

Payroll & Accounting

Reissue Lost Payroll Check (Rev 10/19)

If a Payroll check is lost and needs to be reissued... How does this affect the person's W-2? How will this affect the taxes? The best way to resolve this is to reissue the check in Accounting and NOT Void the check in Payroll. A check for the net amount simply needs reissued!

In Accounting - create a Journal Entry to Debit the checking account the lost check was written on and Credit a Vendor which the is employee that lost their check (a Vendor for the employee may need created).



- To create a Journal Entry, go to Accounting>Transactions>Other>Journal Entry Transaction
- 1) Enter the Date Occurred (may want to date within the bank reconciliation period).
- 2) Enter desired comments under Transaction Comments.
- 3) Credit the Net Amount of the Payroll check to the Employee (Vendor) that lost their check.
- 4) Debit the Net Amount of the Payroll check to the original checking account.
- 5) Click Done Add to Batch. Click Post.

💯 Journal Entries		~		
Date Occurred	Transaction Comments ssue Lost Payroll Chec	k 2		Recurring Transactions
Accounts Lisa Young	Debit Amount	Credit Amount 509.00	Line Item Comments	V +-t
1.10.100 - Huntington Bank Checking	509.00		4	+-1
Clear Transaction To	tal: \$509.00	\$0.00		DONE - Add To Batch (Ctrl +)



Create Payments

×

Cancel

To create the check, go to Pay Bills>Quick Pay>View Vendors with a Balance

🔟 Pay Bills							×
Select Vendor/Payee To Pay Type to Search	Add To	Batch (Ctrl	+)	(Quick Pay	Show Running Balance	
Default Date Occurred	Default Ass	set Accoun	t D	Default Pay Meth	Pay Bills Entered To	day	
11/12/20	1.10.100	- Hu 🗸		Computer C 🔽	View Vendors with a	a Balance 🦰	
Date Occurred Vendor	Asset		Amount to Pay Payment Metho View Outstanding Bills			ills INS	
Select the name of the Employee Select Vendor Account Balance							×
Vendor and click Create Payments.			American Electric Power			\$80.00 🔨	
		Ameritech			\$186.98	\$186.98	
	American American BsureURcovered Insurance				\$3,614.80		
			City/County Taxes Payable (2.10.120)			\$371.92	
		Columbia Gas			\$1,410.00		
			Crop Walk (2.30.020) Disaster Relief Recovery (2.30.050) Excite Generating (2.40.152)			\$455.00	
						\$1,225.00	=
			Flexible Spending (2.	10.150)		\$3,900.00	
			Lisa Young Mertagan Rayable (2	00, 100)		\$509.00	
			Pension Pavable (2.1	0 130)		\$223,500.00	
			State Taxes Pavable	(2, 10, 110)		\$624.00	
				(,		ţoz noo	~

Fill in the Net Amount of the check in Amount to Pay. Click Post & Print Checks.

Select All

🔟 Pay Bills								• X
Select Vendor/Payee To Pay Type to Search Image: Add To Batch (Ctrl +) Unposted Payments Batch (1)							Balance	
Default Date Occ 11/09/2018	urred		Default Asset Account 1.10.100 - Hu 🖌 🗙		Default Pay Method Computer C 🖂 🗙			
Date Occurred	Vendor		Asset	Amount to Pay	Payment Method	Check or Ref #	*Transaction Comm	INS
11/09/2018	Lisa Young		1.10.100 - Huntin	509 🖌	Computer Check			圜

Unselect All

Please Note: be sure to mark the original Payroll check and the journal entry cleared on the current bank reconciliation.