

# Human Resources

## HR-420 Void a Vendor Check (an "End Check")

Occasionally, a vendor check issued directly with a payroll warrant must be voided. This describes the steps required to void a check.

### Void the Check Contact the bank to void the check

- Notify the bank that the check is void. Even If the check has not been issued, notify the bank as it will be included in the positive pay (recon) file for the warrant
- Mark the check as void by entering a void date on the Vendor Check History screen

## Journal Entry

### Create a journal entry with a note that references the HR Check number

- Debit the cash account used for the disbursement bank
- •Credit the employee's gl account(s) and cost code expense account from the cost code table if the check includes benefits (use the same account(s) on the new voucher)
- •The expense and cash have already been accounted for during the payroll posting
- If the check should only be voided and not re-issued, do not re-issue via AP, only the Journal Entry is required

## Re-Issue via AP

Create a voucher for the replacement check

Use the same vendor number

- •Use the same expense account(s) used in the journal entry
- Reference the Journal Entry number in the voucher details for audit trail purposes

#### Notify the Bank that the Check is Void 1

Even if the check was	TOWN OF ADMINS	PAYROLL - CITIZENS BANK	5-7017	Check # 080659
not distributed, notify	ANYTOWN, MASSACHUSETTS		2110	15-Jul-2016
the issuing bank, as				
that check will be				
included in the positive	<b>Pay</b> **Nine Hundred Twenty Five and 23/100 Dollars **			\$**925.23
pay file (recon) for the				
payroll warrant.	BOSTON MUTUAL LIFE INS. COG			

### 2 Create A Journal Entry to Reverse the Check

- Debit the cash account used for the disbursement bank
- Credit the expense account (if re-issuing an AP Check, use the same account in the voucher)

The actual expense (if any) and cash have already been accounted for during the payroll posting and are unaffected by the journal entry and voucher.



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Create both the JE and the voucher and toggle between the two to have the #'s to be used for reference

In the illustration, the notes field is used to reference the original check number and HR warrant *#*, in addition to the Code and Ref# entries.

Ready for Posting Enter One	-Time Journals
Journal#  20906    JE Date  22-JU-2016  Reversal Date    JE Type  IC  Regular    Category  C  Regular    Egt Note  To reverse voucher @353835  Batch •13156	Expected  Entered  Remaining    Debit  925,23  925,23    Credit  925,23  925,23    Allocation
QAttachments	
Line Code Reff Bank Account# 1 Heol 80653 2 PPO1 80653 3 DO0-000-0000-000-00-00-00-00-00 3 DO00-000-000-000-00-00-00-00 4 DO00-000-000-000-00-00-00000 4 DO00-000-000-000-00-00-00000 4 DO00-000-000-000-00-00-00-00000 5 AT05848ab.tf - AdmTed File Edit View Insert Format Help Courier New (Western) To reverse Voucher 8353835 Batch #1315 from warrant #930001	· · · · · · · · · · · · · · · · · · ·
For Help, press F1	Ln 3, Col 1 NUM

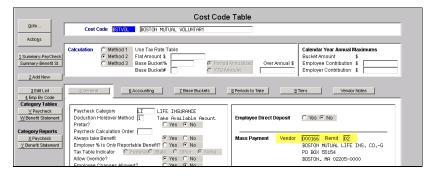
### 3 Create an AP Voucher for the Replacement Vendor Check

Go to the **Cost Code Table** to view the information pertinent to the vendor check.

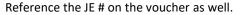
For example, code BSTVOL uses the vendor number 166. That is the vendor number to be used on the Accounts Payable voucher.

Create an accounts payable voucher to provide a new check to the vendor. Issue a manual check if the matter is urgent or add the check for payment to an existing batch for a regular disbursement warrant.

Refer to the original HR check by warrant and check number in the Item Description on the voucher to provide an audit trail.









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#### Updated 13 February 2024

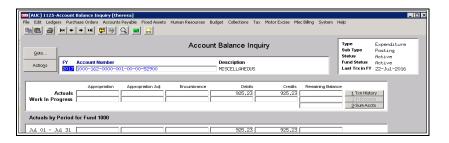
Issue a check from the Accounts Payable System.



Once the journal entry and disbursements are posted, the GL Transaction screen shows both entries on the account:



The journal entry and voucher in combination net to zero, so there is no impact to the subsidiary ledger. The **Account Balance Inquiry Screen** shows a zero balance on this account (as no other transactions exist):



Enter a void date for the check to in the Vendor Check History screen to complete the process. This will allow users to immediately see which checks were voided. To enter a void date, from the menu, select:

### Human Resources > Queries > Vendor Check History

Find the check in the History screen. Click on the **5** Ck# button to activate the column and type the check number.

Click in the void date field and enter the void date.

	1 Vendor	2 Bank	3 Warrant	4 CkDate	5 Ck#	6 Check Type	Amo	Void Date
002439 01	TSA CONSULTING GROUP	PAYR	903300	09-Jan-2020	0095748	HR Deduction Check	2437	
002439 01	TSA CONSULTING GROUP	PAYR	903289	12-Dec-2019	0095652	HR Deduction Check	3287	
002439 01	TSA CONSULTING GROUP	PAYR	903290	11-Dec-2019	0095682	HR Deduction Check	3287	
002439 01	TSA CONSULTING GROUP	PAYR	903287	27-Nov-2019	0095586	HR Deduction Check	3237	
002439 01	TSA CONSULTING GROUP	PAYR	903288	27-Nov-2019	0095621	HR Deduction Check	3287	12-Dec-2019
002439 01	TSA CONSULTING GROUP	PAYR	903274	12-Oct-2019	0965694	HR Deduction Wire	-250	12 200 2015
002928 01	TOWN OF BELL-GROUP INS CL T F	PAYR	903300	09-Jan-2020	0969056	HR Deduction Wire	-4871	11-Dec-2019
002928 01	TOWN OF BELL-GROUP INS CL T F	PAYR	903291	12-Dec-2019	0095701	HR Deduction Check	170	11 200 2015
002928 01	TOWN OF BELL-GROUP INS CL T F	PAYR	903292	12-Dec-2019	0095708	HR Deduction Check	170	
002928 01	TOWN OF BELL-GROUP INS CL T F	PAYR	903289	12-Dec-2019	0966965	HR Deduction Wire	-4273	
002928 01	TOWN OF BELL-GROUP INS CL T F	PAYR	903290	11-Dec-2019	0967517	HR Deduction Wire	-4273	93