



## **QuickStart Guide**

### **Voiding a Paycheck**

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## Voiding a Paycheck

ARKONA QuickStart Guide

*Use this QuickStart Guide to learn how to void a paycheck.*

### 1. Determine the pay period ending date and payroll check date of the check you want to void.

- The dates on the payroll batch for voiding the check must be the same as the dates when the check was issued to properly reverse the taxes for reporting purposes.
- If you are unsure of the dates, take the following steps:
  1. Take option **40=Employees** from the Payroll & Personnel Management menu.
  2. Position to the employee and take option **5=Display** by his name to see the check history.
  3. Take option **5=Display** by the check you want to void and note the check date and ending date in the upper right.
  4. Use function **F3=Exit** to return to the menu.

### 2. Open a new payroll batch with the same dates as the check you are voiding.

- a. Take option **1=Perform Payroll** from the Payroll & Personnel Management menu to display the open payroll batches.
  - If no batch is open, the Payroll Batch window displays; otherwise use function **F6=Add** to display the Payroll Batch window.
- b. Enter the dates without slashes and press [ENTER] to create the new batch.
  - It is not necessary to select by class, period, or department.
- c. Take option **1=Select** by the new batch to display.

### 3. Select the check to void.

- a. Position to the employee that you need to void the check for and take option **6=Void** by their employee number to display their check history.
- b. Take option **6=Void** by the check you want to void to display the confirmation window.
- c. Take option **1=Select** by Void Check to simply void the check;
- d. Or, take option **1=Select** by Void Check and Reissue to void the selected check and reissue a new check in the current payroll batch.
  - The check then displays in the current payroll batch with **\*Voided\*** in red in the Status column.

#### **4. Post the payroll.**

- a. Use function **F7=Print** to display the Select Reports screen.
- b. Take option **1=Select** by Paychecks/Payroll Post to validate the accounting and display the Payroll Check Print and Posting window.
- c. Use function **F8=Post Batch** to apply the voided check to the general ledger.
  - No check will print for voided checks.