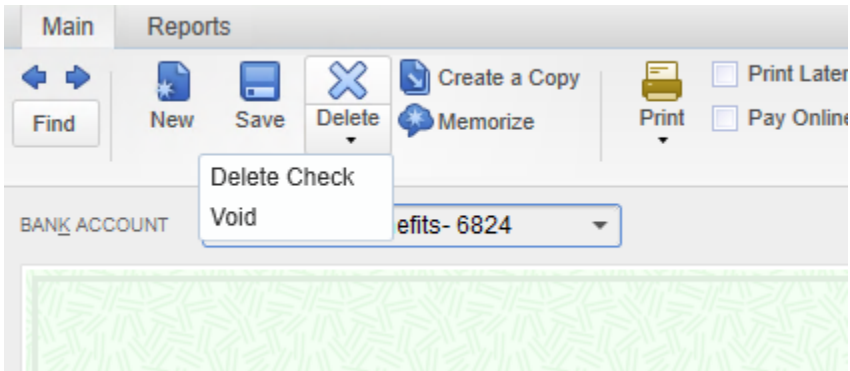# VOIDING A CHECK IN QUICKBOOKS

ONLY if the check is written in the current period, you can simply bring the check up on your screen and void the check by choosing DELETE-VOID.

IF THE CHECK WAS WRITTEN IN A PRIOR PERIOD, gather your check detail. You will need the vendor, check number, original bank sub account used for check, expense account, class and amount.

Details can be viewed in the bank reconciliation screen. Go to Banking – Reconcile
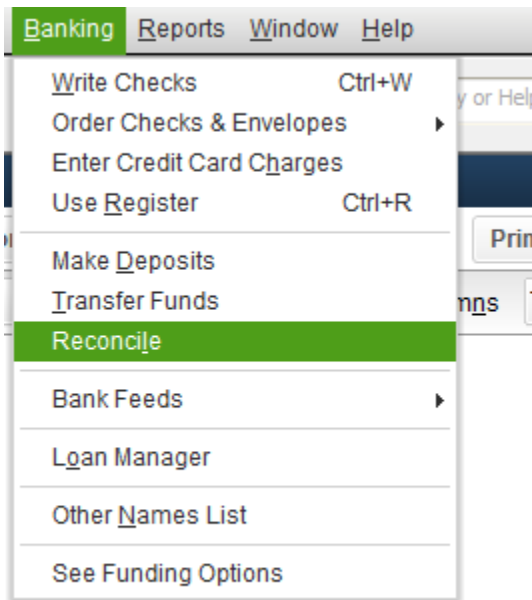
Enter a zero for ending balance, then click Continue.

Begin Reconciliation

Select an account to reconcile, and then enter the ending balance from your account statement.

Account: 100 · Operating Checking — last reconciled on 04/30/2016.

Statement Date: 05/31/2016

Beginning Balance: 20,386.40   What if my beginning balance doesn't match my statement?

Ending Balance: 0

Enter any service charge or interest earned.

Service Charge	Date	Account	Class
0.00	01/31/2016	595 · ECOMMERCE FEES	Church:Administration

Interest Earned	Date	Account	Class
0.00	01/31/2016	900 · Interest Income-Assessable	Church:Administration

Locate Discrepancies | Undo Last Reconciliation | Continue | Cancel | Help

You may double click on the check you wish to void to view details.

Checks and Payments

✓	DATE ▲	CHK #	PAYEE	AMOUNT	✓
	02/01/2016			50.00	0
	02/21/2016	10858	Kroger	150.00	0
✓	06/10/2016			75.00	0
✓	06/10/2016		Kroger	23.00	0

BANK ACCOUNT: 100 · Operating Checking   ENDING BALANCE **28,288.40**

NO. 10858
DATE 02/21/2016

PAY TO THE ORDER OF: Kroger $ 150.00

One hundred fifty and 00/100*** DOLLARS

ADDRESS

MEMO

Expenses $150.00   Items $0.00

ACCOUNT	AMOUNT	MEMO	C...	BILL...	CLASS
421 · Program Activities	150.00	Lunch supplies for class			Church:Administration

Close window by clicking X in right corner once you have all your details. Click LEAVE on reconciliation.

Now, prepare journal entry. To void a check you are going to debit the bank account originally used for the payment. If a bank sub account was used for the check, you would debit the bank sub account. The debit to the bank account will increase or "deposit" the funds back into your bank account. Crediting the expense account used will reverse the expense.

Go to Company – Make Journal Entries.

DATE 02/21/2018 ENTRY NO. 58						
ACCOUNT	DEBIT	CREDIT	MEMO	NAME	BILLABL...	CLASS
100 · Operating Checking	150.00		Void check 10858 dated 2/21/16 - paid to Kroger. Check was never used - bad weather cancelled class	Kroger		
421 · Program Activities		150.00	Void check 10858 dated 2/21/16 - paid to Kroger. Check was never used - bad weather cancelled class			Church:Administration

Record journal entry. Adding the vendor name to the line for the bank will make the entry show up in the vendor detail in vendor center.

Billed From Kroger

REPORTS FOR THIS VENDOR

QuickReport

Open Balance

Map | Directions

Order 1099 Forms

Order Checks

Transactions	Contacts	To Do's	Notes	Sent Email		
SHOW	All Transactions	FILTER BY	All	DATE	All	
TYPE	NUM	DATE ▼	ACCOUNT		AMOUNT	
General Journal	58	02/21/2018	100 · Operating Checking		150.00	
General Journal	39	11/07/2016	100 · Operating Checking:100.6 · Rook & Wie...		23.00	
Check	1005	06/10/2016	100 · Operating Checking:100.6 · Rook & Wie...		-23.00	
Bill	spplies	06/10/2016	210 · Accounts Payable		-23.00	
Bill Pmt -Check		06/10/2016	100 · Operating Checking:100.6 · Rook & Wie...		-23.00	
Check	10858	02/21/2016	100 · Operating Checking		-150.00	
Check	1	09/23/2009	100 · Operating Checking		0.00	
Check		06/10/2008	100 · Operating Checking		0.00	

The last step is to clear the check and the journal entry from the bank rec. Checking both will have a zero net effect on your bank rec and when you hit reconcile it will clear them both from the reconciliation window once you have completed your regular bank rec.