

Creating a Check Note

Reason to use this Procedure

There was a misprinted/skipped payroll or invoice check and there is a need to account for that number in the Check Register.

Overview

When printing checks for invoices or payroll, there has been a misprint or printer jam. You can easily recreate the checks with a new check number. (See User Manual page 158 to void a Vendor Invoice/Check; See User Manual page 251.) However, there needs to be a notation in the Check Register as to why these numbers are skipped in the check number sequence. The procedure below allows the user to create a check note for that used check number.

Procedure

To enter in a check (note) in the check register, go into the List of Checks & Deposits screen. Then anywhere in the browse area (where your data is), RIGHT-click:

List of Checks and Deposits

Sort By: Locator: 186 Checks 18 Deposits Show Pane

Check	Account	Source	Payee Name	Date	Time	Check Amt	Deposit	Balance	
9691	11010	AP	MEMORIAL HOSPITAL OF BU	12/08/2014	1:56 PM	1,490.67		-7,298.47	0
9692	11010	AP	MICHAEL MCKINNEY	12/08/2014	1:56 PM	5.00		-7,303.47	0
9693	11010	AP	MIDWEST SNOW CONTROL	12/08/2014	1:56 PM	297.30		-7,600.77	0
9694	11010	AP	MUNICIPAL SERVICES LLC	12/08/2014	1:56 PM	3,994.39		-11,595.16	0
9695	11010	AP	OFFICE DEPOT INC	12/08/2014	1:56 PM	26.93		-11,622.09	0
9696	11010	AP	PATS SERVICES INC	12/08/2014	1:56 PM	70.00		-11,692.09	0
9697	11010	AP	PLAYMATE KENNELS	12/08/2014	1:56 PM	200.00		-11,892.09	0
9698	11010	AP	PRUITT EKES & GEARY S C	12/08/2014	1:56 PM	300.00		-12,192.09	0
9699	11010	AP	QUILL CORPORATION	12/08/2014	1:56 PM	14.98		-12,207.07	0
9700	11010	AP	U G UNION HIGH SCHOOL	12/08/2014	1:56 PM	1,567.73		-13,774.80	0
9701	11010	AP	UNION GROVE LUMBER	12/08/2014	1:56 PM	23.98		-13,798.78	0
9702	11010	AP	WESTINE REPORT			18.13		-13,836.91	0
9702	11010	AP	WESTINE REPORT			10.47		-13,857.38	0
9703	11010	AP	WISCONSIN HUMAN			14.83		-14,192.21	0
9704	11010	AP	YORKVILLE ELEMEN			13.15		-16,485.36	0
9705	11010	AP	UNION GROVE LUM			10.92		-16,566.28	0
888888	11010	AP	A T & T			16.63		-16,662.91	0
888888	11010	AP	DEPT EMPLOYEE T			17.50		-18,190.41	0
888888	11010	AP	WISCONSIN RETIREMENT S	12/08/2014	11:48 AM	1,137.49		-19,327.90	0
9706	11010	PR	NA	12/16/2014	9:29 AM	10.00			V
9707	11010	PR	NA	12/16/2014	9:30 AM	10.00			V
9708	11010	PR	MCKINNEY MICHAEL J	12/16/2014	8:45 AM	1,448.86		-20,776.76	0
9709	11010	PR	RUGGABER TAMMY M	12/16/2014	8:45 AM	1,070.21		-21,846.97	0

View Check Update Check Close the List of Checks and Deposits

Checks and Deposits Browse List See Page 256 in the User Manual

(It doesn't have to even be where you need to enter the checks - just anywhere in that browse area.)

You will get a pop-up message; click OK:



Once the Check Form comes up, enter in the info you'd like it to reflect, per below:

Add a new Check or Deposit

Check Form

Information

Use this tab to provide the Check or Deposit information.

Check Number: Batch Number:
 Account Number: Date Cleared:
 Payee Name:
 Purpose:
 Amount: Balance:
 Date Written: Time Written:

Status
 Open
 Cleared
 Removed
 Void

Source
 Accounts Receivable
 Accounts Payable
 Account Transfer
 Beginning Balance
 Payroll

Source:

Updated on: 12/17/2014 at 11:41 AM ID: 11,092

Use the check number to void.

Use the bank account this check would normally appear in.

Payee Name can be NA or VOID – or anything which is helpful to remember. Typically it is not the Vendor/Employee of the original check since this is a note concerning the check number.

Purpose - Again, enter what explains the reason for the entry: *Misprint, Printer Error*, etc.

Amount should be left blank.

Date Written - the date of the original check run. This affects where it shows up in the reports.

Status should be Void.

Source - important: Enter NA in the Source box. This allows a blank (zero) amount for a check amount.

Save Check and Exit and you have your voided entry! It's best to recalculate the balance (on the Tools tab) after manual entry. Of course, with a zero amount, it doesn't change the balance - but it's a good habit to get into.