

PLEASE NOTE: If you are voiding a payroll check that is outside of the current 941 quarter, DO NOT go into Payroll to make any voids/adjustments because of tax implications. Reissuing of the check should occur in Accounting. Please contact Support at 800.533.5227 or support@churchwindows.com for help.

1. Voiding a Check from a prior period (month or year) that will not be reprinted:

- **DO NOT** go back to the prior period and reverse the transaction, because that would change previously reported amounts and bank reconciliations in Accounting.
- In the current year, current month, go to *Transactions >Other >Adjust Asset*.
 - ◇ From the dropdown list, select the *Asset to Adjust*.
 - ◇ Click *Increase* to increase the checking account.
 - ◇ *Amount to Adjust* is the dollar amount of the check.
 - ◇ *Date Occurred* may be in the current unreconciled bank reconciliation period.
 - ◇ Under *Account* the other side of the entry is to the original expense account or to a Fund. This depends on the dating of the original transaction.
- On the next bank reconciliation, clear both the Asset Adjustment on the *Deposits* tab and the original check to void on the *Withdrawals* tab.

2. Voiding a Check from a prior period (month or year) that needs to be reprinted in the current period:

- **DO NOT** go back to the prior period and reverse the transaction because that would change previously reported amounts and bank reconciliations in Accounting.
- In the current year, current month, go to *Transactions >Other >Adjust Asset*.
 - ◇ From the dropdown list, select the *Asset to Adjust*.
 - ◇ Click *Increase* to increase the checking account.
 - ◇ *Amount to Adjust* is the dollar amount of the check.
 - ◇ *Date Occurred* may be in the current unreconciled bank reconciliation period.
 - ◇ The other side of the entry is to the original expense account.
- On the next bank reconciliation, clear both the Asset Adjustment on the *Deposits* tab and the original check to void on the *Withdrawals* tab.
- To re-issue a new check:
Click *Enter Bills* to enter the original vendor or/and the original expense account. *Post* the payment transaction in *Pay Bills*. If you are printing computer prepared checks, go to *Reports>Print Checks* to print the new check.

3. Voiding a Check in the current month that needs to be corrected and reprinted:

- Click *Transaction>Browse*. Reverse the payment transaction with that check number.
- *Correct* the bill: (Skip this step if the bill is correct). After finding the bill in *Browse*, click *Correct*. Correct the transaction and click *Save Correction*. The system will determine if the correction requires a reversal and entry of a new transaction. If so, the system will do so.
- Click *Transactions>Pay Bills >Quick Pay>View Outstanding Bills*, click to select the bill and *Create the Payment*. Then *Post* the payment. If you are printing computer prepared checks go to *Reports>Print Checks* to print the new check.

4. Voiding a Check in the current month posted in error:

- Neither the bill nor the payment are correct.
- Click *Transaction >Browse*. Highlight the bill transaction, click *Reverse*, then highlight the payment transaction with that check number and click *Reverse*.

5. Record a check number of a spoiled or damaged check:

- This function is used when a check is ruined or destroyed by the printer. We record this \$0.00 transaction so that we can account for all check numbers in the system. The check register then provides a clear audit trail of the check numbers.
- Click *Transactions>Other>Enter Spoiled Check Numbers (Voided Checks)*.
- Enter the appropriate information for the voided check. Click *Post* when finished.

Please Note: The process for Voiding Payroll Checks is found on a separate document.