

## How To Void A Check

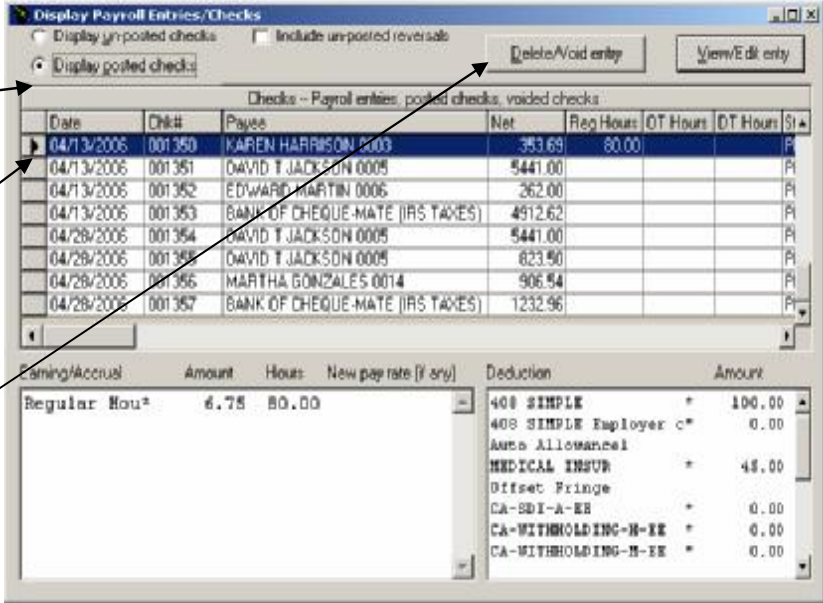
Select the Company.

Hit Ctrl D to Display Payroll Entries/Checks.

**1. Click Display posted checks**

**2. Highlight the check to void**

**3. Click Delete/Void Entry**



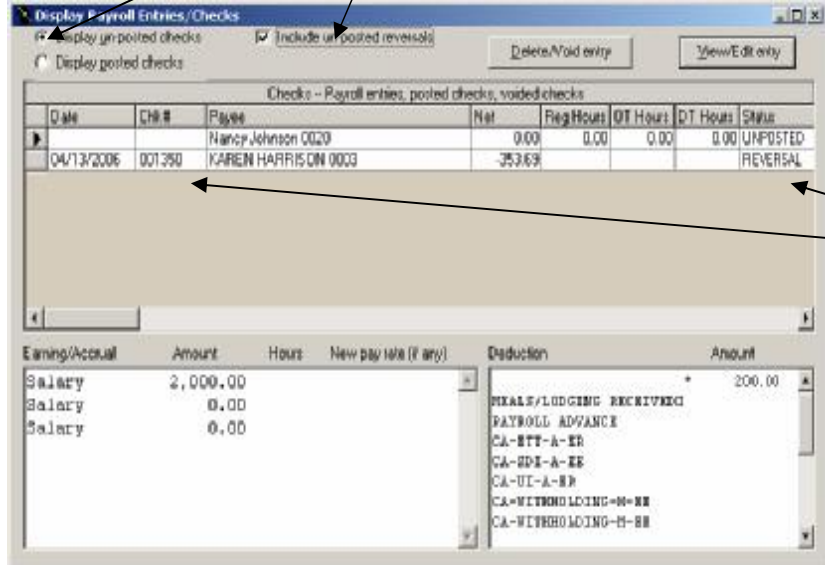
Date	Chk#	Payee	Net	Reg Hours	OT Hours	DT Hours	Status
04/13/2006	001350	KAREN HARRISON 0003	353.69	80.00			P
04/13/2006	001351	DAVID T JACKSON 0005	5441.00				P
04/13/2006	001352	EDWARD MARTIN 0006	262.00				P
04/13/2006	001353	BANK OF CHEQUE-MATE (IRS TAXES)	4912.62				P
04/26/2006	001354	DAVID T JACKSON 0005	5441.00				P
04/26/2006	001355	DAVID T JACKSON 0005	823.90				P
04/26/2006	001356	MARTHA GONZALES 0014	906.54				P
04/26/2006	001357	BANK OF CHEQUE-MATE (IRS TAXES)	1232.96				P

Earning/Accrual	Amount	Hours	New pay rate (if any)	Deduction	Amount
Regular Hour <sup>2</sup>	6.75	80.00		408 SIMPLE	100.00
				408 SIMPLE Employer c*	0.00
				Auto Allowance <sup>1</sup>	
				MEDICAL INSUR	48.00
				Offset Fringe	
				CA-SBI-A-ER	0.00
				CA-WITHHOLDING-N-EE	0.00
				CA-WITHHOLDING-N-EE	0.00

Next, you want to verify that the Void has taken place.

**4. Select Display un-posted checks and Include un-posted reversals**

**The Check now appears as a Reversal**



Date	Chk#	Payee	Net	RegHours	OT Hours	DT Hours	Status
		Nancy Johnson 0020	0.00	0.00	0.00	0.00	UNPOSTED
04/13/2006	001350	KAREN HARRISON 0003	-353.69				REVERSAL

Earning/Accrual	Amount	Hours	New pay rate (if any)	Deduction	Amount
Salary	2,000.00			RENTS/LODGING RECEIVED	200.00
Salary	0.00			PAYROLL ADVANCE	
Salary	0.00			CA-SBI-A-ER	
				CA-SBI-A-ER	
				CA-UI-A-ER	
				CA-WITHHOLDING-N-EE	
				CA-WITHHOLDING-N-EE	