Current fiscal periods Click any button above for more information.

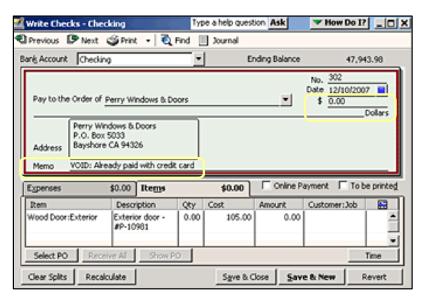
Voiding checks Current fiscal period 1/2

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:

- 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.

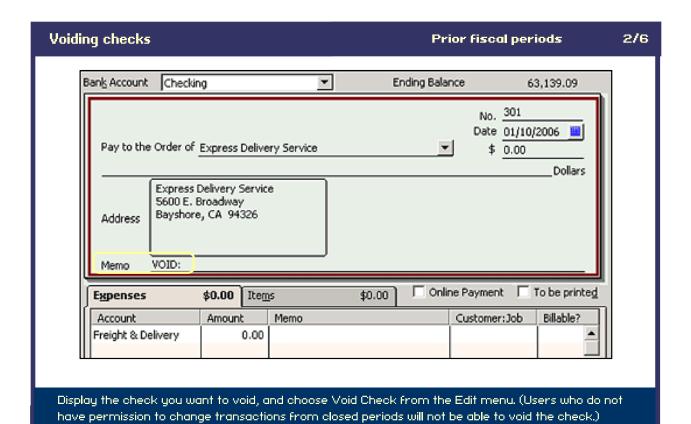




Move your cursor over the image to enlarge it.

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

| Voiding checks | Prior fiscal periods | 1/6 |
|---|----------------------|-----|
| Use the method described in the following pages if fiscal period, and you don't want to restate the fin | | |
| | | |
| | | |
| | | |
| | | |



Voiding checks Prior fiscal periods 3/6

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 | Pavee | | Payment | 1 | Deposit | Balance |
|------------|---------|--------------------------|---------------------------------------|---------|---|---------|-----------|
| | Type | Account | Memo | | | | |
| 01/05/2006 | 301 | Express Delivery Service | | 0.00 | 1 | | 10,571.57 |
| | CHK | Freight & Delivery | VOID: GJE, RGJE created on 12/15/2007 | | | | |
| 01/05/2006 | A106 | Express Delivery Service | | 35.00 | 1 | | 10,536.57 |
| | GENJRNL | Freight & Delivery | For CHK 301 voided on 12/15/2007 | | | | |

Voiding checks

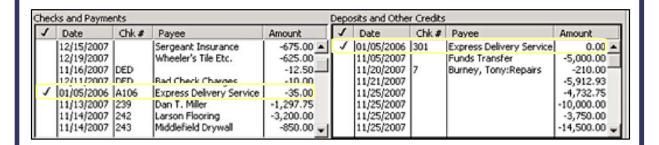
In the account register, the original check is still listed (cleared with zero amount) with a memo indicating that it has been voided. The register also shows a journal entry with the same date and amount of the original check. QuickBooks also creates a reversing journal entry, which is listed in the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

Voiding checks Prior fiscal periods 5/6

| Transaction Journal All Transactions | | | | | | |
|--------------------------------------|-----------------------------|------------------|--|---|---|--|
| Type General Journal | o <u>Date</u> 01/05/2006 | A106 | Express Delivery Service Express Delivery Service | o Memo For CHK 301 voided on 12/15/2007 For CHK 301 voided on 12/15/2007 | Account Checking Freight & Delivery | Debit Credit |
| TOTAL | | | | | | <u>35.00</u> <u>35.00</u> |
| | | | | Transaction Journal All Transactions | | |
| Type General Journal | o <u>Date</u> 12/15/2007 | + Iflum A106R | | Reverse of GJE A106 For CHK 301 voided on 12/15/2007 Reverse of GJE A106 For CHK 301 voided on 12/15/2007 | Account Checking Freight 8 Delivery | * Debit * Credit * 4 35.00 35.00 35.00 |
| TOTAL | | | | | | 35.00 35.00 |

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.

Voiding checks Prior fiscal periods 6/6



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