



Entering a Zero Check in General Ledger

A Zero Check is a check which has an amount of \$0.00, usually because the check is voided for some reason.

At times, you may need to enter a zero check in order to match the check numbers in ACS with the check numbers in the check register. For example, check number 20222 is damaged, torn, the printer runs out of ink, or otherwise unusable. To reflect this in ACS, enter a zero check to preserve the continuity of your checks.

You cannot issue a check in ACS without a payee. Since the amount is \$0.00, and the check is never printed, you can select any payee. You may consider adding a payee named Zero Check for the purpose of entering these checks. You must also post a zero check the same way you post any other check.

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**.
4. Click **Zero Check**.
5. In the **Transaction Source** drop-down list, select **Check (CHK)**.
6. Enter a checking account or click **Lookup**  to select an account.
7. Verify the post month and year are correct. Click the up and down arrows to change the posting period.
8. If this check is reconciled, select **Reconciled**.
9. Enter the check number.
10. Enter the date or select it in the calendar.
11. Enter or select a payee in the **Pay to the Order of** field.
12. Enter a description in the **Memo** field.
13. Click **OK**.