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How to void a reconciled check in quickbooks

You have the option to use the same information when re-creating the check. This transaction will show when you reconcile the account for the current month. Here's an article to help guide you more in re-creating and modifying the check: Create, modify, and print checks. Also. for some "How do I" steps in QuickBooks Desktop, you can always visit our Help Articles page for reference. I want to make sure your concern is fully addressed and I'm here to provide further assistance whenever you need it. Have a great rest of the week! So, you closed your books, your taxes are done, but now you realize a check you wrote in the closed period needs to be voided and re-issued. What do you do? We've got step-by-step instructions for you below, or scroll to the bottom of this post to get video instruction on QuickBooks Online and Desktop! Here is how you can void a check in QuickBooks in a closed period: Psst...Need more help? Schedule an appointment with our QuickBooks ProAdvisor! Find the check in the register that needs to be voided. Take note of which accounts are being affected. Typically, this will affect expense and bank accounts. Make a note within the memo that you "voided" the check and re-issued the check, noting the current period date and new check number, by way of a journal entry. Do NOT actually void the check. Voiding a check could cause issues if it was used to purchase inventory, or pay a 1099 vendor. Create a journal entry in the current period, debiting the same bank account and crediting the expense. To create a journal entry in desktop go to Company > Make General Journal Entries. To create a journal entry in online go to the Create icon > under the Other column click Journal Entry. Journal Entry Example – Journal date 6/17/2018: Main Checking $500 JE to Void ck #1001 in 2018; reissued 3/25/2019 w/ ck #2106 Utilities Expense $500 The journal entry will reverse the activity in the current period. If the check belongs to a 1099 vendor, we recommend using a wash account for the journal entry and re-issued check. Using a wash account will avoid overstating the amount paid to the 1099 vendor in the current period. If you need to re-issue a check, write a new check in the current period to the same bank and expense account that you used in the reversing journal entry in Step 2, so it washes in the current period. Make a note in the memo that it is a re-issued check for the original "voided" check. For example: Re-issued ck #1001 from 6/17/2018 When you perform the next reconciliation, the "voided" outstanding check from the closed period and the journal entry reversing the original check in the current period should both be marked as reconciled. The new check issued in the current period will remain outstanding until cleared. The net effect is no change to the closed period. Keep your tax accountant and auditors from asking questions by providing a trail of activity that enables you to clearly identify what happened. When you're ready, move on to Part 2 – How to re-issue a Bill Payment! Hello there, @montrose-realest.You'd want to view your audit log. This way, you can verify the details of the voided transactions and use it in re-entering the check transactions. I can guide you on how to do it.Go to the Gear Icon.Choose Audit Log.Click the Filter button.Select Reconciliations under Events. Click Apply.Once viewed, you can now start re-entering the voided check transactions manually. After which, you can view the discrepancy report. The Total Discrepancy Difference on the report should be $0.00. Now, you can perform a mini reconciliation for the month of April. Here's how:Go to the Accounting menu.Select Reconcile.From the Account drop-down, choose the account you're reconciling.Since the Beginning balance is for February, you'll want to enter the Ending balance and Ending date as they're written on your bank statement for February.Once done, click Start reconciling.You can read through this article for more detailed steps: Reconcile an account in QuickBooks Online.Also, I'd recommend consulting an accountant so you'd be guided accurately in reconciling your account. I'm happy to help some more if you have other questions and concerns about the reconciliation process in QuickBooks. Have a good one. A common reason for voiding checks is to eliminate older, stale-dated, outstanding checks. There are two ways that these checks can be voided when using QuickBooks. However, depending upon which method you use, you may unintentionally alter your financial reports. One way to write off checks is to select the check in the register and void it through the "Edit" menu, clicking on "Void Check." Voiding a check changes the dollar amount to $0 but leaves the empty transaction. However, when the "Void Check" function is used, QuickBooks also zeros all of your accounts or balances that this check affected in the prior period, as if the check never existed. While this does eliminate the check from the list of outstanding checks on the bank reconciliation, various problems can occur, especially if the check is from a prior fiscal year. Since the check amount is now $0, your checking account balance is increased as of the date the check was originally issued, and thus last year's balance will not agree with your previous bank reconciliations, financial statements, or tax filings. Similar problems will occur if you are doing monthly or quarterly reports and the check was issued in a previous month or quarter. Unless you are voiding a check in the same month it was issued, the better way to void a check is to enter a journal entry. The journal entry can be made through the "Company" menu and "Make General Journal Entries." Use a date after your last bank reconciliation was completed. If the check being written off was issued in a prior year, debit (increase) the checking account from which the check was originally issued and credit miscellaneous income. If voiding a check written in the same fiscal year, you would again debit the checking account, but you can credit the original expense account to which the check was posted when issued. In the "Memo" section for both the debit and credit entries, write the date that the check was originally issued and the check number being voided. If you utilize the class field functionality, make sure you use the same category as was originally used. We recommend that you go into the check memo field that the check is voided, the date of the journal entry and journal entry number. During the next bank reconciliation, you would mark as cleared both the journal entry listed as a deposit and the original check from the list of outstanding checks. In general, for checks entered against expense accounts, we recommend using the Journal Entry method to avoid throwing your reports off balance. Voiding a payroll check or a payment of a payroll liability requires slightly more involved procedures. If you need assistance with voiding checks or any other QuickBooks function, please let us know. Properly voiding checks in QuickBooks Online keeps your bookkeeping records accurate. This, in turn, protects your business from fraud and helps you ensure your financial statements are always correct.Although deleting a check accomplishes the same thing as voiding one does, deleting checks also compromises your recordkeeping and opens the door for potential errors. Deleting checks also makes it harder for you to detect fraud on your account. The only time a check should be deleted is if a duplicate entry was made by accident.The process to void a check in QuickBooks Online is easy and straightforward. It only gets tricky when you have to void a check written in a prior accounting year. If you're hesitant to tackle voiding a check written in a previous year on your own, reach out to a QuickBooks ProAdvisor or a bookkeeper or accountant well-versed in QuickBooks Online. They will be able to walk you through properly voiding your specific transaction so your bookkeeping stays accurate.» MORE: NerdWallet's best small-business appsWhen you void a paper check, it means that particular check is no longer valid for payment purposes. This applies to both the physical check itself and also the check number associated with the check.Simply writing "VOID" across a check gives you some protection against fraud. However, sophisticated fraudsters can still use the information on the check to create fake checks on your account or to set up electronic payments and transfers. For this reason, you must be very careful about protecting checks you have voided. The best way to protect these checks is to either shred them or file them securely.Properly voiding and protecting paper checks is only one step of the process, though. You need to keep a record of the voided check within your accounting system to help you catch any attempt to use that check number again. Remember, when you void a check, the physical check itself and the check number associated with the check are both rendered invalid.When you void a check in QuickBooks Online, you can easily see if that check is presented for payment again. And quick detection is key to protect your account from fraudulent activity.From an accounting perspective, there's no real difference between voiding and deleting a check in QuickBooks Online. Voiding and deleting accomplish the same thing: Both actions remove the impact of the transaction on your financial statements. From a recordkeeping perspective, it's much better to void a check than to delete it.For example, let's say you processed a $150 payment using check #1223 to the company that cleans your office. When you present the payment to the head of the cleaning crew, she delivers some good news: You've been extended a loyalty discount, and your service now only costs $135/week.You cut a new check (#1224) for $135 and record it in QuickBooks. But now you have to get the $150 payment off your books.When you recorded the original payment using the Check screen in QuickBooks, the following entry happened "behind the scenes":Debit: Cleaning Expense $150Credit: Checking Account $150Check #1223 was also added to your Check Register.If you delete the check, three things will happen:The original debit and credit for $150 will be wiped out of your accounting records, and your profit and loss statement will show only the new payment for $135.Your Check Register will also be updated to show the correct balance in your checking account.These two things are fine. In fact, this is exactly the same thing that would happen if you voided the check.However, another thing will happen and this is where you could have a problem:Deleting the check also means there is no longer any record of it in your accounting system.Your Check Register will now jump from check #1222 to #1224. If you try to record another check using #1223, you won't receive a duplicate check number warning. This means you run the risk of creating future checks using incorrect check numbers. Now you have a potential nightmare during reconciliation because you could have multiple checks in your system with the same check number. It also means someone could potentially create a forged check using #1223, present it for payment and you'd be less likely to catch the fraud.If you void the check instead of deleting it, you retain a record of check #1223 in your Check Register. It now shows $0 (and the debit and credit are zeroed out as well, instead of simply disappearing). This lets you keep an accurate record of all your transactions instead of having to remember what actually happened with check #1223.Likely the only time a check should be deleted is if you accidentally duplicate an entry — like if you forgot you entered check #1224 for $135 and enter it again. If you void a check, actually use the features in QuickBooks Online to properly void the check (there is one exception to using the void features, which we'll cover later).It's easy to void a check in QuickBooks Online. Not only does voiding checks keep your profit and loss statement and Check Register accurate, but if you use QuickBooks Online's accounts payable features properly voiding checks ensures your A/P records are always accurate, too.1. Locate the check you want to void. The easiest way to do this is by going to the Check Register. From the Dashboard, either (a) click on Banking in the left-hand toolbar or (b) click on the bank account under Bank Accounts on the right side of the screen. Click on "Go to Register" on the next screen. Search for the check you want to void, using the filters if needed:2. Click into the check line in the Register, then click the Edit button.3. Click More at the bottom of the next screen, then select Void.4. Click the "Yes" button on the dialog box. The warning lets you know the check was used to pay a bill. When you click Yes, the payment is voided, and the bill is updated to show as open and payable on your A/P reports. 5. Click the "OK" button.6. Review your Check Register. You'll now see the check shows $0 and voided.1. Click the "New" button from the dashboard, then select Bank Deposit under Other.2. Fill out the Bank Deposit Form as usual. Make sure you select the correct (a) bank account and set the (b) date to one in the current accounting year. Use either 1/1 or 12/31 of the current accounting year to make it easier to find this adjusting entry. In the (c) "received from" field, enter the vendor's name to whom the check was written. Use the same (d) account you used on the check you're voiding (you can create a multi-line deposit if the original check was split over multiple chart of accounts categories), and in the (e) description enter "Entry to void check #(check number) from prior period." You can leave the "Payment Method" and "Ref. No." fields blank. Finally, enter the (f) amount of the original check and click (g) save.3. Mark both the original check and the deposit you just created as reconciled. You can either do this during your next reconciliation, or you can mark the transactions reconciled in the check register.If the voided check was used to pay a bill that is still due, you will need to create a new bill, dated in the current accounting year (use 1/1 of the current year to make the adjustment easier to find).If you void a check that has previously been reconciled, you will need to undo the reconciliation and then reconcile the account again, this time selecting the correct transaction for your reconciliation (you will never void a reconciled check.)However, voided checks will keep popping up on your bank reconciliation screen unless they are marked as reconciled. If you have a lot of voided checks, this will make your reconciliation screen cluttered and could possibly lead to mistakes.Either mark your voided checks as reconciled in the check register or select these $0 entries during your next reconciliation.» MORE: NerdWallet's best accounting software for small businessesRead more about how QuickBooks Online works.A version of this article was first published on Fundera, a subsidiary of NerdWallet.

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