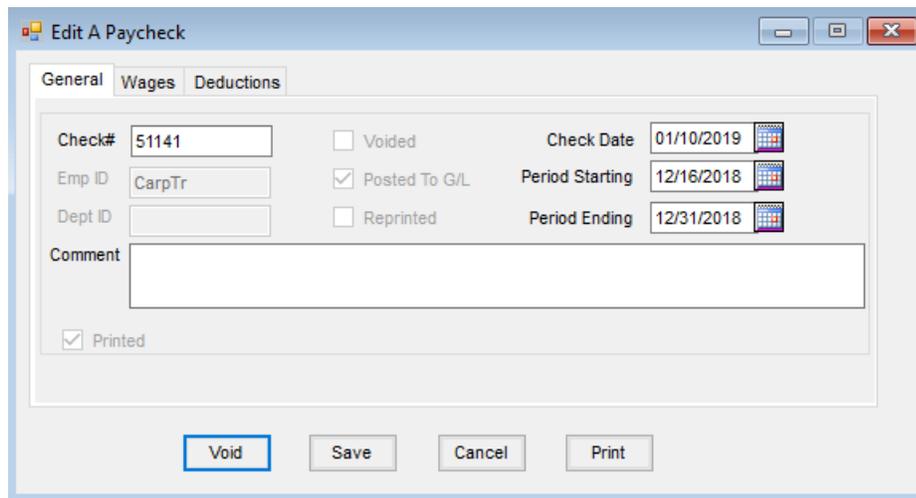


# Edit or Void a Paycheck

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Although very little about a paycheck may be edited, this function is useful for viewing a check, changing a check number that was entered wrong on the run, or changing a date associated with a check.

From this screen, **Void** and **Reprint** are available. There are also indicators to show if the check been posted to the general ledger or batch printed.



The screenshot shows a software window titled "Edit A Paycheck" with three tabs: "General", "Wages", and "Deductions". The "General" tab is active. It contains the following fields and controls:

- Check#**: Text box containing "51141".
- Emp ID**: Text box containing "CarpTr".
- Dept ID**: Empty text box.
- Check Date**: Date picker showing "01/10/2019".
- Period Starting**: Date picker showing "12/16/2018".
- Period Ending**: Date picker showing "12/31/2018".
- Voided**:  checkbox.
- Posted To G/L**:  checkbox.
- Reprinted**:  checkbox.
- Comment**: Large empty text area.
- Printed**:  checkbox.

At the bottom of the window are four buttons: "Void", "Save", "Cancel", and "Print".

Information from the check such as hours and wages may be viewed on the *Wages* tab. Deduction and taxes withheld may be viewed on the *Deductions* tab along with the *Gross wage*, the *Federal Wage Base*, and the *FICA Wage Base* for the selected check.

Limited editing, reprinting, or voiding a paycheck is done from *Payroll / Edit a Paycheck* or from the *Activity* tab of the employee file found at *File / Open / Employee*. A paycheck can be voided even after the check has been posted to the general ledger.

## Process

Editing a paycheck allows limited editing, reprinting, or voiding of a paycheck.

1. Navigate to *Accounting / Payroll / Edit a Paycheck*.
2. On the *Select a Pay Check* window, choose the paycheck and select **Edit**.
3. On the *Edit a Paycheck* window, the *Check #*, *Check Date*, *Period Starting*, *Period Ending*, and *Comment* areas are available to edit. After editing, select **Save**.

**Note:** *Wages* and *Deductions* tabs are available to view corresponding details. The *Edit a Paycheck* window also displays if a paycheck was voided, posted to G/L, or reprinted.

4. A paycheck may be reprinted by selecting **Print**.
5. Void a paycheck by choosing **Void**. Paychecks are posted to the G/L through the *Detailed Posting* method (posts each check's entry individually) or the *Summarized Posting* method (posting the sum of all paycheck

entries to each appropriate G/L account). If the check had not yet been posted to the general ledger, the voided check will show in red at the *Post to G/L* screen. Selecting this check to post creates a zero dollar journal entry.

**Note:** A voided paycheck shows on most payroll reports marked as *Void*. The amounts for the voided check are not added into the report totals.

- **Summarized Posting** – The journal entry for the paycheck must manually be reversed. If the summarized posting report was printed or saved at the time the check was posted, refer to this report for the information needed for the journal entry. To add the journal entry, go to *G/L / General Journal Entries* and select **Add** and add the appropriate entry.
- **Detailed Posting** – The corresponding journal entry will automatically be reversed if it was posted in the current fiscal year. If the original journal entry was posted in the prior fiscal year, a reversing journal entry must manually be entered.