the checkbox before the Date field and click Transaction Detail toolbar button. That will open the GL Transaction Detail screen, where accounts affected by the voiding of miscellaneous check are shown. The entries are similar to that of unposting the check, which is just a reverse of the posted entries.

J GL Account De	tail								
Print Search T	iransaction Detail	Journal Close							
ccount Id: 106	5040-40	Descriptio	n: STATE BANK	-(LARA CITY	Date Range:	All Dates	~	
ccount Group:	Cash Accounts	Opening I	Balance: 0.00	From Date:	01/01/1900	To Date:	01/01/2100		
O Detaile 🛜		3)							
Date /	Batch Number	Record No.	Debit	Credit	Debit Units	Credit Uni	ts Linnosted	UOM	
06/02/2014	BATCH-160	BIRN-/	10.00	0.00	0.000	0.	000		
06/02/2014	BATCH-162	BTRN-7	0.00	10.00	0.000	0.	000		
06/02/2014	BATCH-163	BTRN-8	7.00	0.00	0.000	0.	000		
06/02/2014	BATCH-164	BWD-2	0.00	150.00	0.000	0.	000		
06/02/2014	BATCH-165	BTFR-2	0.00	250.00	0.000	0.	000		
06/02/2014	BATCH-165	BTFR-2	250.00	0.00	0.000	0.	000		
06/02/2014	BATCH-168	BTFR-2	0.00	250.00	0.000	0.	000		
6/03/2014	BATCH-170	MCHK-8	0.00	400.00	0.000	0.	000		
06/03/2014	BATCH-170	MCHK-8	400.00	0.00	0.000	0.	000		
06/03/2014	BATCH-172	MCHK-8	0.00	400.00	0.000	0.	000		
06/03/2014	BATCH-173	MCHK-9	0.00	50.00	0.000	0.	000		
06/03/2014	BATCH-173	MCHK-9	50.00	0.00	0.000	0.	000	-	
•								•	
GL Transaction	Detail							× 🗆 >	×
-									
۶I I									
Close									
🔍 Details 💡	Filter Records (F								1
Date	Batch Number	Account Id	Description		Record	No	Debit	Credit	
06/03/2014	BATCH-173	106040-40			MCHK-	9	0.00	50.00	miscellaneous check's poster
06/03/2014	BATCH-173	903090-40			MCHK-	9	50.00	0.00	
	DATE: 120	106040-40			MCHK-	•	50.00	0.00	
06/03/2014	DATCH-175	1000 10 10							the second

If you open the Account assigned for the bank account used in the miscellaneous check, the Ending Balance field at the bottom will show the

same amount shown in the voided miscellaneous check.

	Miscellaneous	Checks								× =
	New Save	Search	Delete	Undo F	rint Close					
	Bank Account:	08			Balance:	697	.00 Currency:	JSD Record	No: MCHK-9	
	Date:	06/03/:	2014	Pavee:	pavee 1			Amour	nt:	50.0
	Description			,				Chack	No: Vo	idod-100000
	Description.							CHECK	NO	100000
GL Account Deta	all	_								
Print Search Transaction Detail Journal Close										
Account Id: 1060	040-40		Descrip	tion:	STATE BANK	-(LARA CITY	Date Range:	All Dates	*
Account Group: C	Cash Accounts		Openin	g Balance:	0.00	From Date:	01/01/1900	To Date:	01/01/2100	•
🔍 Details 💡 Fi	ilter Records (F3)									
Date	Batch Number	Recor	d No		Debit	Credit	Debit Units	Credit Unit	s Unposted	UOM
06/02/2014	BATCH-160	BIRN	-/		10.00	0.00	0.000	0.0	V00	
06/02/2014	BATCH-162	BTRN	-7		0.00	10.00	0.000	0.0	000	
06/02/2014	BATCH-163	BTRN	-8		7.00	0.00	0.000	0.0	000	
06/02/2014	BATCH-164	BWD-	2		0.00	150.00	0.000	0.0	000	_
06/02/2014	BATCH-165	BTFR	-2		0.00	250.00	0.000	0.0	000	
06/02/2014	BATCH-165	BTFR	2		250.00	0.00	0.000	0.0	000	
06/02/2014	BATCH-168	BTFR	2		0.00	250.00	0.000	0.0	000	
06/03/2014	BATCH-170	MCHK	-8		0.00	400.00	0.000	0.0	000	
06/03/2014	BATCH-170	MCHK	-8		400.00	0.00	0.000	0.0	000	
06/03/2014	BATCH-172	MCHK	-8		0.00	400.00	0.000	0.0	000	
06/03/2014	BATCH-173	MCHK	-9		0.00	50.00	0.000	0.0	000	
06/03/2014	BATCH-173	МСНК	-9		50.00	0.00	0.000	0.0	000 🔽	-
									•	•
					3,717.00	3,020.00	0.00	0.	.00	
								Ending Bala	ance: 697.00	
a 🤨 🏆 Ready								A Page	e 1 of:	

6. Bank Accounts screen > Balance field for the selected bank account will be updated with the unposted miscellaneous check. That same amount matches that of the unposted miscellaneous check > Balance field.

🔄 Ba	nk Accour	its												
New	Save	Search	Delete	Undo	Bank	eles als MICR	Check	Audit	Reconc	liation	Q Register	Close		
Det	ails Orig	in												
Ban	k Name:	ABC	Bank						~	GL Ac	counts			
Acc	ount No:	1500	326210	с		C	urrency:	USD	~	GL A	ccount:		106040-40	~
Bala	nce:				69	7.00 A	ctive:	V						
Con	tact:	Jame	es Brown	1						Chec	k Number R	ange		

Click the **Check Audit toolbar button** to open the Check Number Audit screen. The miscellaneous check that was voided is shown as another line - a duplicate of the original check transaction with Status of Void Check.

Bank Accoun	ts								
New Save	Search [Delete Undo	Bank MICR	s Check Au	udit Reconc	iliation Register	Close		
Details Origi	n								
Bank Name:	ABC B	ank			~	GL Accounts			
Account No:	15003	26210C	(Currency:	JSD 💌	GL Account:		106040-40	
Balance:			697.00 A	Active:	/				
Contact:	Check	Number Audit							× ×
Address:	۷aste	Print Close							
Zip/Postal Co	Filter:	All Checks	Y From:			To:			
State/Provinc	Printed:			2 Failed:		1	Unused:		8
Phone:	Check No	٥.	Status		Record No.		Remarks		
Website:	1000000)1	Printed		MCHK-8				
Email:	1000000	12	Printed		MCHK-9				
EFT Informati	1000000	13	Unused						
Darah Chart I	1000000)4)5	Unused						
Bank Stmt F	1000000	6	Unused						
EFT/ACH Fil	1000000)7	Unused						
Next EFT/A	1000000	8	Unused						
EFT/ACH Co	1000000	19	Unused						
EFT Bank N	1000001	.0	Unused						
	1000000	12	Void Che	ck	MCHK-9				
🕜 😒 🏆 Re									

7. In the Bank Account Register for the Bank Account used, it backs out the miscellaneous check by just marking the Check Number with the word 'Voided' and Balance field from the previous transaction and the voided transaction did not move. Balance field matches that of the voided miscellaneous check > Balance field.

Bank Account Register							* - ×
Print Details Reconciliation	on Close						
Bank Account: 08	~	Bank Name: ABC Ba	nk			Balance:	697.00
Filter:	Q						
Check Date Number	Record No	Payee or Payor	Payment	Deposit	Balance Clear C	lear Date Transaction Type	Memo
05/28/2014	BDEP-6	Company		1,500.00	1,500.00	Bank Deposit	initial deposit
06/02/2014	BTRN-7		10.00		1,490.00	Bank Transaction	service cha
06/02/2014	BTRN-8			7.00	1,497.00	Bank Transaction	interest gai
06/02/2014	BWD-2		150.00		1,347.00	Bank Withdrawal	purchase o
06/02/2014	BTFR-2-WD		250.00		1,097.00	Bank Transfer (WD)	from 08
06/03/2014 10000001	MCHK-8	Cash	400.00		697.00	Misc Checks	for represe
06/03/2014 Voided-100000	02 <u>MCHK-9</u>	payee 1	50.00		697.00	Misc Checks	

8. In the Bank Reconciliation > Payments and Debits panel for the Bank Account used, it backs out the miscellaneous check as if it was never there to begin with. Bank Account Balance field matches that of the unposted miscellaneous check > Balance field.

Reconcile Print Search Clear Range Import	View Close				
Details Attachments					
Bank Account Statement Date	Bank Name		G/L Account	G/L Balance	Bank & G/L Balance Difference
08 V 06/03/2014 ABC B	ank		106040-40	697.0	0.00
4 Payments and Debits			2 Deposits and Credits		
Clear All 🔲 Clear None 📀 Add Filter:	×		🗹 Clear All 📄 Clear None (Add Filter:	×
Clear Date Number	Payee Transaction Type	Payment	Clear Date Number	Payor	Transaction Type Deposit
Q D6/02/2014	service charges Bank Transaction	10.00	Q 🔲 05/28/2014	Company	Bank Deposit 1,500.00
Q 06/02/2014	purchase of offi Bank Withdrawal	150.00	06/02/2014	interest gained	Bank Transaction 7.00
Q 06/02/2014	from 08 Bank Transfer (WD)	250.00			
Q 06/03/2014 10000001	Cash Misc Checks	400.00			
	0 Payments Cleared:	0.00		0 Deposits Cleared	:0.00
Prior Reconciliation Ending Balance -	Cleared Payments +	Cleared	Deposits = Ending B	Balance Per Reconcilation	
0.00	0.00		0.00	0.00	
Bank Statement Ending Balance -	Uncleared Payments +	Uncleare	d Deposits - Ba	nk Account Balance =	Difference
0.00	810.00		1,507.00	697.00	0.00
🛿 👶 🏆 Ready					