

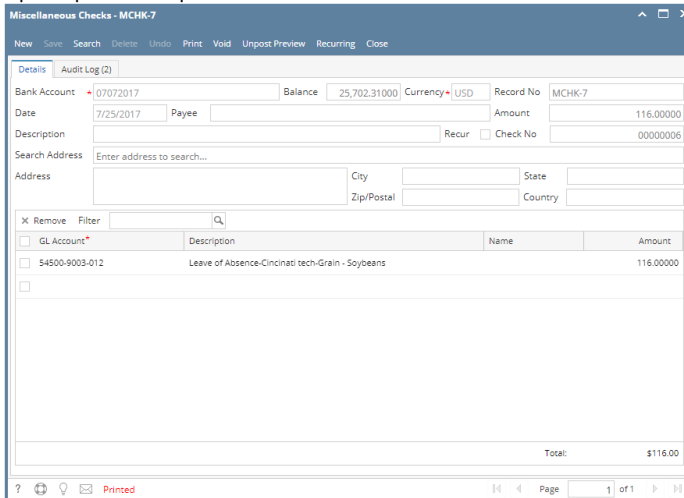
# How to Void Miscellaneous Check that was already Printed

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:

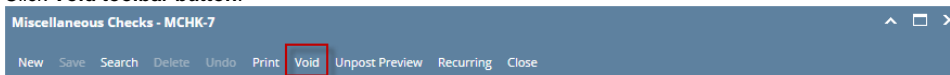
- With Voided check, you will not be able to make a change on the miscellaneous check as it is already locked up, while with Unposted check, you can still make a change and even re-post it.
- Voided check is recorded in the Bank Account Register but is just marked as Voided and does not move the Balance 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.



2. Click **Void** toolbar button.



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

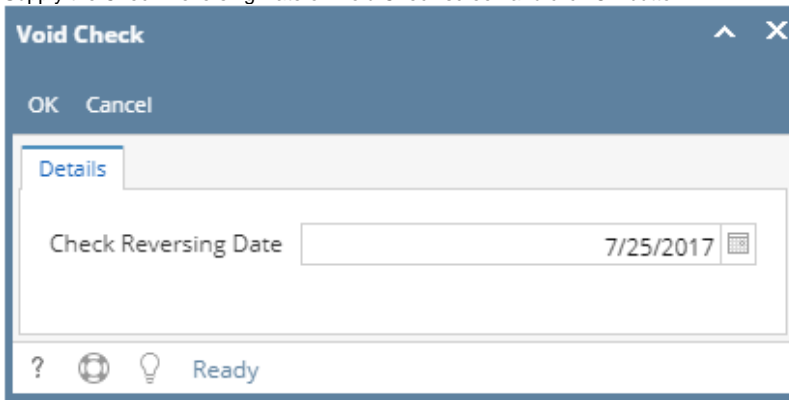


iRely i21

Are you sure you want to void this record?

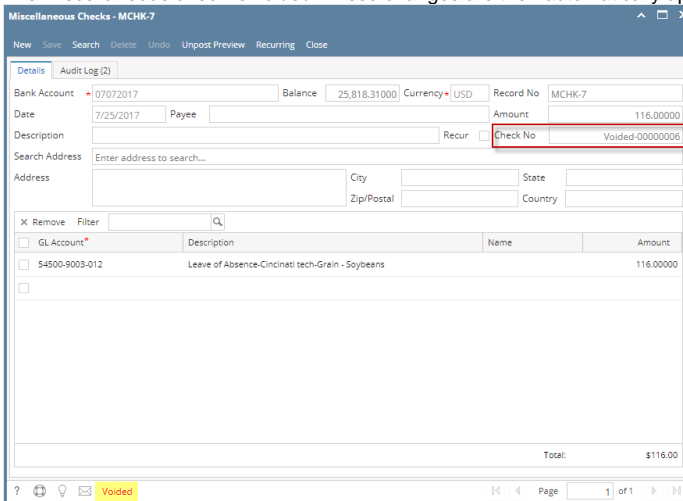


4. Supply the Check Reversing Date on Void Check screen and click OK button.



The 'Void Check' dialog box has a title bar with a maximize button and a close button. Below the title bar are 'OK' and 'Cancel' buttons. The main area has a 'Details' tab. Inside the tab, there is a label 'Check Reversing Date' followed by a text input field containing '7/25/2017' and a calendar icon. At the bottom of the dialog, there is a status bar with icons for help, a globe, a lightbulb, and the text 'Ready'.

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



The 'Miscellaneous Checks - MCHK-7' screen has a title bar with a maximize button and a close button. Below the title bar is a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Unpost Preview', 'Recurring', and 'Close'. The main area has a 'Details' tab and an 'Audit Log (2)' tab. The 'Details' tab contains fields for 'Bank Account' (07072017), 'Balance' (25,818.31000), 'Currency' (USD), 'Record No' (MCHK-7), 'Date' (7/25/2017), 'Payee', 'Amount' (116.00000), 'Description', 'Recur' (checkbox), 'Check No' (Voided-00000006), 'Search Address', 'Address', 'City', 'State', 'Zip/Postal', and 'Country'. Below these fields is a table with columns 'GL Account\*', 'Description', 'Name', and 'Amount'. The table has one row with '54500-9003-012', 'Leave of Absence-Cincinnati tech-Grain - Soybeans', and '116.00000'. At the bottom right, there is a 'Total:' label and the value '\$116.00'. The status bar at the bottom has icons for help, a globe, a lightbulb, a mail icon, and the text 'Voided'. The page number '1 of 1' is also displayed.

- 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**.

Bank Accounts - US BANK NA

Check Audit

Filter: All Checks From To

Printed 5 Failed 8 Unused 19

Check No.	Status	Record No.	Remarks
00000003	Void Check	MCHK-4	
00000003	Printed	MCHK-4	
00000004	Printed	MCHK-6	
00000005	Printed	PAY-302	
00000006	Void Check	MCHK-7	
00000006	Printed	MCHK-7	
00000007	Unused		
00000008	Unused		
00000009	Unused		
00000010	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: 07072017 Bank Name: US BANK NA Balance: 25,818.31000

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			RTER-6-WD		45.00		38,837.84			Bank Transfer (WD)	21
7/21/2017	0001 - Fort Wa...		RTEN-38			45.00	38,882.84			Bank Transaction	
7/21/2017	0001 - Fort Wa...		WHD-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-305	Apple Spice Sales	100.00		37,967.34			ACH	
7/21/2017			PAY-307	Office	12,193.94		25,773.40			AP Payment	
7/21/2017	0001 - Fort Wa...		BCRP-56			59.91	25,833.31			Bank Deposit	AR ACH
7/25/2017	0001 - Fort Wa...		RTEN-40		15.00		25,818.31			Bank Transaction	Test Paym...
7/25/2017		Voided-000000...	MCHK-7		116.00		25,818.31			Misc Checks	Void
7/25/2017		Voided-000000...	MCHK-7V			116.00	25,818.31			Void Misc 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 Import Open Close

Bank Account: 07072017 Statement Date: 7/25/2017 Bank Name: US BANK NA G/L Account: 14140-0000-000 G/L Balance: 25,818.31000 Bank & G/L Balance Difference: 0.00000

Clear	Date	Number	Payee	Description	Transaction Type	Payment
<input type="checkbox"/>	7/21/2017		Office	AP Payment		12,193.94
<input type="checkbox"/>	7/21/2017		Apple Spice Sal...	ACH		100.00
<input type="checkbox"/>	7/21/2017	00000005	Apple Spice Sal...	AP Payment		65.50
<input type="checkbox"/>	7/21/2017		Salmon Creek ...	ACH		492.50
<input type="checkbox"/>	7/21/2017		Salmon Creek ...	ACH		77.50
<input type="checkbox"/>	7/21/2017	00000004		Misc Checks		115.00
<input type="checkbox"/>	7/21/2017			Bank Withdrawal		65.00
<input type="checkbox"/>	7/21/2017		21	Bank Transfer (W...		45.00
<input checked="" type="checkbox"/>	7/25/2017	Voided-00000006		Misc Checks		116.00
<input type="checkbox"/>	7/25/2017			Test Payment		15.00
						1 Payments Cleared 116.00000

Clear	Date	Number	Payor	Description	Transaction Type	Deposit
<input type="checkbox"/>	7/18/2017			Bank Deposit		95.00
<input type="checkbox"/>	7/19/2017			Bank Deposit		130.00
<input type="checkbox"/>	7/20/2017			Bank Deposit		30.00
<input checked="" type="checkbox"/>	7/20/2017			Bank Deposit		20.00
<input checked="" type="checkbox"/>	7/20/2017			Bank Deposit		10.00
<input type="checkbox"/>	7/20/2017			Bank Deposit		984.25
<input type="checkbox"/>	7/20/2017			Test Deposit		185.00
<input type="checkbox"/>	7/21/2017			Bank Transaction		45.00
<input type="checkbox"/>	7/21/2017			AR ACH		59.91
<input checked="" type="checkbox"/>	7/25/2017	Voided-00000006		Void Transactio...		116.00
						3 Deposits Cleared 60.00000

Prior Reconciliation Ending Balance	100.000000	Cleared Payments	116.000000	Cleared Deposits	60.000000	Ending Balance Per Reconciliation	44.000000
Bank Statement Ending Balance	170	Uncleared Payments	30,320.850000	Uncleared Deposits	55,979.160000	Bank Account Balance	25,818.310000
						Difference	10.000000

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.

**Miscellaneous Checks - MCHK-21**

New Save Search Delete Undo Print Void Recap Close

Details Audit Log (2)

Bank Account: 113322 Balance: 0.00 Currency: USD Record No: MCHK-21

Date: 05/11/2016 Payee: Amount: 1,200.00

Description: Check No: 00000011

Address: Zip/Postal Code: City: State/Province: Country:

X Remove Filter: [ ]

GL Account	Description	Name	Amount
<input type="checkbox"/> 45000-0002-104	Discount Take		1,200.00
<input type="checkbox"/> Select a GL Account			

Total: \$1,200

Printed

2. Click **Void** toolbar button.

**Miscellaneous Checks - MCHK-21**

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 void this record?

Yes No

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

**Void Check**

OK Cancel

Details

Check Reversing Date: 05/11/2016

Ready

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

**Miscellaneous Checks - MCHK-21**

New Save Search Delete Undo Close

Details Audit Log (2)

Bank Account: 113322 Balance: 2,538.67 Currency: USD Record No: MCHK-21

Date: 05/11/2016 Payee: Amount: 1,200.00

Description: Check No: 000000011 Voided-000000011

Address: Zip/Postal Code: City: State/Province: Country:

Remove Filter: [Search]

GL Account	Description	Name	Amount
<input type="checkbox"/> 45000-0002-104	Discount Take		1,200.00
<input type="checkbox"/> Select a GL Account			

Total: \$1,200

Voided

- Voided** is shown at the left part of the **Status bar**.
  - The **Unposted** and **Void** toolbar buttons that were previously shown are now hidden.
  - 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.
  - 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.
- 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 - 10001-0001-000**

Print Search Transaction Detail Journal Export Close

Details GL Transaction Detail

Account Close

Details

Open Layout Filter Records (F3)

Date	Batch Number	Account ID	Description	Record No	Debit	Credit	Debit U
<input type="checkbox"/> 05/11/2016	BATCH-567	10001-0001-000	Wells Fargo - Payroll	MCHK-21V	1,200.00	0.00	0
<input type="checkbox"/> 05/11/2016	BATCH-567	45000-0002-104	Discount Take	MCHK-21V	0.00	1,200.00	0

Ready

Date	Batch Number	Account ID	Description	Record No	Debit	Credit	Debit U
<input checked="" type="checkbox"/> 05/11/2016	VOID	BATCH-567	MCHK-21V	Wells Fargo - Payroll	1,200.00	0.00	0.0000
					1,200.00	1,210.00	0.0000

Ending Balance: 2,538.67

Ready

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.

**Bank Accounts - Wells Fargo Indiana**

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details Audit Log (6)

Bank Name: Wells Fargo Indiana

Account No: 113322 Currency: USD

Balance: 2,538.67 Active: ☒

GL Accounts

GL Account: 10001-0001-000

**GL Account Detail - 10001-0001-000**

Print Search Transaction Detail Journal Export Close

Details

Account ID: 10001-0001-000 Description: Wells Fargo - Payroll Date Range: [From Date: 05/01/2016 To Date: 05/31/2016]

Account Group: Asset Opening Balance: 2,548.67

Open Layout Filter Records (F3)

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
<input type="checkbox"/> 05/03/2016	BTFR	BATCH-556	BTFR-9	Wells Fargo - Payroll	0.00	115.00	0.0000	0.0000
<input type="checkbox"/> 05/05/2016	BTFR	BATCH-557	BTFR-11	Wells Fargo - Payroll	10.00	0.00	0.0000	0.0000
<input type="checkbox"/> 05/05/2016	BTFR	BATCH-557	BTFR-11	Wells Fargo - Payroll	0.00	10.00	0.0000	0.0000

Ending Balance: 2,538.67

Ready

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.

The screenshot shows the 'Bank Accounts - Wells Fargo Indiana' window. The 'Details' tab is active. The 'Balance' field is highlighted with a red box and contains the value 2,538.67. Other fields include Bank Name (Wells Fargo Indiana), Account No (113322), Currency (USD), and Active (checked).

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**.

The screenshot shows the 'Check Number Audit' window. A red arrow points to the 'Check Audit' button in the toolbar. The window displays a list of checks with columns for Check No., Status, Record No., and Remarks. The check with number 00000011 is highlighted with a red box, showing a status of 'Void Check' and a record number of MCHK-21.

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.

The screenshot shows the 'Bank Account Register' window. The 'Details' tab is active. The 'Balance' field is highlighted with a red box and contains the value 2,538.67. The window displays a list of transactions with columns for Check Date, Number, Record No., Payee or Payor, Payment, Deposit, Balance, Clear, Clear Date, Transaction Type, and Memo. The transaction with date 05/11/2016 and check number 00000011 is highlighted with a red box, showing a status of 'Voided' and a balance of 2,538.67.

- 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 Import Open Close

Details Attachments (0)

Bank Account: 11332 Statement Date: 05/11/2016 Bank Name: Wells Fargo Indiana G/L Account: 10001-0001-000 G/L Balance: 2,538.67 Bank & G/L Balance Difference: 0.00

**8 Payments and Debits**

Clear All Clear None Add Layout Filter Records (F3)

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	03/31/201...			Misc Checks	47.99
<input type="checkbox"/>	04/13/201...	00000003		Misc Checks	100.00
<input type="checkbox"/>	04/13/201...	00000005	Jacob B Costa	Paycheck	2,467.74
<input type="checkbox"/>	04/13/201...	00000009	Carolyn R Frhm	Paycheck	1,162.30
<input type="checkbox"/>	04/28/201...	00000004	Apple Spice Sal...	AP Payment	25.00
<input type="checkbox"/>	04/29/201...	00000006	payee 101	Misc Checks	55.00
<input type="checkbox"/>	04/29/201...	00000008	Northern Propa...	AP Payment	148.50
<input checked="" type="checkbox"/>	05/11/201...	Voided-00000011		Misc Checks	1,200.00
1 Payments Cleared:					1,200.00

Prior Reconciliation Ending Balance: 0.00 Cleared Payments: 1,200.00 Cleared Deposits: 1,200.00 Ending Balance Per Reconciliation: 0.00

Bank Statement Ending Balance: 0 Uncleared Payments: 4,006.53 Uncleared Deposits: 6,565.20 Bank Account Balance: 2,538.67 Difference: 20.00

1 Deposits and Credits

Clear All Clear None Add Layout Filter Records (F3)

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	04/13/201...			Bank Deposit	1,515.20
<input type="checkbox"/>	04/29/201...			Bank Deposit	5,000.00
<input type="checkbox"/>	04/29/201...			Bank Transaction	50.00
<input checked="" type="checkbox"/>	05/11/201...	Voided-00000011		Void Transactio... Void Check	1,200.00
1 Deposits Cleared:					1,200.00

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.

- Open a posted and printed miscellaneous check.

**Miscellaneous Checks - MCHK-4**

New Save Search Delete Undo Print Void Recap Close

Details

Bank Account: 12152015 Balance: 27,539.48 Currency: USD Record No: MCHK-4

Date: 02/10/2016 Payee: payee freight payable Amount: 10.00

Description: Zip/Postal Code: City: Country:

Address: State/Province:

X Remove Filter: X Q

GL Account	Description	Name	Amount
29000-0000-000	Freight Payable		10.00

Total: \$10

Posted

Page 1 of 1

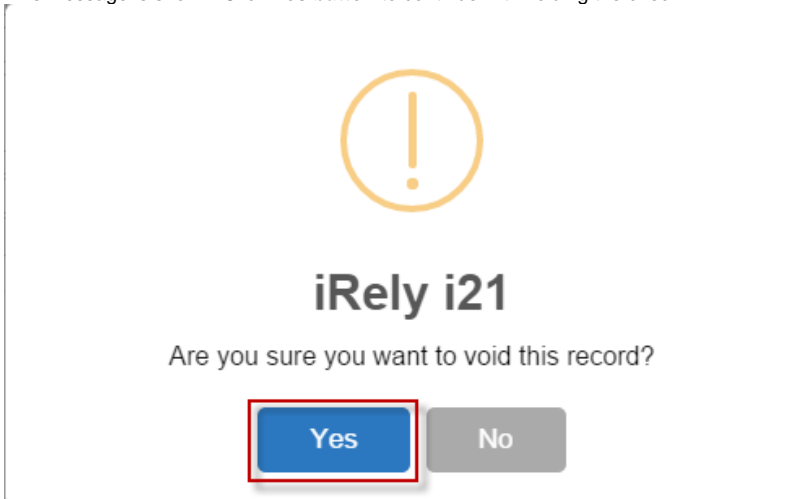
- Click **Void** toolbar button.

**Miscellaneous Checks - MCHK-4**

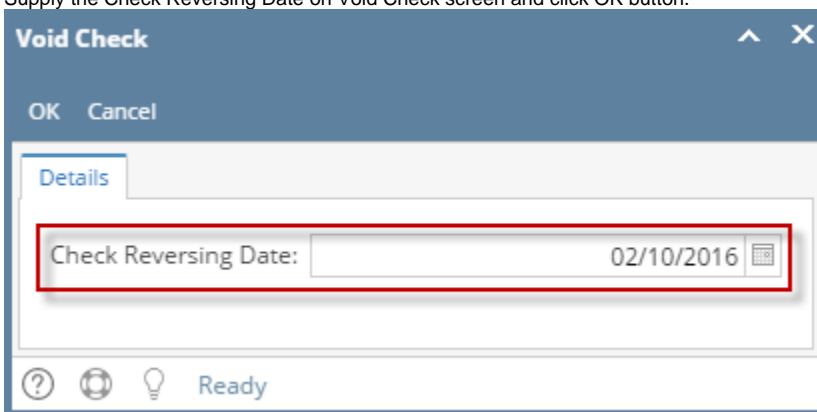
New Save Search Delete Undo Print Void Recap Close



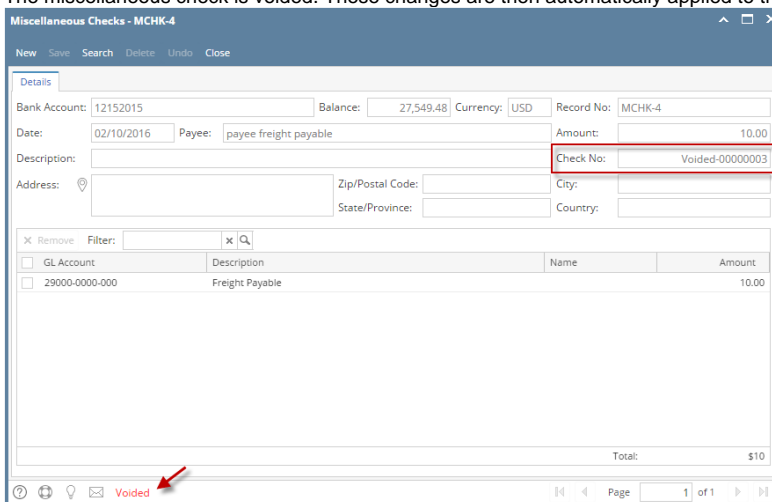
3. This message is shown. Click **Yes** button to continue with voiding the check.



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



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.

**GL Account Detail - 10718-0000-000**

Print Search **Transaction Detail** Journal Export Close

Details

Account ID: 10718-0000-000 Description: Payroll Checking Date Range:   
 Account Group: Cash Accounts Opening Balance: 0.00 From Date: 02/01/2016 To Date: 02/29/2016

Open Layout Filter Records (F3)

Date	Source	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
02/10/2016	BTRN	BATCH-376	BTRN-15	Payroll Checking	0.00	10.00	0.0000	0.00
02/10/2016	BTRN	BATCH-376	BTRN-15	Payroll Checking	10.00	0.00	0.0000	0.00
02/10/2016	BTRN	BATCH-378	BTRN-15	Payroll Checking	0.00	60.00	0.0000	0.00
02/10/2016	BTRN	BATCH-378	BTRN-15	Payroll Checking	60.00	0.00	0.0000	0.00
02/01/2016	BWD	BATCH-313	BWD-1	Payroll Checking	0.00	250.00	0.0000	0.00
02/01/2016	BWD	BATCH-313	BWD-1	Payroll Checking	250.00	0.00	0.0000	0.00
02/10/2016	MCHK	BATCH-375	MCHK-4	Payroll Checking	0.00	10.00	0.0000	0.00
02/10/2016	VOID	BATCH-384	MCHK-4V	Payroll Checking	10.00	0.00	0.0000	0.00

**GL Transaction Detail**

Close

Details

Open Layout Filter Records (F3)

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
02/10/2016	BATCH-384	10718-0000-000	Payroll Checking	MCHK-4V	10.00	0.00
02/10/2016	BATCH-384	29000-0000-000	Freight Payable	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.

**Bank Accounts - Commerce Bank**

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details

Bank Name: Commerce Bank GL Accounts

Account No: 12152015 Currency: USD GL Account: 10718-0000-000

Balance: 27,549.48 Active: ☒

**GL Account Detail - 10718-0000-000**

Print Search Transaction Detail Journal Export Close

Details

Account ID: 10718-0000-000 Description: Payroll Checking Date Range:   
 Account Group: Cash Accounts Opening Balance: 0.00 From Date: 02/01/2016 To Date: 02/29/2016

Open Layout Filter Records (F3)

Date	Source	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units
02/10/2016	BTRN	BATCH-376	BTRN-15	Payroll Checking	0.00	10.00	0.0000	0.00
02/10/2016	BTRN	BATCH-376	BTRN-15	Payroll Checking	10.00	0.00	0.0000	0.00
02/10/2016	BTRN	BATCH-378	BTRN-15	Payroll Checking	0.00	60.00	0.0000	0.00
02/10/2016	BTRN	BATCH-378	BTRN-15	Payroll Checking	60.00	0.00	0.0000	0.00
02/01/2016	BWD	BATCH-313	BWD-1	Payroll Checking	0.00	250.00	0.0000	0.00
02/10/2016	BTRN	BATCH-376	BTRN-15	Payroll Checking	45,100.00	17,550.52	0.0000	0.0000

Ending Balance: 27,549.48

- 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 - Commerce Bank**

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details

Bank Name: Commerce Bank GL Accounts

Account No: 12152015 Currency: USD GL Account: 10718-0000-000

Balance: 27,549.48 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**.

**Check Number Audit**

Filter: All Checks From: To: Printed: 2 Failed: 3 Unused: 1,997

Check No.	Status	Record No.	Remarks
00000001	Printed	PCHK-26	
00000002	Wasted	PCHK-26	Paper Jam
00000003	Printed	MCHK-4	
00000003	Void Check	MCHK-4	
00000004	Unused		
00000005	Unused		
00000006	Unused		
00000007	Unused		
00000008	Unused		
00000009	Unused		
00000010	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: 12152015 Bank Name: Commerce Bank Balance: 27,549.48

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	PCHK-32		Donna E Parker	1,075.26		27,459.48			Paycheck	
02/10/2016	Voided-00000003	MCHK-4	payee freight paya...	10.00		27,445.48		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...

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**

Bank Account: 12152015 Statement Date: 02/10/2016 Bank Name: Commerce Bank G/L Account: G/L Balance: 27,549.48 Bank & G/L Balance Difference: 0.00

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	02/01/2016		Midwest Propane	ACH	10.00
<input type="checkbox"/>	02/01/2016		Donna E Parker	Paycheck	1,075.26
<input type="checkbox"/>	02/03/2016			Bank Transaction	30.00
<input type="checkbox"/>	02/03/2016			Bank Transaction	15,350.00
<input type="checkbox"/>	02/03/2016	00000000	Donna E Parker	Paycheck	1,075.26
<input checked="" type="checkbox"/>	02/10/2016	Voided-00000003	payee freight p...	Misc Checks	10.00

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	02/01/2016			Bank Deposit	45,000.00
<input type="checkbox"/>	02/01/2016			Bank Transaction	90.00
<input checked="" type="checkbox"/>	02/10/2016	Voided-00000003	payee freight p...	Void Check	10.00

1 Payments Cleared: 10.00 1 Deposits Cleared: 10.00

Prior Reconciliation Ending Balance	Cleared Payments	Cleared Deposits	Ending Balance Per Reconciliation
0.00	10.00	10.00	0.00
Bank Statement Ending Balance	Uncleared Payments	Uncleared Deposits	Bank Account Balance
0	17,530.52	45,090.00	27,549.48
			Difference: 10.00

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.

The 'Miscellaneous Checks' window displays the following information:

- Bank Account: 08, Balance: 457,000,000, Currency: USD, Record No: MCHK-7
- Date: 06/22/2015, Payee: Sample, Amount: 50.000000
- Description: sample, Check No: 10000008
- Address: [empty], Zip/Postal Code: [empty], City: [empty], State/Province: [empty], Country: [empty]

GL Account	Description	Name	Amount
50110-1001	PURCHASES WHEAT - WB -New Haven Grain		50.00

Total: 50.00

Buttons: New, Save, Search, Delete, Undo, Print, Void, Recap, Close

Status: Posted

2. Click **Void** toolbar button.

The 'Miscellaneous Checks' window shows the 'Void' button in the toolbar highlighted with a red box.

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

The dialog box titled 'iRely i21' contains the text: 'Are you sure you want to void this record?'. It has two buttons: 'Yes' (highlighted with a red box) and 'No'.

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

The 'Void Check' dialog box shows the 'Check Reversing Date' field highlighted with a red box, containing the date '06/23/2015'. There are 'OK' and 'Cancel' buttons at the top, and a 'Ready' status at the bottom.

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

Miscellaneous Checks window showing a check being voided. The 'Check No.' field is highlighted with a red box and contains 'Voided-10000008'. A red arrow points to the 'Voided' status bar at the bottom left.

- Voided** is shown at the left part of the **Status bar**.
  - The **Unposted** and **Void** toolbar buttons that were previously shown are now hidden.
  - 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.
  - 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.
- 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 window showing a transaction being voided. The 'Transaction Detail' toolbar button is highlighted with a red box. A red arrow points to the 'VOID' transaction in the list.

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 window showing the 'Ending Balance' field updated to 507.000000. A red box highlights the 'Ending Balance' field at the bottom right.

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

Details | Origin

Bank Name: ABC Bank

Account No: 1500326210C

Currency: USD

Balance: 507.000000

Active: ☒

GL Accounts

GL Account: 10122-1002

Toolbar: New, Save, Search, Delete, Undo, Bank, MICR, Check Audit, Reconciliation, Register, Close

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

Check Number Audit

Bank Name: ABC Bank

Account No: 1500326210C

Balance: 507.000000

Filter: All Checks

Printed: 0 Failed: 4 Unused: 12

Check No.	Status	Record No.	Remarks
10000001	Printed	MCHK-2	
10000002	Printed	MCHK-3	
10000003	Printed	MCHK-4	
10000004	Printed	MCHK-5	
10000005	Wasted		tampered
10000006	Wasted		tampered
10000007	Printed	MCHK-6	
10000008	Printed	MCHK-7	
10000008	Void Check	MCHK-7	
10000009	Unused		
10000010	Unused		
10000011	Unused		
10000012	Unused		
10000013	Unused		
10000014	Unused		
10000015	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: 1500326210C Bank Name: ABC Bank

Balance: 507.000000

Filter:

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	CL...	Clear Date	Transaction Type	Memo
06/16/2015		BDEP-2			1,000.00	1,000.00			Bank Deposit	initial dep...
06/16/2015	10000001	MCHK-2		10.00		990.00			Misc Checks	
06/16/2015	10000002	MCHK-3		20.00		970.00			Misc Checks	
06/16/2015	10000003	MCHK-4		30.00		940.00			Misc Checks	
06/16/2015	10000004	MCHK-5		40.00		900.00			Misc Checks	
06/17/2015		BTRN-12			7.00	907.00			Bank Transaction	interest g...
06/18/2015	10000007	MCHK-6	Cash	400.00		507.00			Misc Checks	for repres...
06/22/2015	Voided-10000008	MCHK-7	Sample	50.00		457.00		06/23/2015	Misc Checks	Void sample
06/23/2015	Voided-10000008	MCHK-7V	Sample		50.00	507.00		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.

The screenshot shows the 'Bank Reconciliation' window. The 'Statement Date' is set to 06/23/2015. The 'Bank Account' is 08. The 'Bank Name' is ABC Bank. The 'G/L Account' is 507.000000. The 'Bank & G/L Balance Difference' is 0.000000. The 'Payments and Debits' panel shows a list of transactions, including a voided check (06/22/2015, 10000008, Sample, Misc Checks, 50.00). The 'Deposits and Credits' panel shows a list of transactions, including a voided check (06/23/2015, 10000008, Sample, Void Check, 50.00). The 'Bank Account Balance' field is highlighted with a red box and shows 507.000000.

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.

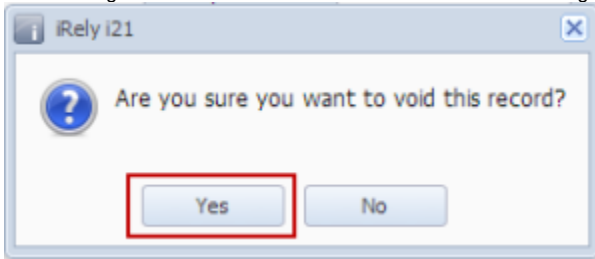
1. Open a posted and printed miscellaneous check.

The screenshot shows the 'Miscellaneous Checks' window. The 'Bank Account' is 08. The 'Balance' is 647.00. The 'Currency' is USD. The 'Record No.' is MCHK-9. The 'Date' is 06/03/2014. The 'Payee' is payee 1. The 'Amount' is 50.00. The 'Description' is REPAIRS - CLARA CITY. The 'Check No.' is 10000002. The 'Address' is [redacted]. The 'Zip/Postal Code' is [redacted]. The 'City' is [redacted]. The 'State/Province' is [redacted]. The 'Country' is [redacted]. The 'Total' is 50.00. The 'Posted' status is indicated at the bottom.

2. Click **Void** toolbar button.

The screenshot shows the 'Miscellaneous Checks' window. The 'Void' button in the toolbar is highlighted with a red box.

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.

- Voided** is shown at the left part of the **Status bar**.
  - The **Unposted** and **Void** toolbar buttons that were previously shown are now hidden.
  - 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.
  - 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.
- 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.

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	BVD-2	0.00	150.00	0.000	0.000	<input type="checkbox"/>	
06/02/2014	BATCH-165	BTR-2	0.00	250.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-165	BTR-2	250.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-168	BTR-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"/>	

Date	Batch Number	Account Id	Description	Record No	Debit	Credit
06/03/2014	BATCH-173	106040-40		MCHK-9	0.00	50.00
06/03/2014	BATCH-173	903090-40		MCHK-9	50.00	0.00
06/03/2014	BATCH-173	106040-40		MCHK-9	50.00	0.00
06/03/2014	BATCH-173	903090-40		MCHK-9	0.00	50.00

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.

Miscellaneous Checks

New Save Search Delete Undo Print Close

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

Print Search Transaction Detail Journal Close

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

Filter Records (F3)

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	BTFR-2	0.00	250.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-165	BTFR-2	250.00	0.00	0.000	0.000	<input checked="" type="checkbox"/>	
06/02/2014	BATCH-168	BTFR-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

Ready Page 1 of 1

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

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details Origin

Bank Name: ABC Bank

Account No: 1500326210C Currency: USD

Balance: 697.00 Active: ☒

Contact: James Brown

GL Accounts

GL Account: 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**.

**Check Audit**

Bank Name: ABC Bank  
 Account No: 1500326210C  
 Balance: 697.00  
 Currency: USD  
 GL Account: 106040-40

Filter: All Checks  
 From: [ ] To: [ ]  
 Printed: 2 Failed: 1 Unused: 8

Check No.	Status	Record No.	Remarks
10000001	Printed	MCHK-8	
10000002	Printed	MCHK-9	
10000003	Unused		
10000004	Unused		
10000005	Unused		
10000006	Unused		
10000007	Unused		
10000008	Unused		
10000009	Unused		
10000010	Unused		
10000002	Void Check	MCHK-9	

- 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: 08 Bank Name: ABC Bank Balance: 697.00

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear 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		BTRF-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-10000002	MCHK-9	payee 1	50.00		697.00			Misc Checks	

- 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.

**Bank Reconciliation**

Bank Account: 08 Statement Date: 06/03/2014 Bank Name: ABC Bank G/L Account: 106040-40 G/L Balance: 697.00 Bank & G/L Balance Difference: 0.00

**Payments and Debits**

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	06/02/2014		service charges	Bank Transaction	10.00
<input type="checkbox"/>	06/02/2014		purchase of off...	Bank Withdrawal	150.00
<input type="checkbox"/>	06/02/2014		from 08	Bank Transfer (WD)	250.00
<input type="checkbox"/>	06/03/2014	10000001	Cash	Misc Checks	400.00

0 Payments Cleared: 0.00

**Deposits and Credits**

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	05/28/2014		Company	Bank Deposit	1,500.00
<input type="checkbox"/>	06/02/2014		interest gained	Bank Transaction	7.00

0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance: 0.00  
 Bank Statement Ending Balance: 0.00  
 Cleared Payments: 0.00  
 Uncleared Payments: 810.00  
 Cleared Deposits: 0.00  
 Uncleared Deposits: 1,507.00  
 Ending Balance Per Reconciliation: 0.00  
 Bank Account Balance: 697.00  
 Difference: 0.00