

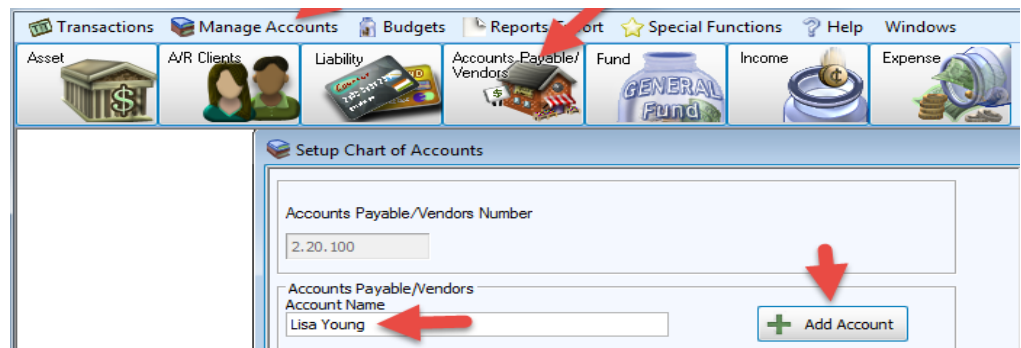
If a Payroll check is lost and needs to be reissued... How does this affect the person's W-2? How will this affect the taxes? The best way to resolve this is to reissue the check in Accounting and NOT Void the check in Payroll. A check for the net amount simply needs reissued!

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 Vendor, go to *Accounting>Manage Accounts>Accounts +/->Accounts Payable/Vendors>* Enter the name of the employee that lost their check.

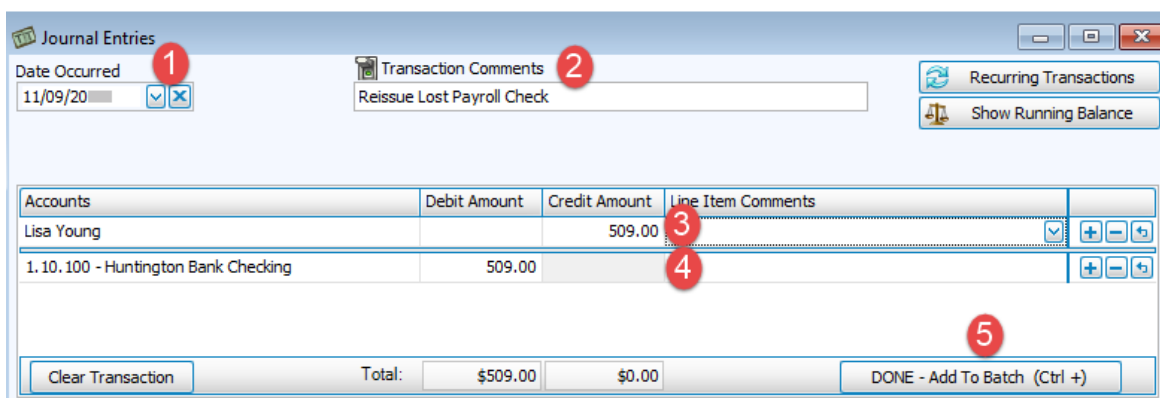
Click *Add Account*.

Our example shows Lisa Young.

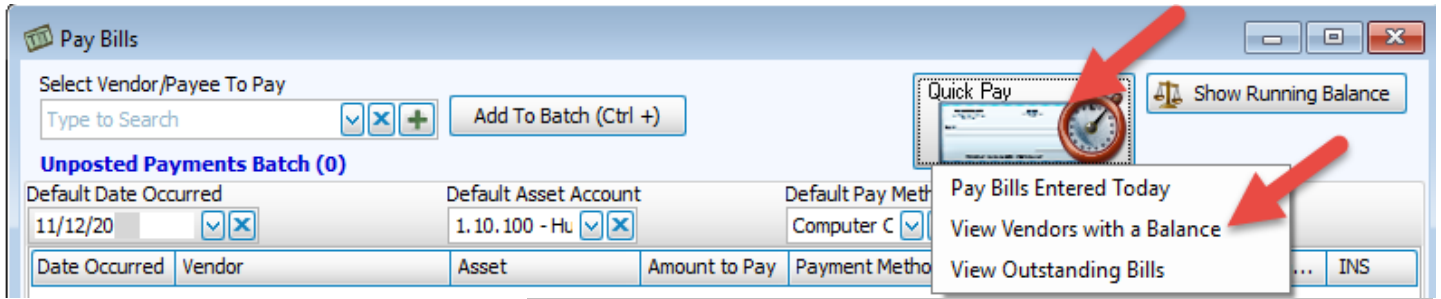


To create a Journal Entry, go to *Accounting>Transactions>Other>Journal Entry Transaction*

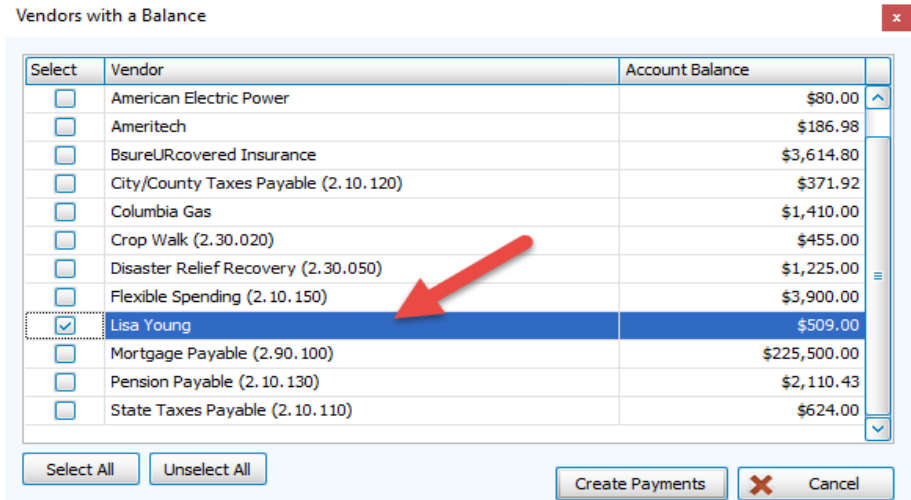
- 1) Enter the *Date Occurred* (may want to date within the bank reconciliation period).
- 2) Enter desired comments under *Transaction Comments*.
- 3) *Credit* the *Net Amount* of the Payroll check to the Employee (Vendor) that lost their check.
- 4) *Debit* the *Net Amount* of the Payroll check to the original checking account.
- 5) Click *Done - Add to Batch*. Click *Post*.



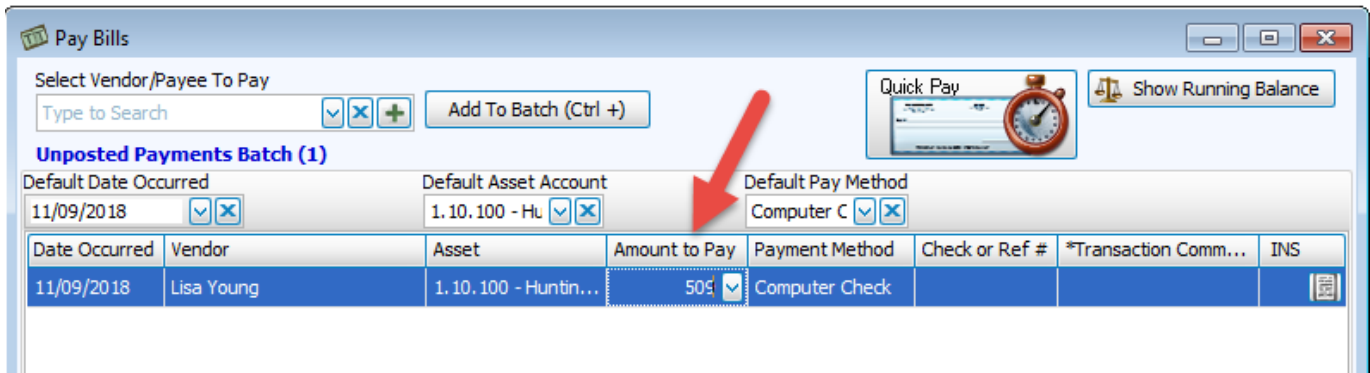
To create the check, go to *Pay Bills>Quick Pay>View Vendors with a Balance*



Select the name of the Employee Vendor and click *Create Payments*.



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



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