



# Void a Cleared Check

Property Management Solutions for Over 30 Years

## Overview

This document explains how to void a check that has been cleared in a bank reconciliation by mistake.

If a check has been cleared in a bank reconciliation there are several possibilities.

- If the wrong account code was used, the easiest way to correct it is to post a journal voucher decreasing one account code balance and increasing another. The date used can be the date of the check or the date you want to show on an owner's statement. The end result is that the year-to-date financial records reflect the correct balance for each account code.
- If the transaction was posted to the wrong owner (ledger), you can make the correction using a journal transfer, decreasing the account code balance for one owner and increasing it for another.
- If you must void the original entry, do the following:

## Unclear and void the check

1. Go to GL, Bank History and select the bank account
2. Make a note of the Last Statement amount from the protected field on the upper right

Bank Account History

Bank: CHECKING: Bank Account Checking

Date Range: Last 60 Days

From: 10/14/2018 to 12/12/2018

Last Statement: \$10,286.04

Current Balance: \$8,171.31

Awaiting Deposit: \$0.00

Available Balance: \$8,171.31

Date	Check	Description	Additions	Subtractions	Date Cleared
10/17/2018		Deposit	\$715.00		10/31/2018
10/17/2018	1725	Donald S. Schenk		\$306.62	10/31/2018
10/17/2018	1727	Patriot Bank		\$407.73	10/31/2018
10/17/2018	1723	Charles W. Harris		\$823.98	10/31/2018
10/17/2018	1730	Peyton T. Gray		\$823.98	10/31/2018
10/17/2018	1724	David & Judy Fiscella		\$823.98	
10/17/2018	1728	James J. Porach		\$823.98	
10/17/2018	1722	Peachtree National		\$823.98	10/31/2018
10/17/2018	1726	Oceanside Bank		\$866.87	10/31/2018
11/1/2018	1734	Mortgage Payment		\$477.38	
11/3/2018		Deposit	\$2,885.00		
11/19/2018		Deposit	\$2,300.00		
11/19/2018	1732	HOA Fee		\$134.50	
11/19/2018	1733	Mortgage Payment		\$793.46	
11/20/2018	1738	Patriot Bank		\$116.10	
11/20/2018	1740	Charles W. Harris		\$391.53	
11/20/2018	1739	Peyton T. Gray		\$391.53	

1. All / 2. Checks / 3. Other Subtractions / 4. Deposits / 5. Other Additions / 6. Cleared / 7. Uncleared

3. Find the check and highlight it - note the date cleared

- Click the Unclear button. You will receive a warning that the bank opening statement balance will be changed - click OK.

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Buttons: Enable Filter, Filter, Edit, Void, Unclear, General Ledger

Footer: 1. All 2. Checks 3. Other Subtractions 4. Deposits 5. Other Additions 6. Cleared 7. Uncleared

Warning

Ready to unclear a cleared transaction. This will change the last statement closing balance for the bank.

Buttons: OK, Cancel

- Click on the Edit button; do a print form so you have a copy of each line item on the check
- Click the Void button. Double click in the Void Date field to fill the posting date in as the void date.

Void Accounts Payable Set

Void Date: 10/17/2018

Date	Type	Description	Amount	Memo
10/17/2018	Check	Distribution Check	\$823.98	

Buttons: Profile Search, Dashboard, Internet Publishing, Profiles, General Ledger

- Click Post and exit Bank History

**Re-enter the check**

1. Go to AP, Single Check
2. Mark the Handwritten checkbox and fill in the check number
3. Enter the information for each line item on the check
4. Click Post

**Reconcile bank account**

1. Go to GL, Reconcile Bank Account and select the bank
2. Enter the date the check was previously reconciled
3. Enter the Closing Balance, previously noted
4. Click the check tab
5. Mark the check just re-entered as cleared
6. The difference should be zero. If not, unclear all and clear just the check in question.
7. Print the report and attach to the original reconciliation report.
8. Click Post.