<div align="center">

Elementary Schools
**Schoolbooks**
<u>Voiding Checks</u>

</div>

All checks must be accounted for in SchoolBooks. They must be either issued or voided. Use this procedure to void a check (unusable, or previously written and never cashed).

**Note:** While SchoolBooks uses the same entry screen to issue manual checks and to void checks, it is recommended that checks being issued and checks being voided be entered in separate "batches", such that each batch prints on a separate Manual/Void Check Journal – checks issued in one batch, checks voided in another batch.

**<u>When to Record</u>**
Whenever the decision to void a check is made.

**<u>Recording in SchoolBooks</u>**

1. Click the "Manual/Void Check Entry" button or make this selection from the "Entry" drop-down menu. The "Manual/Void Check Entry" window opens.

2. Bank Code "C" should be indicated. If not, use the magnifying glass and select the bank code that corresponds to the checking account.

3. Tab to the "Check Number" field and enter the check number of the check to be voided.

   - If the check was previously issued, a window will appear, asking "This check has been recorded. Do you want to void it?" Click "Yes". A Warning window will appear, asking "Do you want to recall invoices on this check?" Click "No".
   - The "Manual/Void Check Entry" window will appear, populated with the check information.
   - If the check to be voided has never been issued, Tab to the "Date" field and enter the date the check is being voided – this is usually the current date. Tab to the "Amount" field, enter 0.00 and click on "Accept". A Warning window will appear, asking "Do you want to void this check?" Click "Yes". Go to step 5.
   Note: If you will issue a replacement check, you will need to enter all the payment information again, as though it is being entered for the first time.

4. In the "Date" field enter the date the check is being voided – this is usually the current date. DO NOT void a previously written check as of the date it was written! Exception: You may void a prior month check in a prior month **ONLY** if you have not yet reconciled the bank statement for that prior month. Press the Tab key to continue.

5.      The "Void Reason" window appears.  Enter the reason the check is being voided (lost, wrong vendor, dog ate it, etc.).  Click "OK".

6.      At the "Manual/Void Check Entry screen, click on "Accept" to complete the entry for this check.

7.      Enter other checks to be voided, following steps 2 through 6.

8.      After you have clicked on "Accept" for the final check, click "Cancel" twice on the "Manual/Void Check Entry" window.

9.      You will be asked, "Do you want to print the Manual/Void Check Journal?"  Click "Yes".

10.     At the next window click "Print" and wait for the journal to print.

11.     The next window asks "Did the Manual/Void Check Journal print OK, and is the data correct?"  If the journal looks okay (printed cleanly, data is correct), click "Yes".

12.     The next window asks "Do you want to UPDATE the Manual/Void Check Journal?" Click "Yes".

13.     A small window appears indicating "Update Complete".  The checks you entered have been voided.

14.     Make a notation on the Manual/Void Check Journal that it has been posted/updated, and file it in your monthly transactions/reports file.


*Hint:  The void check entries will not post until you: 1) print a Manual/Void Check Journal and 2) answer "Yes" to update the journal.*


# PROCESS COMPLETE