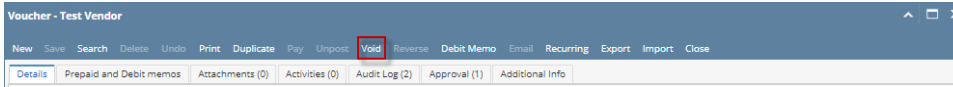


How To Void Payments

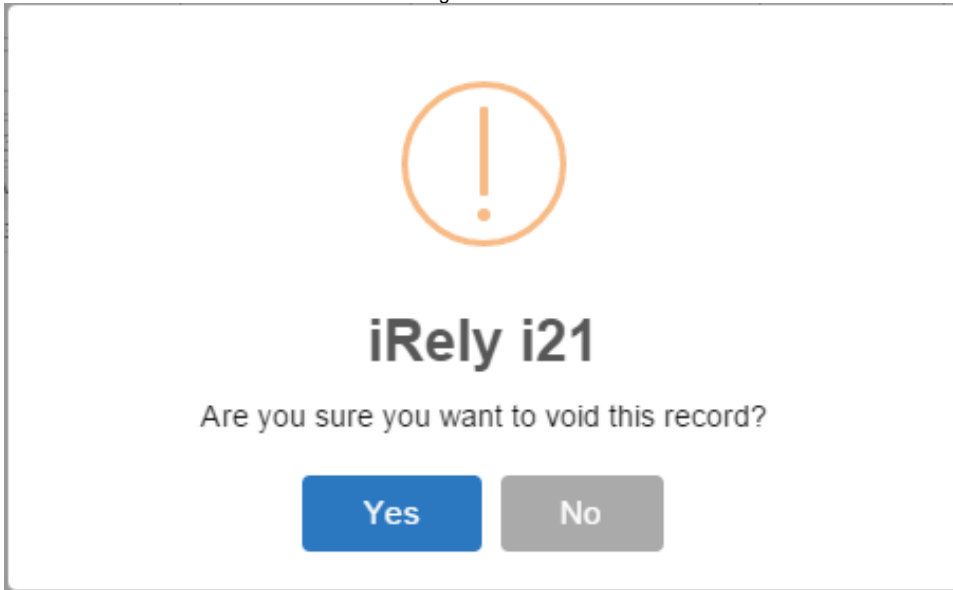
Payments with '**Check**' payment method and were already printed can no longer be **Unposted**. However, you can **Void** payments in case you need to cancel the payment.

Here are the steps on how to **void** a payable:

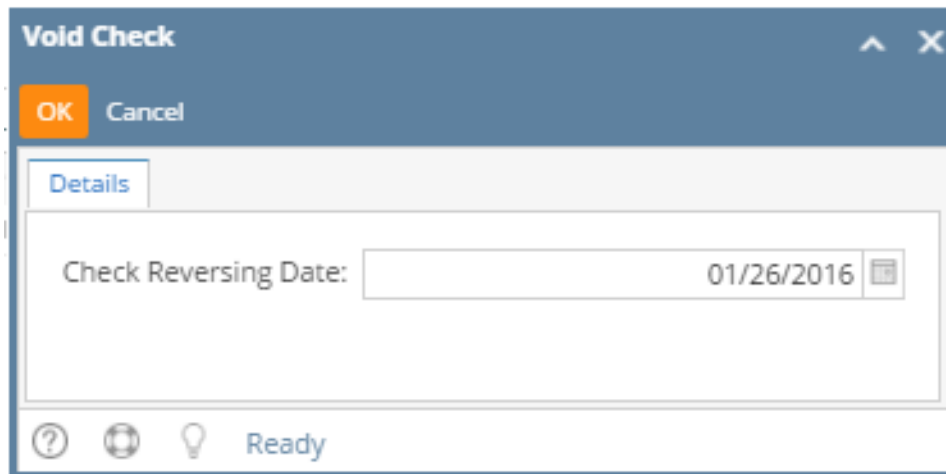
1. Once a payable with '**Check**' payment method was printed (see [How To Process Payments](#)), a **Check No** will be assigned to the pay bill.
2. **Unpost** button will be hidden and will be replaced by **Void** button.



3. Click **Void** button and select **Yes** from the message.



4. Select **Reversing Date** and click OK.



- After voiding the payable, Pay Voucher Detail will be marked as 'Voided'. 'Voided' caption is also added before the Check No.

Pay Voucher Details - Test Vendor

New Save Search Delete Undo Process Payment Print Settlement Unpost Preview Close

Detail Audit Log (4)

Vendor No * Test Vendor Date Paid 10/13/2017 Record No PAY-325

Vendor Pay To * Test Vendor Payment Method * Check Currency * USD

Bank Account * Test Bank Unapplied Amount 0.00 Withheld 0.00

Amount Paid 3,000.00 Select Check No Voiced-00000169 Credit Limit

Quantity 0.00 Select Notes Transaction Voided on PAY-325V

Bank Balance 8,272,741.73

☒ Select All ☐ Clear All Report View Filter (F3)

Pay	Due Date	Record No.	Invoice No	Commodity	Terms	Voucher Total	AP Account	Amount Due	Discount	Interest	Payment
<input type="checkbox"/>	10/13/2017	BL-20846	testinvoice	Soybeans	CAD through...	3,000.00	20000-0001...	3,000.00	0.00	0.00	3,000.00

3,000.00 3,000.00

? ? ? ? ? Voiced Page 1 of 1

- Another transaction will be created. This is the reversal transaction of your voided payment.

Pay Voucher Details - Test Vendor

New Save Search Delete Undo Process Payment Print Settlement Unpost Preview Close

Detail Audit Log (0)

Vendor No * Test Vendor Date Paid 10/13/2017 Record No PAY-325V

Vendor Pay To * Test Vendor Payment Method * Check Currency * USD

Bank Account * Test Bank Unapplied Amount 0.00 Withheld 0.00

Amount Paid -3,000.00 Select Check No Voiced-00000169 Credit Limit

Quantity 0.00 Select Notes Void transaction for PAY-325

Bank Balance 8,272,741.73

☒ Select All ☐ Clear All Report View Filter (F3)

Pay	Due Date	Record No.	Invoice No	Commodity	Terms	Voucher Total	AP Account	Amount Due	Discount	Interest	Payment
<input type="checkbox"/>	10/13/2017	BL-20846	testinvoice	Soybeans	CAD through...	-3,000.00	20000-0001...	0.00	0.00	0.00	-3,000.00

0.00 -3,000.00

? ? ? ? ? Voiced Page 1 of 1

Affected Modules after Voiding

General Ledger

- Open **GL Account Detail** from **General Ledger**. Select the accounts used in your posted transaction. A reverse entry of the posted payable transaction will be displayed on the screen.
- Click **Transaction Detail** button from the GL Account Detail screen to open **GL Transaction Detail** screen. A reverse entry for each account used in the unposted payable transaction will be displayed on the screen.

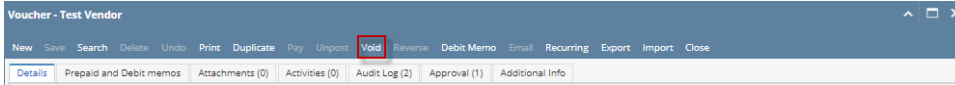
Cash Management

- Open **Bank Account Register** screen by selecting **Cash Management** and click mouse over Bank Account Register. **Voiced** word is also shown before the check number. The transaction is marked as **Void** and in red font.
- Open **Bank Reconciliation** screen by clicking **Reconciliation** button from Bank Account Register screen or from **Cash Management** and click mouse over Bank Reconciliation. Select **Bank Account** used in the posted transaction. Transaction will be removed from Bank Reconciliation.
- Balance** field of the **Bank Accounts** screen also updates every time a transaction that uses this bank is unposted.
- Check No.** will also be marked as **'Void Check'** on the **Check Number Audit** of the **Bank Account** used in the transaction.

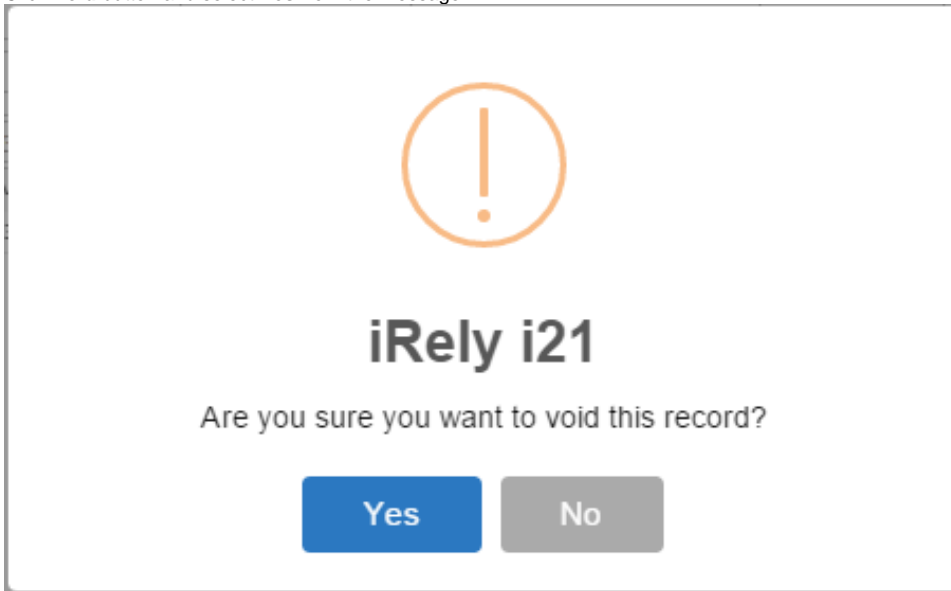
Payments with 'Check' payment method and were already printed can no longer be **Unposted**. However, you can **Void** payments in case you need to cancel the payment.

Here are the steps on how to **void** a payable:

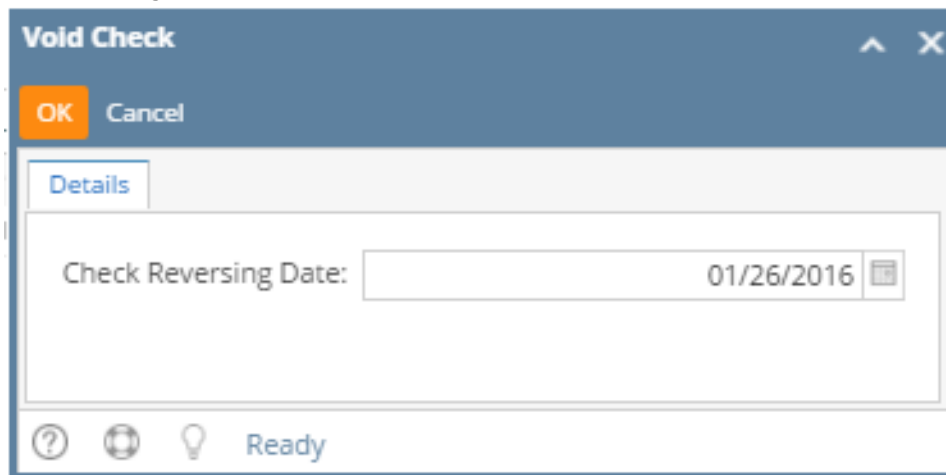
1. Once a payable with '**Check**' payment method was printed (see [How To Process Payments](#)), a **Check No** will be assigned to the pay bill.
2. **Unpost** button will be hidden and will be replaced by **Void** button.



3. Click **Void** button and select **Yes** from the message.



4. Select **Reversing Date** and click OK.



- After voiding the payable, Pay Voucher Detail will be marked as 'Voided'. 'Voided' caption is also added before the Check No.

Pay Voucher Details - Test Vendor

New Save Search Delete Undo Process Payment Print Settlement Unpost Preview Close

Detail Audit Log (4)

Vendor No * Test Vendor Date Paid 10/13/2017 Record No PAY-325

Vendor Pay To * Test Vendor Payment Method * Check Currency * USD

Bank Account * Test Bank Unapplied Amount 0.00 Withheld 0.00

Amount Paid 3,000.00 Select Check No Voiced-00000169 Credit Limit

Quantity 0.00 Select Notes Transaction Voided on PAY-325V

Bank Balance 8,272,741.73

☒ Select All ☐ Clear All Report View Filter (F3)

Pay	Due Date	Record No.	Invoice No	Commodity	Terms	Voucher Total	AP Account	Amount Due	Discount	Interest	Payment
<input type="checkbox"/>	10/13/2017	BL-20846	testinvoice	Soybeans	CAD through...	3,000.00	20000-0001...	3,000.00	0.00	0.00	3,000.00

3,000.00 3,000.00

? ? ? ? ? Voiced Page 1 of 1

- Another transaction will be created. This is the reversal transaction of your voided payment.

Pay Voucher Details - Test Vendor

New Save Search Delete Undo Process Payment Print Settlement Unpost Preview Close

Detail Audit Log (0)

Vendor No * Test Vendor Date Paid 10/13/2017 Record No PAY-325V

Vendor Pay To * Test Vendor Payment Method * Check Currency * USD

Bank Account * Test Bank Unapplied Amount 0.00 Withheld 0.00

Amount Paid -3,000.00 Select Check No Voiced-00000169 Credit Limit

Quantity 0.00 Select Notes Void transaction for PAY-325

Bank Balance 8,272,741.73

☒ Select All ☐ Clear All Report View Filter (F3)

Pay	Due Date	Record No.	Invoice No	Commodity	Terms	Voucher Total	AP Account	Amount Due	Discount	Interest	Payment
<input type="checkbox"/>	10/13/2017	BL-20846	testinvoice	Soybeans	CAD through...	-3,000.00	20000-0001...	0.00	0.00	0.00	-3,000.00

0.00 -3,000.00

? ? ? ? ? Voiced Page 1 of 1

Affected Modules after Voiding

General Ledger

- Open **GL Account Detail** from **General Ledger**. Select the accounts used in your posted transaction. A reverse entry of the posted payable transaction will be displayed on the screen.
- Click **Transaction Detail** button from the GL Account Detail screen to open **GL Transaction Detail** screen. A reverse entry for each account used in the unposted payable transaction will be displayed on the screen.

Cash Management

- Open **Bank Account Register** screen by selecting **Cash Management** and click mouse over Bank Account Register. **Voiced** word is also shown before the check number. The transaction is marked as **Void** and in red font.
- Open **Bank Reconciliation** screen by clicking **Reconciliation** button from Bank Account Register screen or from **Cash Management** and click mouse over Bank Reconciliation. Select **Bank Account** used in the posted transaction. Transaction will be removed from Bank Reconciliation.
- Balance** field of the **Bank Accounts** screen also updates every time a transaction that uses this bank is unposted.
- Check No.** will also be marked as **'Void Check'** on the **Check Number Audit** of the **Bank Account** used in the transaction.

Payments with 'Check' payment method and is already printed can no longer be unposted. However, you can void payments in case you need to cancel a payment.

Here are the steps on how to void a payable:


1. Once a payable with 'Check' payment method was printed (see [How To Process Payments](#)), a **Check No** will be assigned to the pay bill.
2. **Unpost** button will be hidden and will be replaced by **Void** button.

Pay Voucher Details - CC Jitters

New Save Search Delete Undo Process Payment **Void** Recap Close

Detail Audit Log (2)

3. Click **Void** button and select **Yes** from the message.



iRely i21

Are you sure you want to void this record?

4. Select **Reversing Date** and click OK.

Void Check

OK Cancel

Details

Check Reversing Date:

Ready

5. After voiding the payable, Pay Voucher Detail will be marked as '**Voided**'. '**Voided**' caption is also added before the Check No.

Pay Voucher Details - CC Jitters

New Save Search Delete Undo Process Payment Recap Close

Detail Audit Log (3)

Vendor No: CC Jitters Date Paid: 01/26/2016 Record No: PAY-34

Bank Account: 1616 Payment Method: Check Currency: USD

Amount Paid: 95.00 Unapplied Amount: 0.00 Vendor Credit:

Bank Balance: -223,260.38 Check No: **Voided-00020012** Withheld: 5.00

Notes: Transaction Voided on PAY-34V

Layout Filter Records (F3)

Due Date	Record No.	Invoice No	Terms	Voucher Tot...	AP Account	Discou...	Interest	Amount Du...	Payment
02/10/2016	BL-62	1234	Net 15	100.00	20000-0000...	0.00	0.00	100.00	100.00
								100.00	100.00

Page 1 of 1

- Another transaction will be created. This is the reversal transaction of your voided payment.

Pay Voucher Details - CC Jitters

New Save Search Delete Undo Process Payment Recap Close

Detail Audit Log (0)

Vendor No: CC Jitters Date Paid: 01/26/2016 Record No: PAY-34V

Bank Account: 1616 Payment Method: Check Currency: USD

Amount Paid: -95.00 Unapplied Amount: 0.00 Vendor Credit:

Bank Balance: -223,260.38 Check No: Voided-00020012 Withheld: -5.00

Notes: Void transaction for PAY-36

Layout Filter Records (F3)

Due Date	Record No.	Invoice No	Terms	Voucher Tot...	AP Account	Discou...	Interest	Amount Du...	Payment
02/10/2016	BL-62	1234	Net 15	100.00	20000-0000...	0.00	0.00	0.00	-100.00
								0.00	-100.00

Page 1 of 1

Affected Modules after Voiding

General Ledger

- Open **GL Account Detail** from **General Ledger**. Select the accounts used in your posted transaction. A reverse entry of the posted payable transaction will be displayed on the screen.
- Click **Transaction Detail** button from the GL Account Detail screen to open **GL Transaction Detail** screen. A reverse entry for each account used in the unposted payable transaction will be displayed on the screen.

Cash Management

- Open **Bank Account Register** screen by selecting **Cash Management** and click mouse over Bank Account Register. **Voided** word is also shown before the check number. The transaction is marked as **Void** and in red font.
- Open **Bank Reconciliation** screen by clicking **Reconciliation** button from Bank Account Register screen or from **Cash Management** and click mouse over Bank Reconciliation. Select **Bank Account** used in the posted transaction. Transaction will be removed from Bank Reconciliation.
- Balance** field of the **Bank Accounts** screen also updates every time a transaction that uses this bank is unposted.
- Check No.** will also be marked as **'Void Check'** on the **Check Number Audit** of the **Bank Account** used in the transaction.

Payments with 'Check' payment method and is already printed can no longer be unposted. However, you can void payments in case you need to cancel a payment.

Here are the steps on how to void a payable:

- Once a pay bill with 'Check' payment method is printed (see [How To Process Payments](#)), a **Check No** will be assigned to the pay bill.
- Unpost** button will be hidden and will be replaced by **Void** button.

Pay Bills Detail

New Save Search Delete Undo Print Void Recap Close

Vendor No: 0000000001 Date Paid: 02/16/2015 Record No: PAY-14668

Bank Account: AG Payment Method: Check Currency: USD

Amount Paid: 11.56 Unapplied Amount: 0.00 Vendor Credit:

Bank Balance: 4,999,878.51 Check No: 00000004 Withheld: 0.61

Notes:

Filter Records (F3)

Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
03/03/2015	BL-45615	3% 5 Net 15	12.55	22222-0000	0.38	0.00	0.00	12.17
								0 12.17

Page 1 of 1

3. Click **Void** button and select **Yes** from the message to start the voiding process.

Pay Bills Detail

Vendor No: 0000000001 Date Paid: 02/16/2015 Record No: PAY-14668

Bank Account: AG Payment Method: Check Currency: USD

Amount Paid: 11.56 Unapplied Amount: 0.00 Vendor Credit:

Bank Balance: 4,999,878.51 Check No: 00000004 Withheld: 0.61

Notes:

Filter Records (F3)

Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
03/03/2015	BL-45615	3%	12.55	22222-0000	0.38	0.00	0.00	12.17

0 12.17

Posted/Printed Page 1 of 1

4. After voiding the pay bill, Pay Bill Detail will be marked as 'Void'. 'Voided' caption is also added before the Check No.

Pay Bills Detail

Vendor No: 0000000001 Date Paid: 02/16/2015 Record No: PAY-14668

Bank Account: AG Payment Method: Check Currency: USD

Amount Paid: 11.56 Unapplied Amount: 0.00 Vendor Credit:

Bank Balance: 4,999,890.07 Check No: Voided-00000004 Withheld: 0.61

Notes:

Filter Records (F3)

Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
03/03/2015	BL-45615	3% 5 Net 15	12.55	22222-0000	0.38	0.00	0.00	12.17

0 12.17

Void Page 1 of 1

Affected Modules after Voiding

General Ledger

1. Open **GL Account Detail** from **General Ledger**. Select the accounts used in your posted transaction. A reverse entry of the posted pay bill transaction will be displayed on the screen.

GL Account Detail

Account ID: 11111-0000 Description: 01 cash accounts Date Range: All Date

Account Group: Cash Accounts Opening Balance: 0.00 From Date: 12/31/1899 To Date: 12/31/2099

View 14668

Date	Source System	Batch Number	Record No	Transaction Description	Debit	Credit	Debit Units	Credit Units	Audit Record
02/16/2015	AP	BATCH-446	PAY-14668	01 cash accounts	0.00	11.56	0.0000	0.0000	<input checked="" type="checkbox"/>
02/16/2015	AP	BATCH-447	PAY-14668	01 cash accounts	11.56	0.00	0.0000	0.0000	<input checked="" type="checkbox"/>

5,000,670.49 780.42 0.0000 0.0000

Ending Balance: 4,999,890.07

Ready Page 1 of 3

- Click **Transaction Detail** button from the GL Account Detail screen to open **GL Transaction Detail** screen. A reverse entry for each account used in the unposted pay bill transaction will be displayed on the screen.

GL Transaction Detail

Close

View Filter Records (F3)

Date	Batch Number	Account ID	Description	Record No	Debit	Credit
02/16/2015	BATCH-446	11140-0000	Posted Payment - Discount	PAY-14668	0.00	0.38
02/16/2015	BATCH-446	28030-0000	Posted Payment - Withheld	PAY-14668	0.00	0.61
02/16/2015	BATCH-446	11111-0000	Posted Payment	PAY-14668	0.00	11.56
02/16/2015	BATCH-446	22222-0000	Posted Payment - BL-45615	PAY-14668	12.55	0.00
02/16/2015	BATCH-447	11140-0000	Posted Payment - Discount	PAY-14668	0.38	0.00
02/16/2015	BATCH-447	28030-0000	Posted Payment - Withheld	PAY-14668	0.61	0.00
02/16/2015	BATCH-447	11111-0000	Posted Payment	PAY-14668	11.56	0.00
02/16/2015	BATCH-447	22222-0000	Posted Payment - BL-45615	PAY-14668	0.00	12.55

Ready

Cash Management

- Open **Bank Account Register** screen by selecting **Cash Management** and click mouse over Bank Account Register. **Voided** word is also shown before the check number. The transaction is marked as **Void** and in red font.

Bank Account Register

Print Reconciliation Close

Bank Account: AG Bank Name: SAMPLE BANK ACCOUNT Balance: 4,999,890.07

Filter:

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
02/16/2015		BDEP-1			5,000,000.00	5,000,000.00			Bank Deposit	
02/16/2015	00000002	PAY-14658	Test Vendor 1	47.50		4,999,952.50			AP Payment	
02/16/2015		PAY-14659	Test Vendor 1	57.83		4,999,894.67			AP Payment	
02/16/2015		PAY-14660	Test Vendor 1	2.30		4,999,892.37			AP Payment	
02/16/2015		PAY-14661	Test Vendor 1	2.30		4,999,890.07			AP Payment	
02/16/2015	Voided-00000003	PAY-14663	Test Vendor 1	24.25		4,999,890.07			AP Payment	Void
02/16/2015	Voided-00000001	PAY-14664	ZAY LEASING ...	600.00		4,999,890.07			AP Payment	Void
02/16/2015	Voided-00000004	PAY-14668	Test Vendor 1	11.56		4,999,890.07			AP Payment	Void

Ready

- Open **Bank Reconciliation** screen by clicking **Reconciliation** button from Bank Account Register screen or from **Cash Management** and click mouse over Bank Reconciliation. Select **Bank Account** used in the posted transaction. Transaction will be removed from Bank Reconciliation.

Bank Reconciliation

Reconcile Print Search Clear Range Import View Close

Details Attachments

Bank Account: AG Statement Date: 02/16/2015 Bank Name: SAMPLE BANK ACCOUNT G/L Account: 11111-0000 G/L Balance: 4,999,890.07 Bank & G/L Balance Difference: 0.00

4 Payments and Debits

Clear All Clear None Add Filter Records (F3)

Clear	Date	Number	Payee	Transaction Type	Payment
<input type="checkbox"/>	02/16/2015	00000002	Test Vendor 1	AP Payment	47.50
<input type="checkbox"/>	02/16/2015		Test Vendor 1	AP Payment	57.83
<input type="checkbox"/>	02/16/2015		Test Vendor 1	AP Payment	2.30
<input type="checkbox"/>	02/16/2015		Test Vendor 1	AP Payment	2.30

0 Payments Cleared: 0.00

1 Deposits and Credits

Clear All Clear None Add Filter Records (F3)

Clear	Date	Number	Payor	Transaction Type	Deposit
<input type="checkbox"/>	02/16/2015			Bank Deposit	5,000,000.00

0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance: 0.00 Cleared Payments: 0.00 Cleared Deposits: 0.00 Ending Balance Per Reconciliation: 0.00

Bank Statement Ending Balance: 0.00 Uncleared Payments: 109.93 Uncleared Deposits: 5,000,000.00 Bank Account Balance: 4,999,890.07 Difference: 0.00

Ready

- Balance** field of the **Bank Accounts** screen also updates every time a transaction that uses this bank is unposted.

Bank Accounts

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

Details Origin

Bank Name: SAMPLE BANK ACCOUNT GL Accounts

Account No: Currency: USD GL Account: 11111-0000

Balance: 4,999,890.07 Active: ☒

Contact: Sample Contact

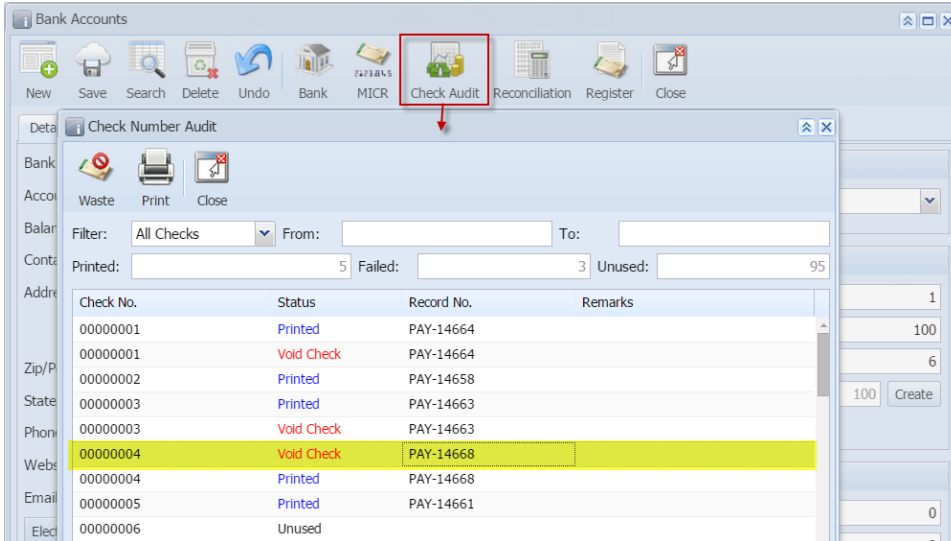
Address: 13th Main St

Check Number Range

Starting Check No: 1

Ending Check No: 100

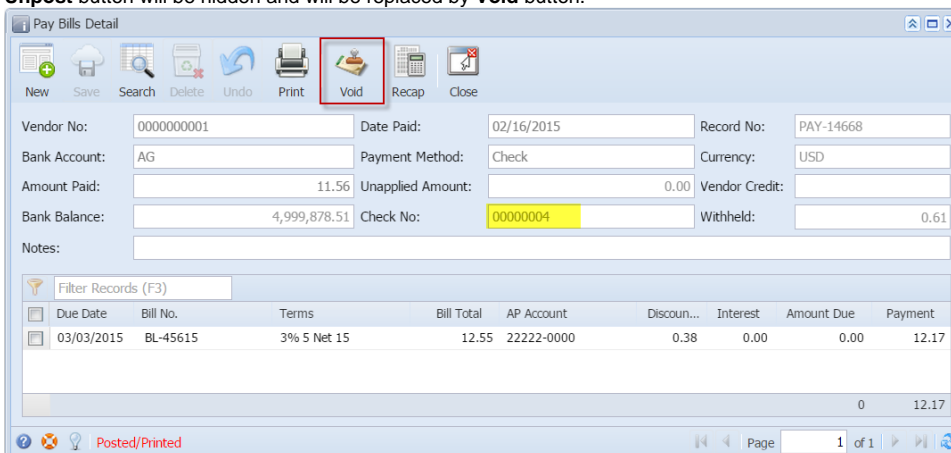
4. **Check No.** will also be marked as '**Void Check**' on the **Check Number Audit** of the **Bank Account** used in the transaction.



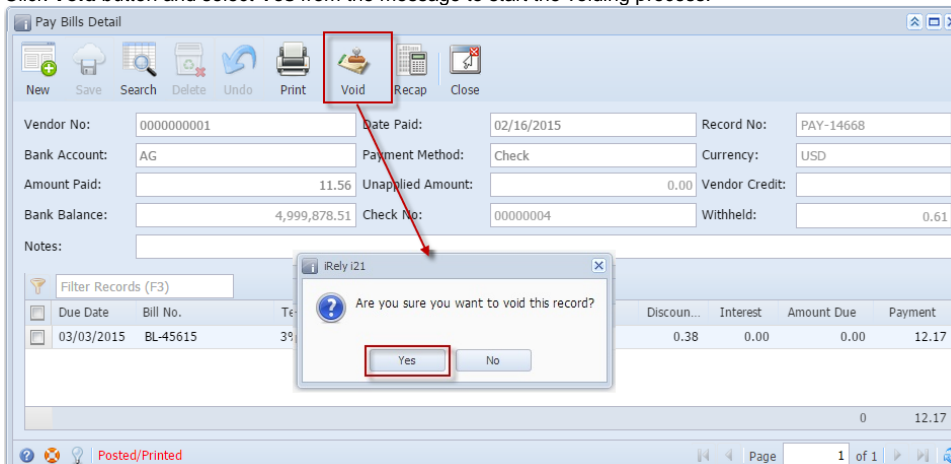
Payments with '**Check**' payment method and is already printed can no longer be unposted. However, you can void payments in case you need to cancel a payment.

Here are the steps on how to void a pay bill:

1. Once a pay bill with 'Check' payment method is printed (see [How To Process Payments](#)), a **Check No** will be assigned to the pay bill.
2. **Unpost** button will be hidden and will be replaced by **Void** button.



3. Click **Void** button and select **Yes** from the message to start the voiding process.



- After voiding the pay bill, Pay Bill Detail will be marked as 'Void'. 'Voided' caption is also added before the Check No.

The screenshot shows the 'Pay Bills Detail' window. The 'Check No.' field is highlighted in yellow and contains the text 'Voided-00000004'. The 'Amount Paid' is 11.56, and the 'Bank Balance' is 4,999,890.07. The 'Record No.' is PAY-14668. The 'Date Paid' is 02/16/2015. The 'Payment Method' is Check. The 'Currency' is USD. The 'Unapplied Amount' is 0.00. The 'Vendor Credit' is 0.00. The 'Withheld' amount is 0.61. The 'Notes' field is empty. Below the form, there is a table with columns: Due Date, Bill No., Terms, Bill Total, AP Account, Discoun..., Interest, Amount Due, and Payment. The table shows one record for 03/03/2015, BL-45615, 3% 5 Net 15, with a Bill Total of 12.55, AP Account of 22222-0000, Discoun... of 0.38, Interest of 0.00, Amount Due of 0.00, and Payment of 12.17. The status bar at the bottom shows 'Void' and 'Page 1 of 1'.

Affected Modules after Voiding

General Ledger

- Open **GL Account Detail** from **General Ledger > Activities**. Select the accounts used in your posted transaction. A reverse entry of the posted pay bill transaction will be displayed on the screen.

The screenshot shows the 'GL Account Detail' window. The 'Account ID' is 11111-0000, and the 'Description' is 01 cash accounts. The 'Date Range' is All Date. The 'Account Group' is Cash Accounts. The 'Opening Balance' is 0.00. The 'From Date' is 12/31/1899, and the 'To Date' is 12/31/2099. The 'View' button is selected. The table shows two records for 02/16/2015, AP, BATCH-446, PAY-14668, 01 cash accounts, with a Debit of 0.00, Credit of 11.56, Debit Units of 0.0000, Credit Units of 0.0000, and Audit Record of 1. The second record is highlighted in red and shows a Debit of 11.56, Credit of 0.00, Debit Units of 0.0000, Credit Units of 0.0000, and Audit Record of 1. The status bar at the bottom shows 'Ready' and 'Page 1 of 3'.

- Click **Transaction Detail** button from the GL Account Detail screen to open **GL Transaction Detail** screen. A reverse entry for each account used in the unposted pay bill transaction will be displayed on the screen.

The screenshot shows the 'GL Transaction Detail' window. The 'View' button is selected. The table shows two records for 02/16/2015, BATCH-446, 11140-0000, Posted Payment - Discount, PAY-14668, with a Debit of 0.00, Credit of 0.38. The second record is highlighted in red and shows a Debit of 0.38, Credit of 0.00. The status bar at the bottom shows 'Ready' and 'Page 1 of 3'.

Cash Management

1. Open **Bank Account Register** screen by selecting **Cash Management > Activities** from the menu and double click mouse over Bank Account Register. **Voided** word is also shown before the check number. The transaction is marked as **Void** and in red font.

Bank Account Register

Bank Account: AG Bank Name: SAMPLE BANK ACCOUNT Balance: 4,999,890.07

Check Date	Number	Record No	Payee or Payor	Payment	Deposit	Balance	Clear	Clear Date	Transaction Type	Memo
02/16/2015		ROEP-1			5,000,000.00	5,000,000.00	<input type="checkbox"/>		Bank Deposit	
02/16/2015	00000002	PAY-14658	Test Vendor 1	47.50		4,999,952.50	<input type="checkbox"/>		AP Payment	
02/16/2015		PAY-14659	Test Vendor 1	57.83		4,999,894.67	<input type="checkbox"/>		AP Payment	
02/16/2015		PAY-14660	Test Vendor 1	2.30		4,999,892.37	<input type="checkbox"/>		AP Payment	
02/16/2015		PAY-14661	Test Vendor 1	2.30		4,999,890.07	<input type="checkbox"/>		AP Payment	
02/16/2015	Voided-00000003	PAY-14663	Test Vendor 1	24.25		4,999,890.07	<input type="checkbox"/>		AP Payment	Void
02/16/2015	Voided-00000001	PAY-14664	ZAY LEASING ...	600.00		4,999,890.07	<input type="checkbox"/>		AP Payment	Void
02/16/2015	Voided-00000004	PAY-14668	Test Vendor 1	11.56		4,999,890.07	<input type="checkbox"/>		AP Payment	Void

2. Open **Bank Reconciliation** screen by clicking **Reconciliation** button from Bank Account Register screen or from **Cash Management > Activities** and double click mouse over Bank Reconciliation. Select **Bank Account** used in the posted transaction. Transaction will be removed from Bank Reconciliation.

Bank Reconciliation

Bank Account: AG Statement Date: 02/16/2015 Bank Name: SAMPLE BANK ACCOUNT G/L Account: 11111-0000 G/L Balance: 4,999,890.07 Bank & G/L Balance Difference: 0.00

Clear	Date	Number	Payee	Transaction Type	Payment
<input checked="" type="checkbox"/>	02/16/2015	00000002	Test Vendor 1	AP Payment	47.50
<input checked="" type="checkbox"/>	02/16/2015		Test Vendor 1	AP Payment	57.83
<input checked="" type="checkbox"/>	02/16/2015		Test Vendor 1	AP Payment	2.30
<input checked="" type="checkbox"/>	02/16/2015		Test Vendor 1	AP Payment	2.30

0 Payments Cleared: 0.00

Clear	Date	Number	Payor	Transaction Type	Deposit
<input checked="" type="checkbox"/>	02/16/2015			Bank Deposit	5,000,000.00

0 Deposits Cleared: 0.00

Prior Reconciliation Ending Balance: 0.00 Cleared Payments: 0.00 Cleared Deposits: 0.00 Ending Balance Per Reconciliation: 0.00

Bank Statement Ending Balance: 0.00 Uncleared Payments: 109.93 Uncleared Deposits: 5,000,000.00 Bank Account Balance: 4,999,890.07 Difference: 0.00

3. **Balance** field of the **Bank Accounts** screen also updates every time a transaction that uses this bank is unposted

Bank Accounts

Bank Name: SAMPLE BANK ACCOUNT

Account No: Currency: USD

Balance: 4,999,890.07 Active: ☒

Contact: Sample Contact

Address: 13th Main St

GL Accounts

GL Account: 11111-0000

Check Number Range

Starting Check No: 1

Ending Check No: 100

4. **Check No.** will also be marked as '**Void Check**' on the **Check Number Audit** of the **Bank Account** used in the transaction.

The screenshot shows the 'Check Number Audit' window. The top toolbar includes buttons for New, Save, Search, Delete, Undo, Bank, MICR, Check Audit (highlighted with a red box), Reconciliation, Register, and Close. The window title is 'Check Number Audit'. Below the title bar, there are icons for Waste, Print, and Close. The main area contains a filter section with 'Filter: All Checks' and fields for 'From:' and 'To:'. Below this, it shows 'Printed: 5', 'Failed: 3', and 'Unused: 95'. A table lists the audit details:

Check No.	Status	Record No.	Remarks
00000001	Printed	PAY-14664	
00000001	Void Check	PAY-14664	
00000002	Printed	PAY-14658	
00000003	Printed	PAY-14663	
00000003	Void Check	PAY-14663	
00000004	Void Check	PAY-14668	
00000004	Printed	PAY-14668	
00000005	Printed	PAY-14661	
00000006	Unused		