

Voiding checks

**Current
fiscal period**

**Prior fiscal
periods**

Click any button above for more information.

Use this method when the check you want to void is dated in the current fiscal year or when restating the financial statements from a prior period is not a problem.

To void a check from the current fiscal period:

1. Display the check you want to void.
You can locate the check by looking the in the appropriate Center, looking in the account register, by using the QuickBooks Find feature (in the Write Checks window and on the Edit menu), or by using QuickZoom on the missing checks report.
2. From the **Edit** menu, choose **Void Check**.
3. Enter the explanation in the check **Memo** field.
4. Click **Save & Close** to record the transaction.

Write Checks - Checking

Previous Next Print Find Journal

Bank Account: Checking Ending Balance: 47,943.98

Pay to the Order of: Perry Windows & Doors

Address: Perry Windows & Doors
P.O. Box 5033
Bayshore CA 94326

Memo: VOID: Already paid with credit card

No. 302
Date 12/10/2007
\$ 0.00
Dollars

Expenses: \$0.00 Items: \$0.00 Online Payment To be printed

Item	Description	Qty	Cost	Amount	Customer:Job
Wood Door:Exterior	Exterior door - #P-10901	0.00	105.00	0.00	

Select PO Receive All Show PO Time

Clear Splits Recalculate Save & Close Save & New Revert

Move your cursor over the image to enlarge it.

QuickBooks changes the check amount to zero and adds the word "Void" to the memo.

Use the method described in the following pages if the check you want to void is from a prior fiscal period, and you don't want to restate the financial statements.

Bank Account	Checking	Ending Balance	63,139.09
Pay to the Order of		Express Delivery Service	
Address		Express Delivery Service 5600 E. Broadway Bayshore, CA 94326	
Memo		VOID:	
No.		301	
Date		01/10/2006	
\$		0.00	
			Dollars
Expenses		\$0.00	
Items		\$0.00	
<input type="checkbox"/> Online Payment		<input type="checkbox"/> To be printed	
Account	Amount	Memo	Customer: Job
Freight & Delivery	0.00		
			Billable?

Display the check you want to void, and choose Void Check from the Edit menu. (Users who do not have permission to change transactions from closed periods will not be able to void the check.)

QuickBooks

The check you are voiding was written in an accounting period that is now closed. To maintain the accuracy of your financial reports and balance the accounts affected by the check, QuickBooks can create a journal entry in the earlier period and a reversing journal entry in the current period. Would you like QuickBooks to void the check and enter the appropriate journal entries for you?

Yes (Recommended)

No, just void the check

Cancel

When you save the transaction, QuickBooks asks you to confirm that you understand that making this change might affect transactions and financial reports from closed periods. If you proceed, a message displays asking if you would like to have QuickBooks make the appropriate journal entries to avoid affecting prior period transactions.

Click Yes when you don't want to have to restate the financials. Click No when restating the financials is not a problem.

Date	Number	Payee		Payment	✓	Deposit	Balance
	Type	Account	Memo				
01/05/2006	301	Express Delivery Service		0.00	✓		10,571.57
	CHK	Freight & Delivery	VOID: GJE, RGJE created on 12/15/2007				
01/05/2006	A106	Express Delivery Service		35.00	✓		10,536.57
	GENJRNL	Freight & Delivery	For CHK 301 voided on 12/15/2007				

In the account register, the original check is still listed (cleared with zero amount) with a memo indicating that it has been voided. The register also shows a journal entry with the same date and amount of the original check. QuickBooks also creates a reversing journal entry, which is listed in the register, using the current system date.

Transaction Journal									
All Transactions									
Type	Date	Item	Name	Memo	Account	Debit	Credit		
General Journal	01/05/2006	A106	Express Delivery Service	For CHK 301 voided on 12/15/2007	Checking		35.00		
			Express Delivery Service	For CHK 301 voided on 12/15/2007	Freight & Delivery	35.00			
						<u>35.00</u>	<u>35.00</u>		
TOTAL						<u>35.00</u>	<u>35.00</u>		

Transaction Journal									
All Transactions									
Type	Date	Item	Name	Memo	Account	Debit	Credit		
General Journal	12/15/2007	A106R	Express Delivery Service	Reverse of GJE A106 -- For CHK 301 voided on 12/15/2007	Checking	35.00			
			Express Delivery Service	Reverse of GJE A106 -- For CHK 301 voided on 12/15/2007	Freight & Delivery		35.00		
						<u>35.00</u>	<u>35.00</u>		
TOTAL						<u>35.00</u>	<u>35.00</u>		

To see the journal entries in the register, select the line with the entry you want to view, and then choose Transaction Journal from the Reports menu.

Checks and Payments					Deposits and Other Credits				
✓	Date	Chk #	Payee	Amount	✓	Date	Chk #	Payee	Amount
	12/15/2007		Sergeant Insurance	-675.00 ▲		01/05/2006	301	Express Delivery Service	0.00 ▲
	12/19/2007		Wheeler's Tile Etc.	-625.00		11/05/2007		Funds Transfer	-5,000.00
	11/16/2007	DED		-12.50		11/20/2007	7	Burney, Tony:Repairs	-210.00
	12/11/2007	DEF	Rad Check Charges	-10.00		11/21/2007			-5,912.93
✓	01/05/2006	A106	Express Delivery Service	-35.00		11/25/2007			-4,732.75
	11/13/2007	239	Dan T. Miller	-1,297.75		11/25/2007			-10,000.00
	11/14/2007	242	Larson Flooring	-3,200.00		11/25/2007			-3,750.00
	11/14/2007	243	Middlefield Drywall	-850.00 ▼		11/25/2007			-14,500.00 ▼

QuickBooks marks the voided check as cleared and automatically places a checkmark next to the two journal entries in the Reconcile window.