Voiding Payroll Checks

You can void checks that have been entered and posted in Payroll, while also posting a void transaction to General Ledger and Payroll.

After voiding checks, we recommend printing the Voided Check Report for your records. When printed from the Enter/Post Payroll window, the report displays the contributor's name, check number, bank, check date, void date, check amount, and grand total for each voided check during the current posting period. To select another posting period, filter by Check Date or Bank, or include inactive employees, you can customize and print the Void Check Report in Payroll Reports.

If you need to edit a check's transaction date or post month after posting, you can edit these fields in General Ledger to avoid voiding and reprinting the check.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Payroll Checks** and click **Go** .
3. Click **Reprint/Void Checks**, then click **Void Posted Checks**.
4. In the drop-down list, select the **Bank** the check was issued from. The selected bank's **Account Number** displays. If you don't see the check you want to void, you may need to select the correct bank account.
5. Select the appropriate option to display month-to-date (**MTD**), year-to-date (**YTD**), or **All** checks. To display previously voided checks, select **Show Voided**.
6. Select the **Void** checkbox beside each check you want to void. To void all checks, click **Select All**, or click **Unselect All** to clear selected checks.
7. Click **Void**.
8. When the confirmation message displays, click **Yes** to continue.

   > ⚠ **Note**
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   > If any of the selected checks are reconciled in General Ledger, a message displays, "Check No: xxx Empl: xxxxx Check Amt: xxx.xx has been reconciled. Are you sure you want to void this check?" Click **Yes** to continue, or **No** to cancel.

9. When the Payroll - Void Posted Payroll Checks window displays, select the correct **General Ledger Post Month/Year**.
10. Enter the correct **Payroll Void Date**. This defaults to the current date, but you can change it. Payroll Reports reflect the void as of this date.
11. In the drop-down lists, select the appropriate **Check Transaction Source** and **ACH Transaction Source**.
12. **Optional:** Enter an explanation in the **Void Explanation** field.
13. To void the selected checks and post the void transaction to General Ledger and Payroll, click **Post Void**.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Payroll Checks** and click **Go** .
3. Click **Reprint/Void Checks**, then click **Print Voided Checks Report**.
4. When the report displays, click **Print** .