

# 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 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.

GL Account	Description	Name	Amount
54500-9003-012	Leave of Absence-Cincinnati tech-Grain - Soybeans		116.00000

2. Click **Void** toolbar button.

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

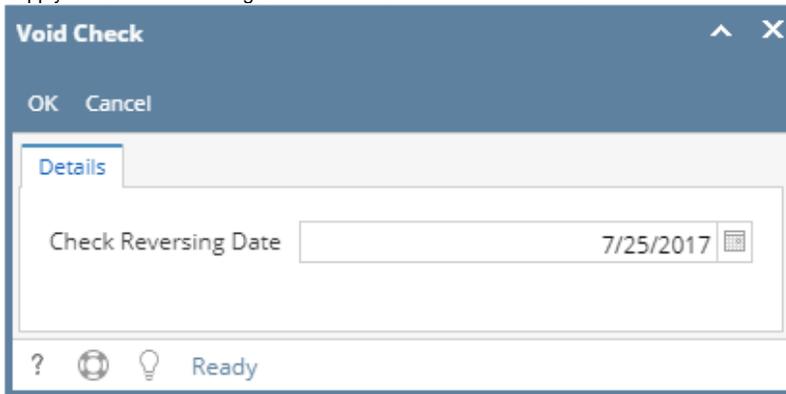


iRely i21

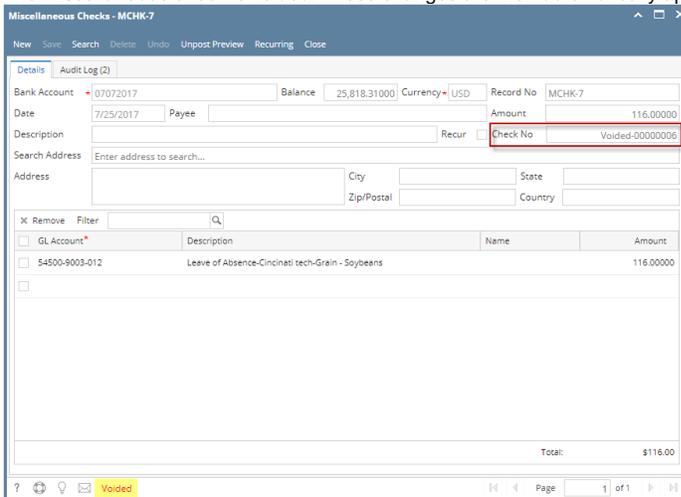
Are you sure you want to void this record?

Yes No

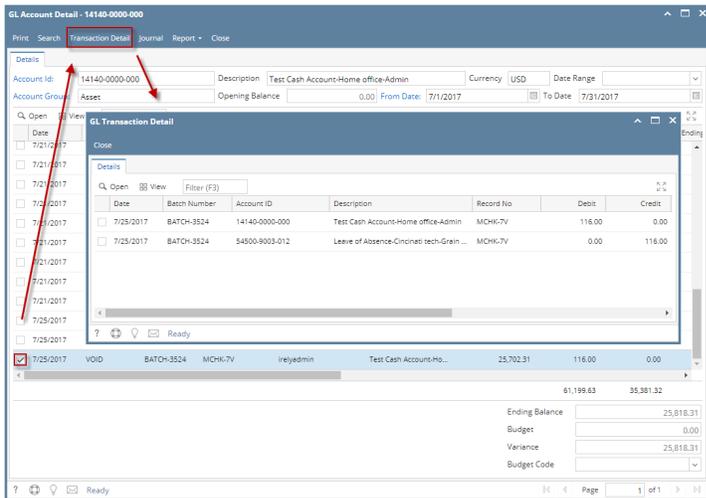
4. Supply the Check Reversing Date on Void Check screen and click OK button.



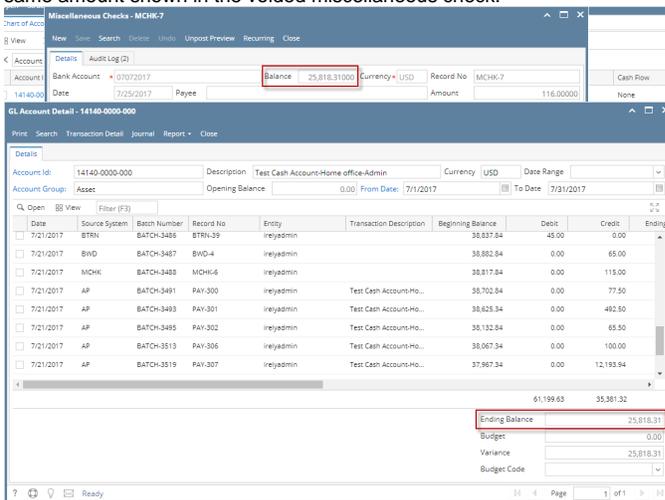
5. The miscellaneous check is voided. These changes are then automatically applied to the miscellaneous check.



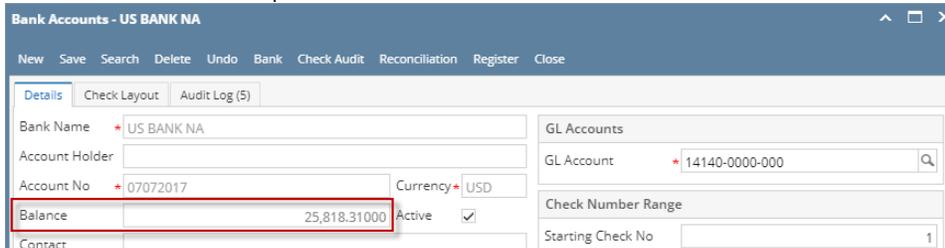
- a. **Voided** is shown at the left part of the **Status bar**.
- b. The **Unposted** and **Void toolbar buttons** that were previously shown are now hidden.
- c. The **Balance field** is now updated with the voiding of check, which means that anything that was taken out from the fund is now added back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



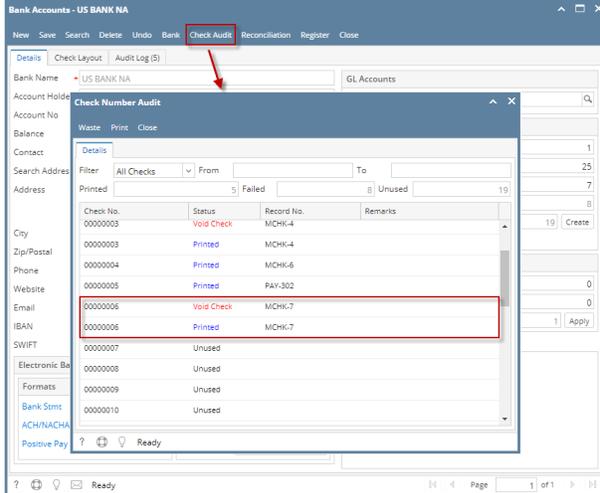
If you open the Account assigned for the bank account used in the miscellaneous check, the **Ending Balance** field at the bottom will show the same amount shown in the voided miscellaneous check.



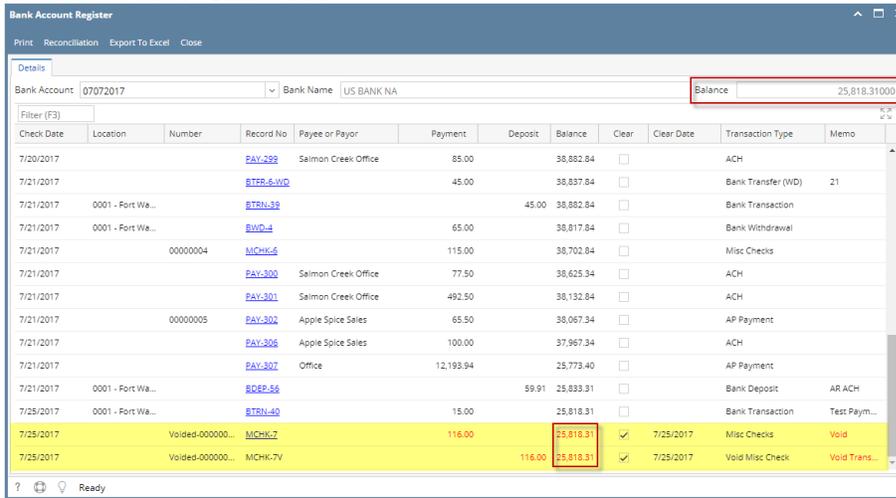
7. **Bank Accounts screen > Balance field** for the selected bank account will be updated with the unposted miscellaneous check. That same amount matches that of the unposted miscellaneous check > Balance field.



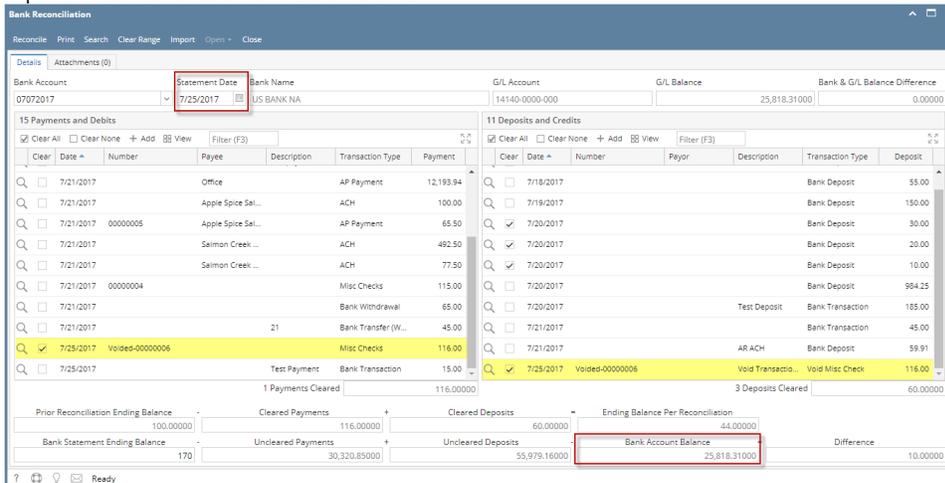
Click the **Check Audit** toolbar button to open the Check Number Audit screen. The miscellaneous check that was voided is shown as another line - a duplicate of the original check transaction with Status of **Void Check**.



- 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.



- 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.



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2. Click **Void** toolbar button.

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

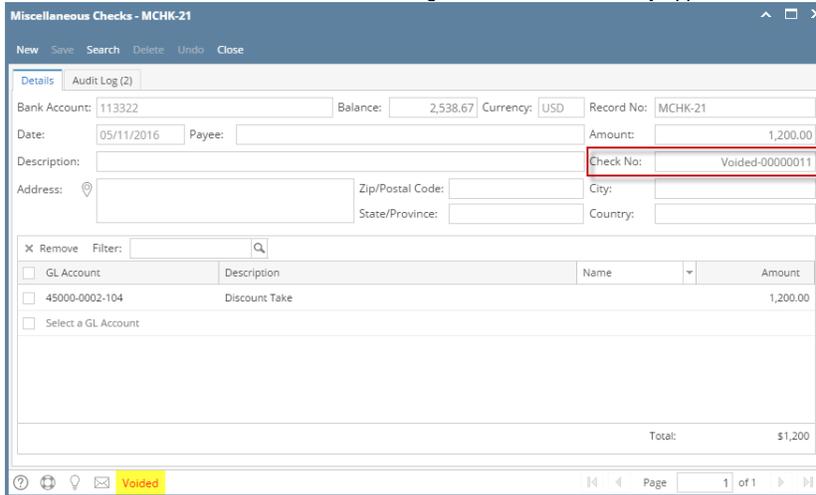


**iRely i21**

Are you sure you want to void this record?

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

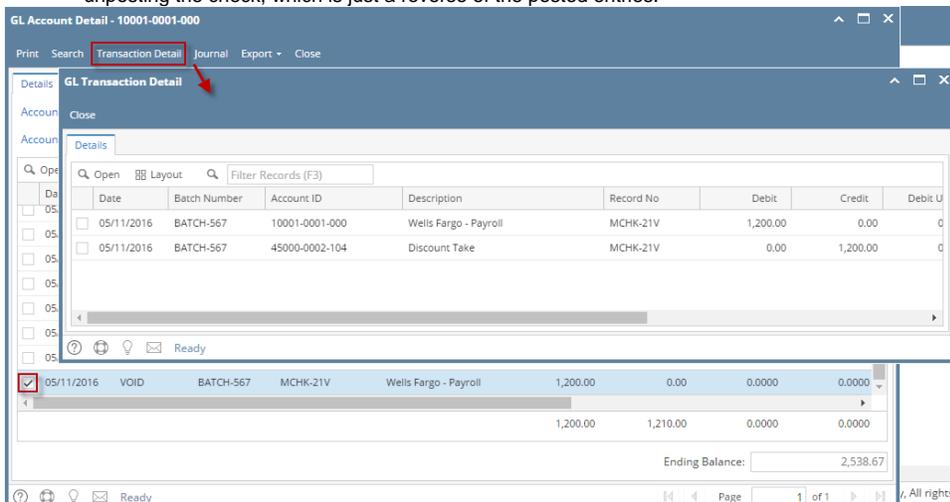
5. The miscellaneous check is voided. These changes are then automatically applied to the miscellaneous check.



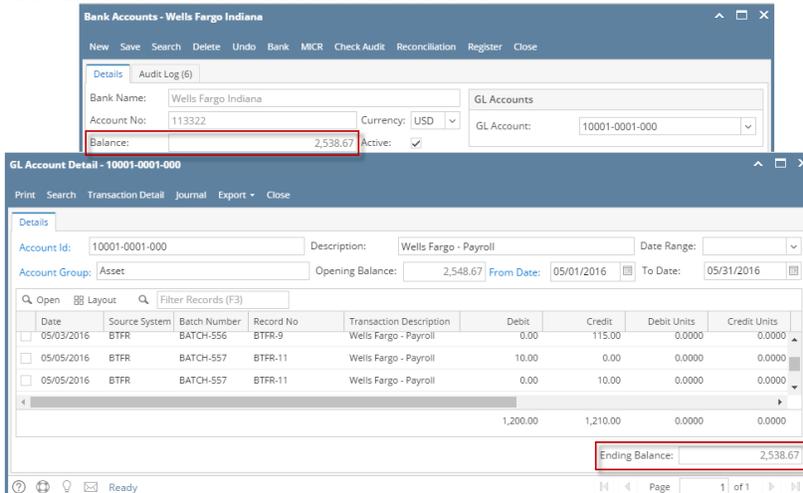
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If you open the Account assigned for the bank account used in the miscellaneous check, the **Ending Balance** field at the bottom will show the same amount shown in the voided miscellaneous check.



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 Accounts - Wells Fargo Indiana

Bank Name: Wells Fargo Indiana

Account No: 113322

Balance: 2,538.67

Currency: USD

Active:

Contact: Steve Jones

Address: 1234 Main St

GL Accounts

GL Account: 10001-0001-000

Check Number Range

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**.

Bank Accounts - Wells Fargo Indiana

Check Audit

Bank Name: Wells Fargo Indiana

Account No: 113322

Balance: 2,538.67

Contact: Steve Jones

Address: 1234 Main St

Zip/Postal Code:

State/Province:

Phone:

Website:

Email:

Electronic Banking:

Formats:

Bank Stmt:

Check Number Audit

Filter: All Checks

Printed: 10

Failed: 3

Unused: 14

Check No.	Status	Record No.	Remarks
00000008	Printed	PAY-97	
00000009	Printed	PCHK-45	
00000010	Printed	PAY-99	
00000011	Printed	MCHK-21	
00000011	Void Check	MCHK-21	
00000012	Unused		
00000013	Unused		
00000014	Unused		
00000015	Unused		

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 Account Register

Bank Account: 113322

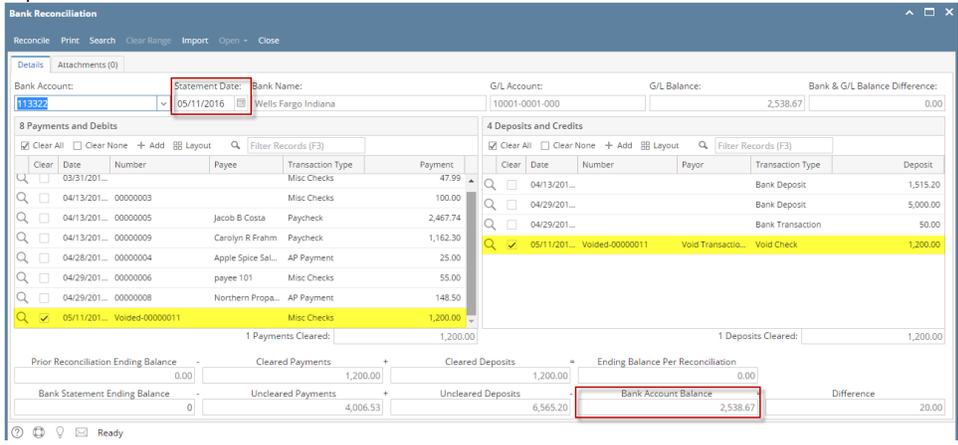
Bank Name: Wells Fargo Indiana

Balance: 2,538.67

Filter Records (F3)

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
04/13/2016	00000009	PCHK-45	Carolyn R Frahm	1,162.30		-2,262.83	<input type="checkbox"/>		Paycheck	
04/15/2016	00000002	MCHK-18		10.00		-2,272.83	<input checked="" type="checkbox"/>	04/21/2016	Misc Checks	
04/28/2016	00000004	PAY-93	Apple Spice Sales	25.00		-2,297.83	<input type="checkbox"/>		AP Payment	
04/29/2016		BDFP-67			5,000.00	2,702.17	<input type="checkbox"/>		Bank Deposit	
04/29/2016		BTRN-26			50.00	2,752.17	<input type="checkbox"/>		Bank Transaction	
04/29/2016	00000006	MCHK-19	payee 101	55.00		2,697.17	<input type="checkbox"/>		Misc Checks	
04/29/2016	Voided-000000...	PAY-94	Brown Brother Far...	19.00		2,678.17	<input checked="" type="checkbox"/>	04/30/2016	AP Payment	Void
04/29/2016	00000008	PAY-97	Northern Propane	148.50		2,529.67	<input type="checkbox"/>		AP Payment	
04/30/2016	Voided-000000...	PAY-94V	Brown Brother Far...	19.00		2,548.67	<input checked="" type="checkbox"/>	04/30/2016	Void Check	Void Tran...
05/10/2016	00000010	PAY-99	Frito-Lay	10.00		2,538.67	<input checked="" type="checkbox"/>	05/10/2016	AP Payment	
05/11/2016	Voided-000000...	MCHK-21		1,200.00		1,338.67	<input checked="" type="checkbox"/>	05/11/2016	Misc Checks	Void
05/11/2016	Voided-000000...	MCHK-21V			1,200.00	2,538.67	<input checked="" type="checkbox"/>	05/11/2016	Void Check	Void Tran...

- 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.

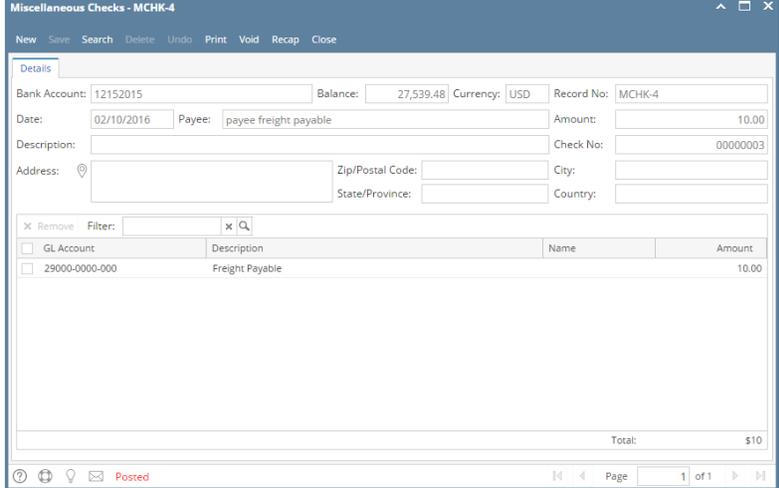


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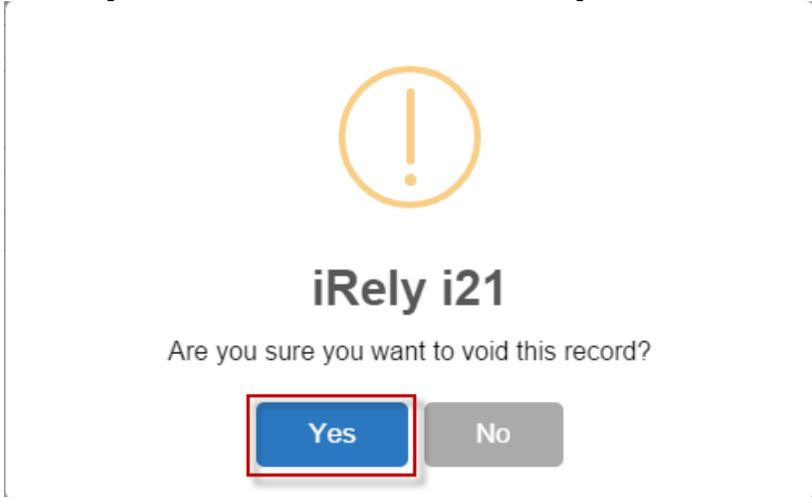
- Open a posted and printed miscellaneous check.



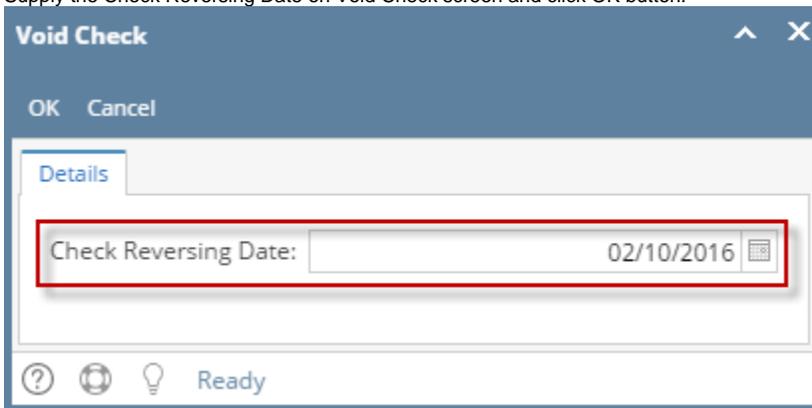
- Click **Void** toolbar button.



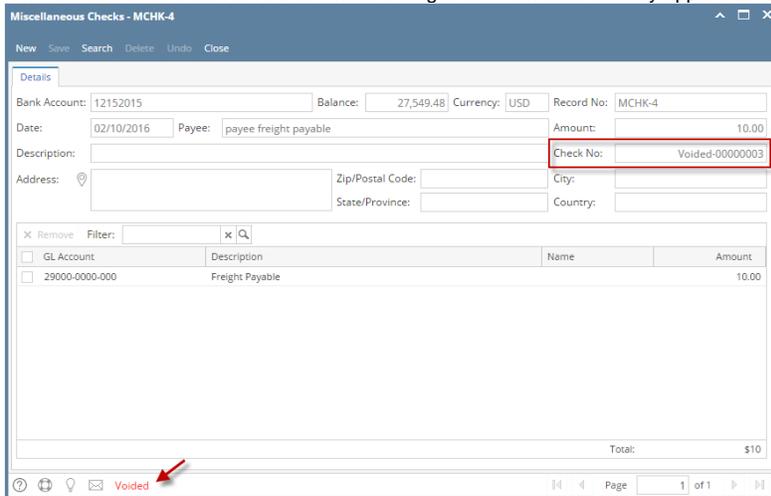
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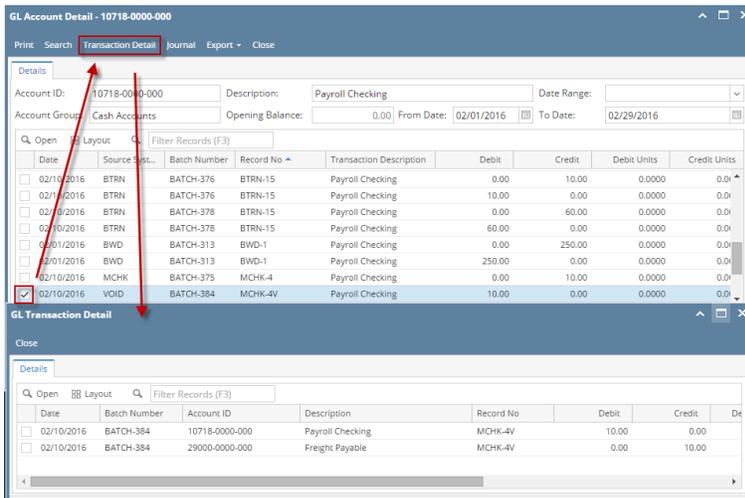
- Supply the Check Reversing Date on Void Check screen and click OK button.



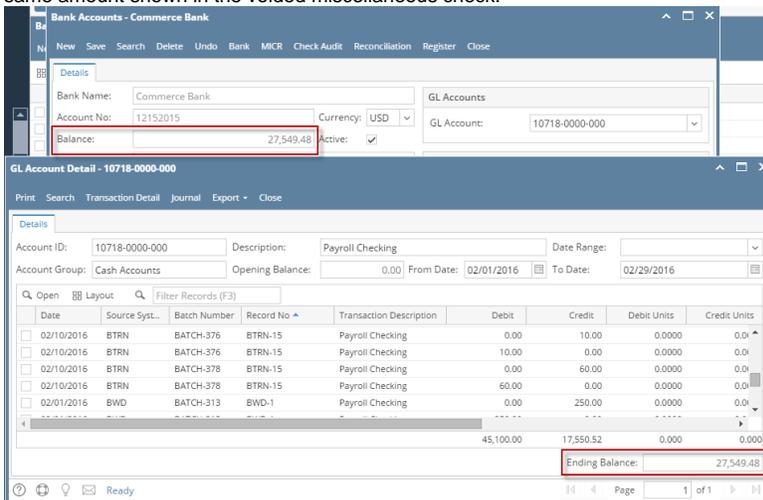
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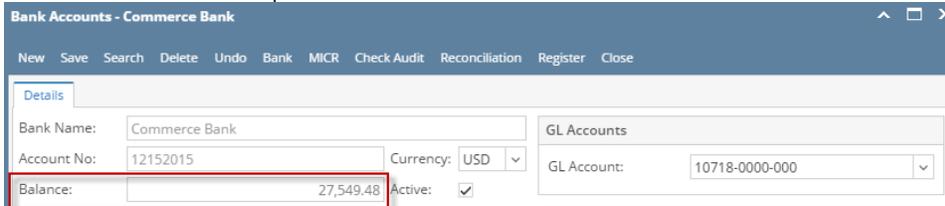
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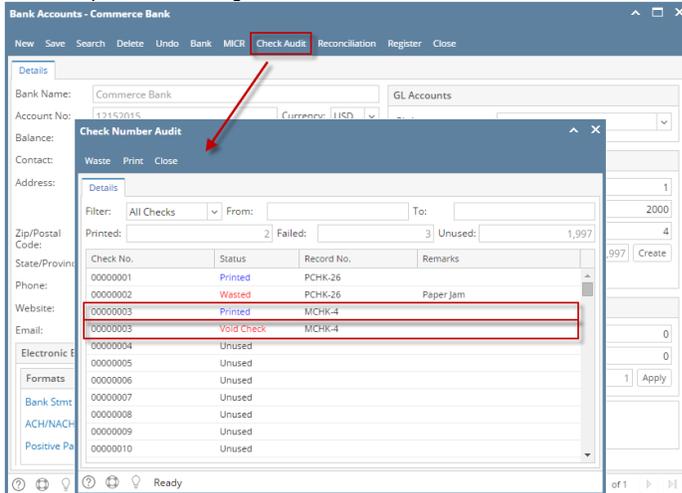
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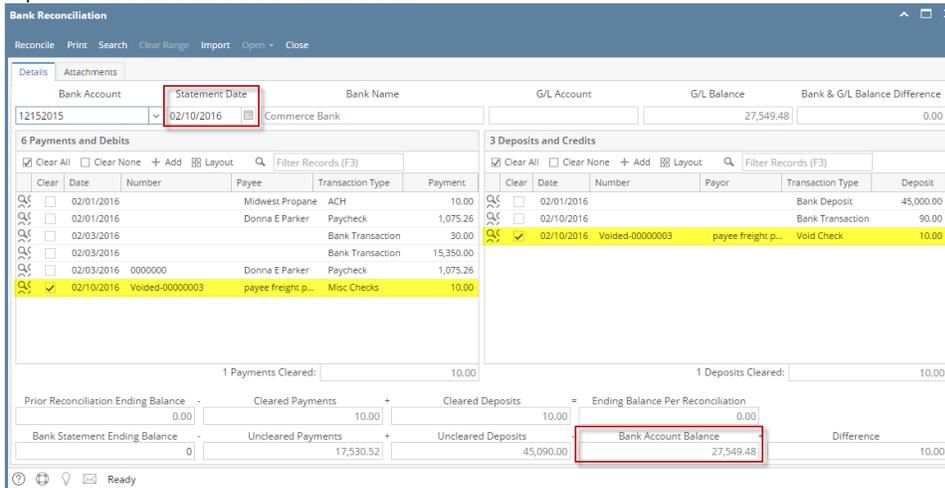
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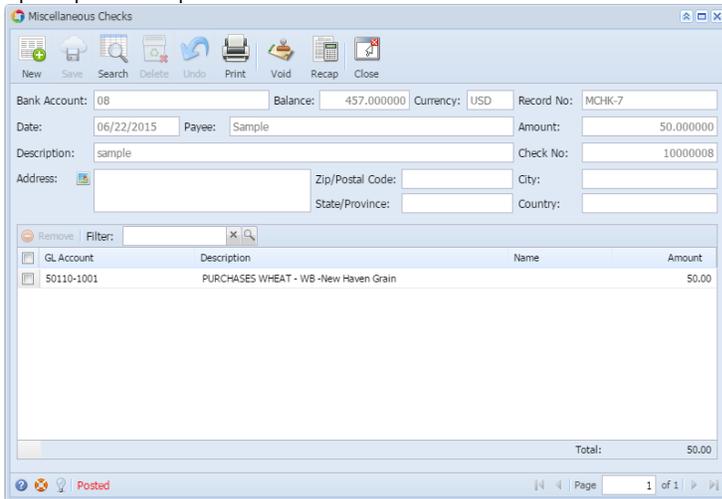


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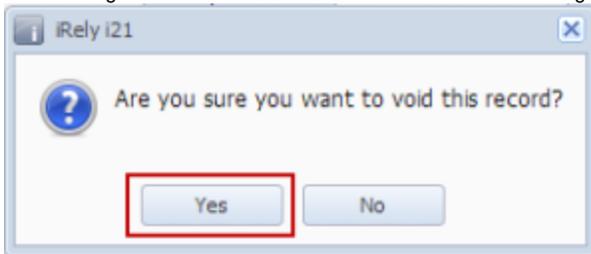
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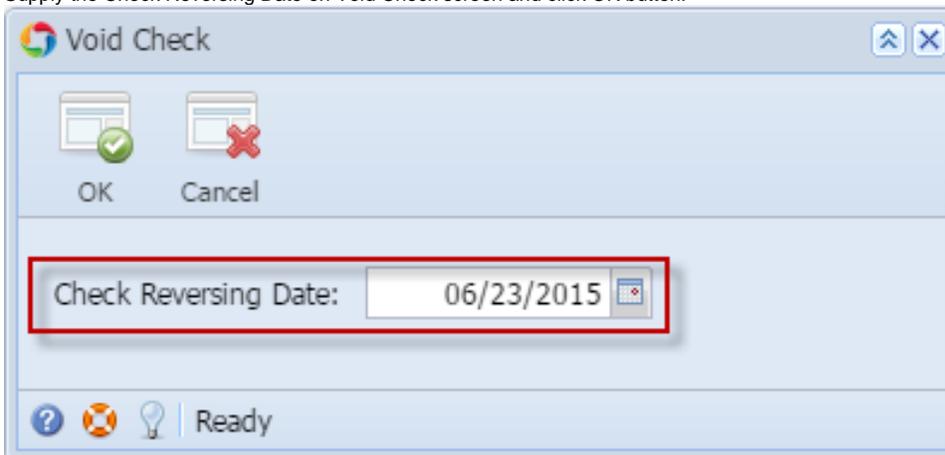
2. Click **Void** toolbar button.



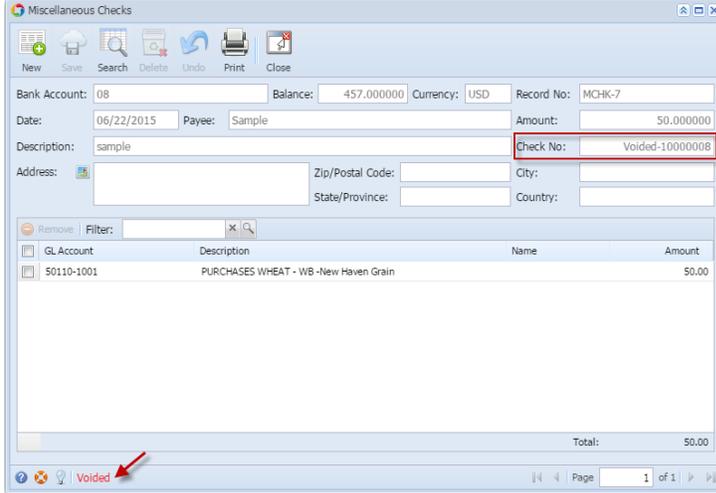
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4. Supply the Check Reversing Date on Void Check screen and click OK button.



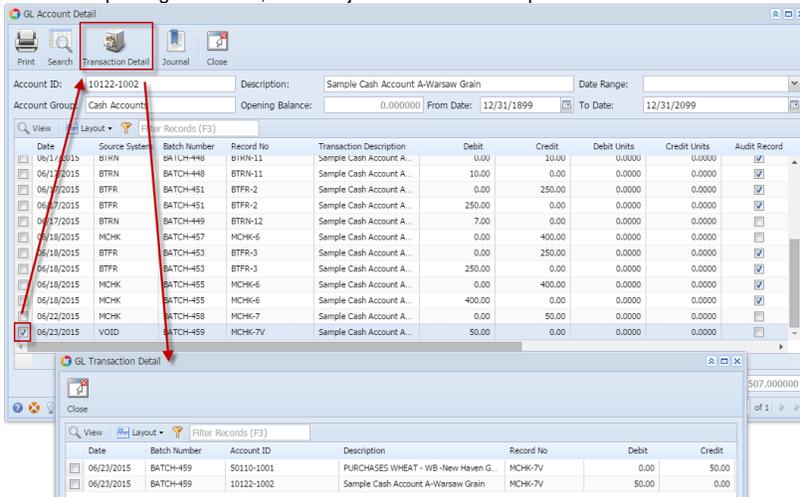
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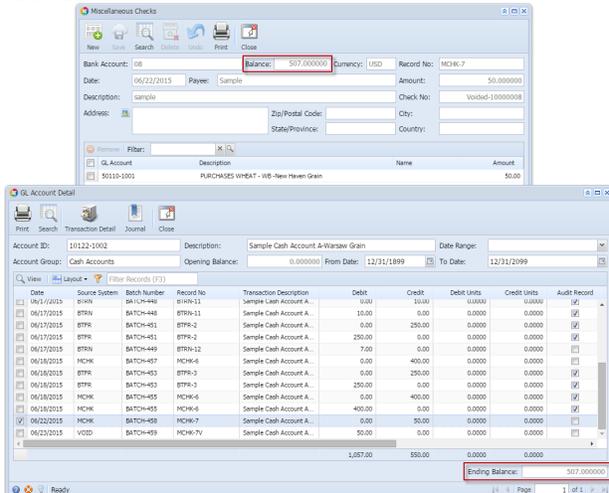
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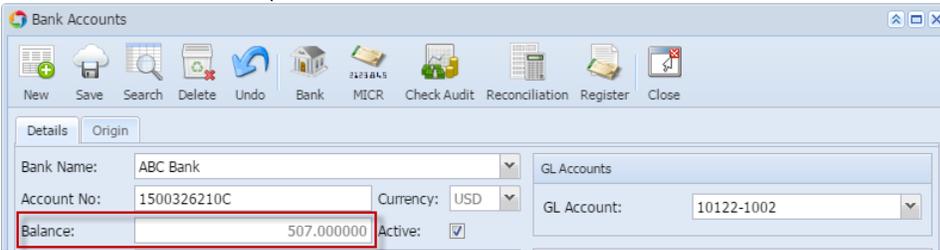
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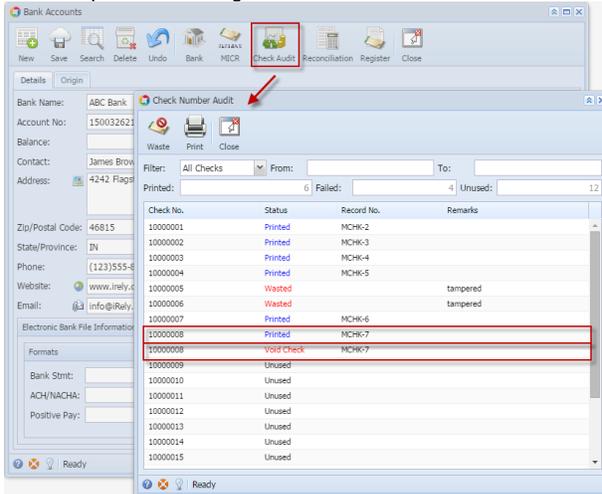
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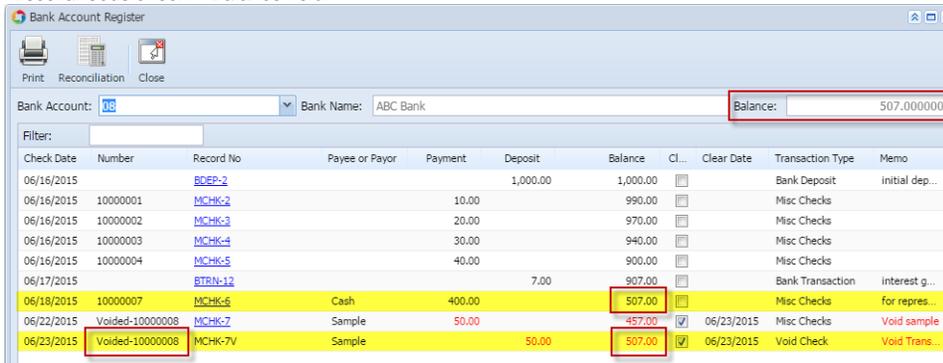
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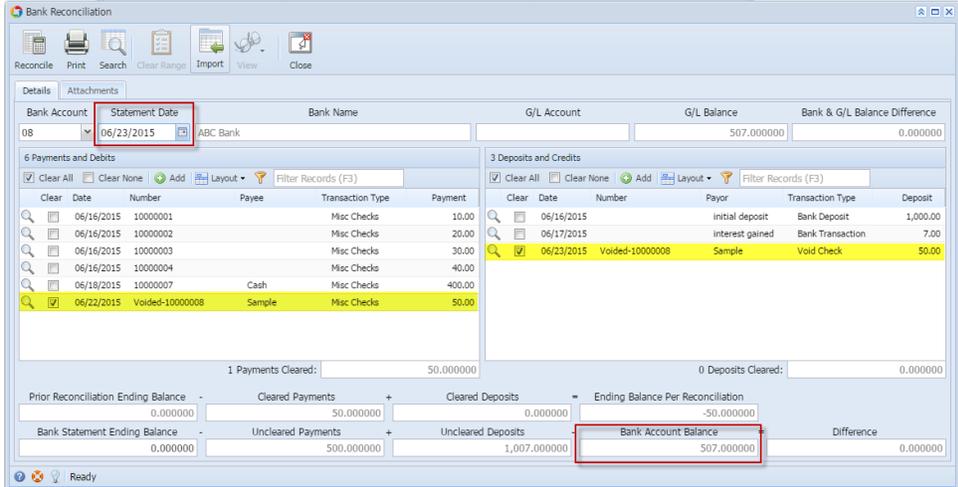
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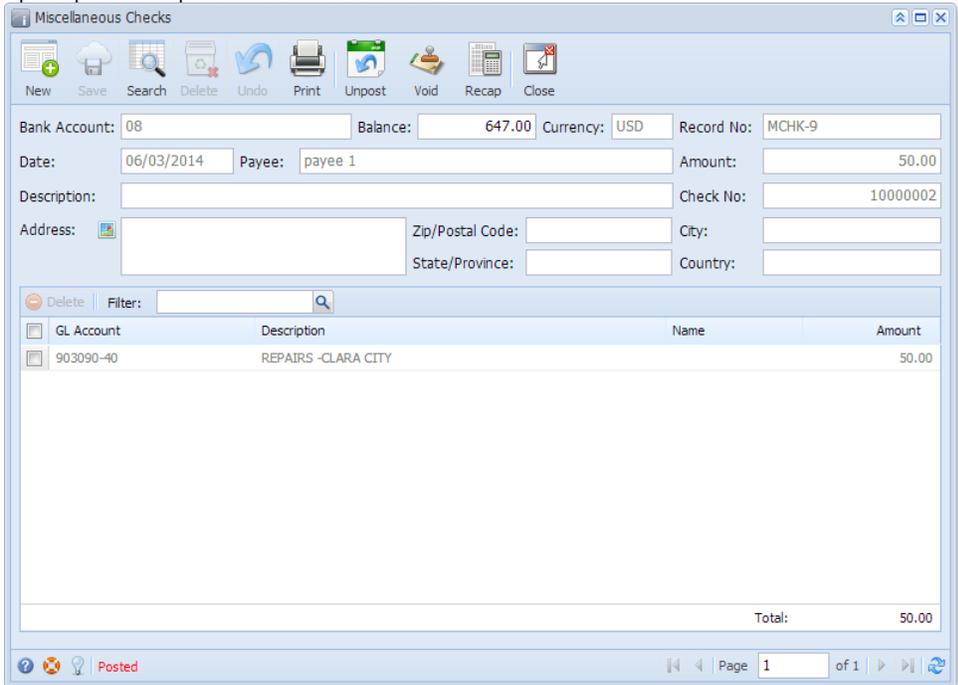


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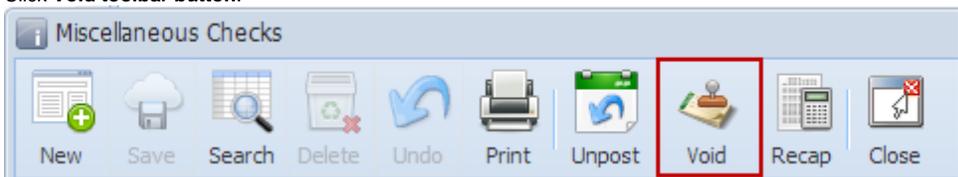
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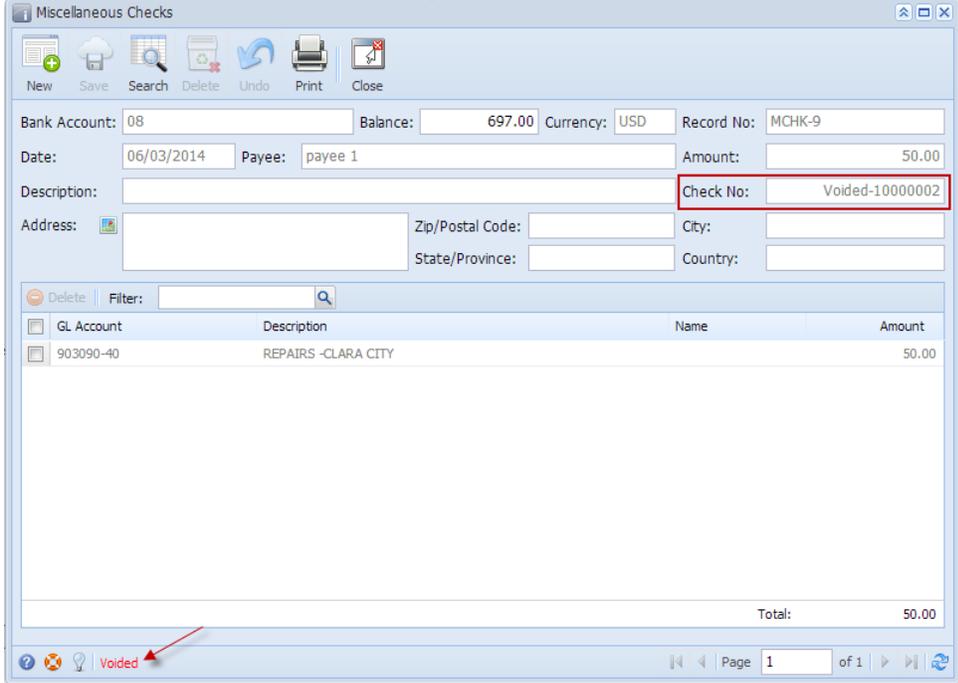
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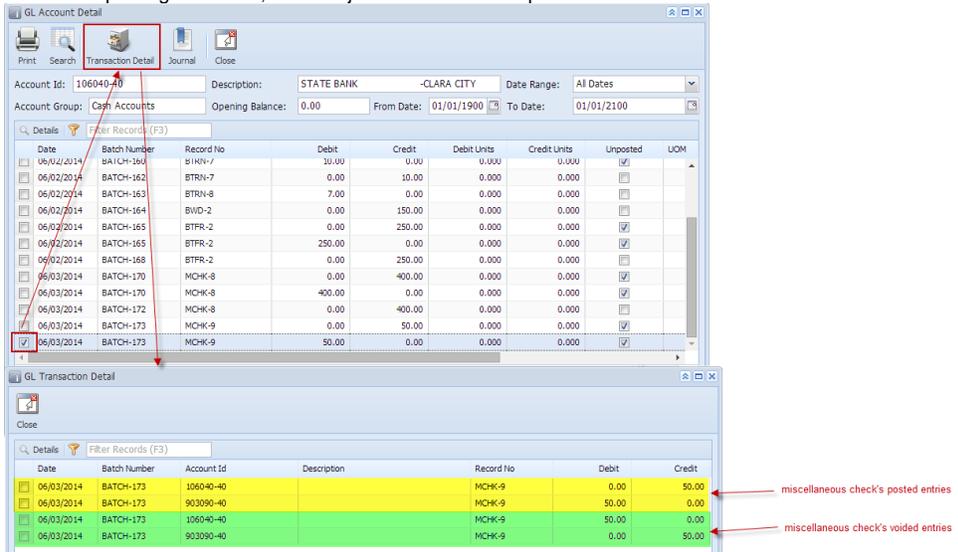
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same amount shown in the voided miscellaneous check.

**Miscellaneous Checks**

Bank Account: 08 Balance: 697.00 Currency: USD Record No: MCHK-9  
 Date: 06/03/2014 Payee: payee 1 Amount: 50.00  
 Description: Check No: Voided-10000002

**GL Account Detail**

Account Id: 106040-40 Description: STATE BANK -CLARA CITY Date Range: All Dates  
 Account Group: Cash Accounts Opening Balance: 0.00 From Date: 01/01/1900 To Date: 01/01/2100

Date	Batch Number	Record No	Debit	Credit	Debit Units	Credit Units	Unposted	UOM
06/02/2014	BATCH-160	BTRN-7	10.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-162	BTRN-7	0.00	10.00	0.000	0.000	<input type="checkbox"/>	
06/02/2014	BATCH-163	BTRN-8	7.00	0.00	0.000	0.000	<input type="checkbox"/>	
06/02/2014	BATCH-164	BWD-2	0.00	150.00	0.000	0.000	<input type="checkbox"/>	
06/02/2014	BATCH-165	BTRN-2	0.00	250.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-165	BTRN-2	250.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-168	BTRN-2	0.00	250.00	0.000	0.000	<input type="checkbox"/>	
06/03/2014	BATCH-170	MCHK-8	0.00	400.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/03/2014	BATCH-170	MCHK-8	400.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/03/2014	BATCH-172	MCHK-8	0.00	400.00	0.000	0.000	<input type="checkbox"/>	
06/03/2014	BATCH-173	MCHK-9	0.00	50.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/03/2014	BATCH-173	MCHK-9	50.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
			3,717.00	3,020.00	0.00	0.00		

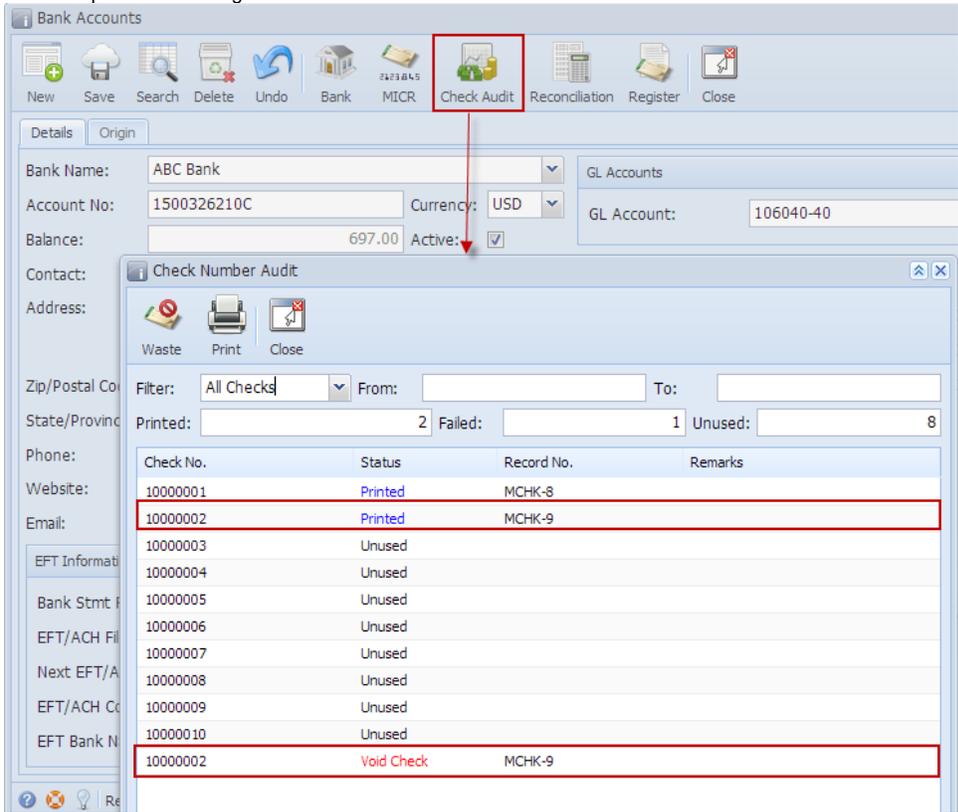
Ending Balance: 697.00

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.

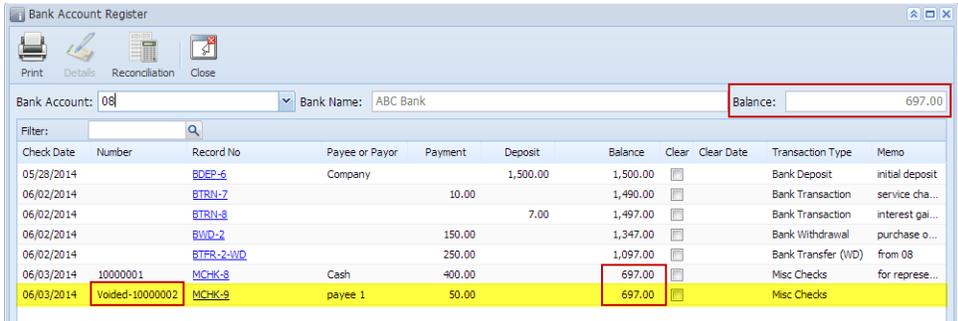
**Bank Accounts**

Bank Name: ABC Bank  
 Account No: 1500326210C Currency: USD  
 Balance: 697.00 Active:   
 Contact: James Brown  
 GL Accounts: 106040-40  
 Check Number Range:

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**.



- 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.



- 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.

