

# The dreaded lost check

Check written this month

Check written this year

Check written more than 2 years ago

## Accounting & Payroll Phone Number and Email Address

Phone Number: 317-225-4609

Email Address:

[accounting@avctechcorp.com](mailto:accounting@avctechcorp.com)

**\*\*The fastest way to get help is to use these numbers. If you email or call just Brent you risk having to wait 😊.**

*When the check was written in the current month  
(remember to do this you must have the check in hand)*

- Pull up the voucher
  - Change the amount in the top to \$0
  - Explanation: Update to include void and reason
  - Change the amount in the bottom to \$0
- When you balance this month, check off this check so it is no longer in your open checks.

**Voiding a check from the current month**

*When the check was written in the current year  
(remember to do this you must have the check in hand or  
you have stopped payment with the ban)*

- Pull up the voucher to be voided and notate the following information
  - Vendor
  - Bank
  - Amount
  - Fund
  - Account
  - Check Number
  - Voucher Number
- Create a new voucher
  - Vendor: same as above notated voucher
  - Bank: same as above notated voucher
  - Amount: -(amount from above)
  - Fund: same as above notated voucher
  - Account: same as above notated voucher
  - Check number: same as above notated voucher
  - Description: Voiding (voucher number from above and why)
- When you balance this month check off both the positive and negative vouchers in your check reconciliation.

**Voiding a check from the current year**

*When the check was written more than 2 years ago  
(use this for lost checks that you don't have in hand)*

- Look at the old check and note
  - Bank
  - Check Number
  - Amount
- Create a receipt
  - Name: Void check
  - Date: date in current month
  - Bank: Same bank as original voucher
  - Explanation: Voiding check# and why
  - Fund: Generally 100
  - Account: Miscellaneous income
  - Amount: Same amount as original voucher
- When you balance this month check off both the original voucher and new receipt (this is done automatically) on your check reconciliation.

**Void a check more than 2 years old**



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