

Voiding a Check

If a check is returned uncashed or remains outstanding for a specific period of time, or if you've made an error in creating the check somehow, you will need to void the check.

Menu | Miscellaneous | Financial | Chart of Accounts

Chart Of Accounts
Select an account to view details

Account Type: -- Select --	Grouping: CLRK - Clerk	List accounts containing: Wildcard search
<input checked="" type="checkbox"/> Active only	<input checked="" type="checkbox"/> Posting only	<input type="checkbox"/> Display options

[Submit](#)

Account	Description	Type	Active	Balance
Add a new account				
8000	CLERK Checking Account	Bank	Yes	\$676.00
8001	CLERK Undeposited Funds	Asset	Yes	\$500.00
8001E	CLERK eFiled payments	Asset	Yes	\$392.00

Click on your Checking account. This brings you to the List Account Register. You may need to change your Display transactions between dates to go back far enough to find the check. If you change the beginning date, click the **Submit** button to see the results.

List Account Register
Select an account and date range, then press Submit

Account: 8000 - (Bank) CLERK Checking Account
Display transactions between: 11/1/2018 and 11/14/2018
<input type="checkbox"/> Include sub-account transactions

[Submit](#)

Date	Type	Number	Payor/payee	Memo	Requirement	Cleared	Debit	Credit
Starting balance:							\$1,685.17	
Add a new general journal entry								
11/5/2018	General	0000016- GENJ	Indiana Treasurer of State	Void-30:		V	\$270.00	
11/9/2018	Deposit						\$274.00	
11/9/2018	Deposit						\$392.00	
11/9/2018	Deposit						\$784.00	
11/12/2018	Check	12	Allen County Treasurer					\$557.77
11/12/2018	Deposit						\$28.00	
11/12/2018	Check	13	Clerk of the Adams Circuit Court	02D07-1810-JP-000002 Change of Venue Fee				\$196.00
Transaction totals:							\$1,748.00	\$753.77
Ending balance:							\$2,679.40	

Click on the **Date** link of the check you wish to void. This takes you to the Check Disbursement screen.

Check Disbursement CLERK Checking Account

Date: 11/12/2018 12:14:19 PM

Name: Clerk of the Adams Circuit Court


Address: 112 S 2nd St.
Decatur, IN 46733

Memo: 02D07-1810-JP-000002 Change of Venue Fee

Type: Check on multiple requirements
Amount: \$196.00
Check #: 13
Ref #:

Case	Amount	Payee	Other ID	Assigned
Carol Brady (48; Case: 1; 02D07-1810-JP-000002) Change of Venue Fee	\$196.00	Clerk of the Adams Circuit Court		

Added by Karlene Thompson on 11/12/2018 12:16:39 PM - Last updated by Karlene Thompson on 11/12/2018 12:20:43 PM
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✓ Update
✗ Cancel
🔄 Refresh
🗑️ Delete
👁️ View check
Void

Click the **Void** button to void the check.

Void Transaction

Date: 11/12/2018 12:14:19 PM
Type: Check No: 13
Amount: \$196.00
Name: Clerk of the Adams Circuit Court
Memo: 02D07-1810-JP-000002 Change of Venue Fee
Reference No:

WARNING - this Void process can not be reversed. To void the above transaction, enter the void reason and void date and press the Void button.

Void reason: *


Void date:

You must enter a void reason and a void date, which should be the current date/time.

Click the **Void** button to save your work.

If you are voiding a check because it has been returned unclaimed, you can add a Requirement Alert directly from this screen.

Void reason:*

Void date: 

Optional Requirement Alert

Alert type:* ▼

Notes:

See [Unclaimed Funds](#) for more information about this.

The check is now voided and is once again on your list disbursable screen waiting to be disbursed.