Enterprise - How to Undo Check Corrections

Last Modified on 01/03/2020 10:08 am CST

Why Undo a Check Correction?

Users may utilize this function if you've already made check corrections such as a void, or void and reverse and wish to undo that action. Keep in mind that undoing check corrections that weren't made the same day can cause unbalances in your general ledger and reporting. Always consult your team before undoing a check correction.

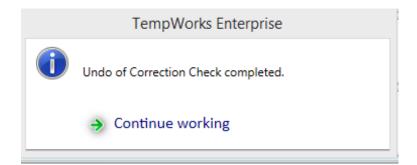
Step 1: Find checks within the check register with the status of reversing, voiding, or reissue.

30009 Check ID: 4295004207	Sanders, James L Dated 2/19/2015	Gross: Adj: Tax:	\$0.00 (\$661.25) \$0.00
Reissue	AP Bank Account	Net:	\$661.25

Step 2: Select the check you wish to undo the correction and right-click to choose undo check correction.

30009 Check ID: 4295004207	Sanders, James L Dated 2/19/2015			Gross: Adj: Tax:	\$0.00 (\$661.25) \$0.00
Reissue	AP Bank Account	Q,	View Check Summary	et:	\$661.25
	Alexanders, Arnoldo	×	Void or Reverse Check	oss:	\$312.50
Check ID: 4295004243	Dated 2/18/2015		Reissue Check	dj: ax:	\$0.00 \$23.91
Voiding	AP Bank Account	5	Undo Check Correction	đ:	\$288.59
40044	Applebee, Randy		Convert To Live Check	oss:	
-12814 Check ID: 4295004199	Dated 2/18/2015	5.00 E	Reprint Paycheck	dj: ax:	\$281.92 \$0.00
StopLost	AP Bank Account		E-Mail Paystub	et:	(\$281.92)
20000	Applebee, Randy	1	View Employee	OSS:	\$0.00
30008 Check ID: 4295004198	Dated 2/18/2015	_		Adj: Tax:	(\$276.92) \$0.00

A window will appear alerting you that the undo check correction is complete.



Step 3: Navigate into the check summary detail and notice that you now have the option to make the correct changes to the check if needed. Users may go back and select what actions they wish to take for correcting the check information such as void, reverse, or reissue.

visifile	Sanders, James L
 details 	James L Sanders Tax Marital Status Married Check Number 30009 Weekend Bill 2/15/2015
documents	654 South 25th Street Tax Exemptions Check ID 4295004207 Check Date 2/19/2015
integrations	Meridian Township, MI 48823 Minesota Married 1 Federal-Married 1 TCF Bank
evaluations	Pederal- Married I AP Bank Account
messages	
 pay history 	Wages rate units this period year to date 333322221111
accrual history	Gross Wages \$0.00 \$1,118.50
ach history	Other Benefits this period year to date
adjustment history	Taxes
check register	
check summary	Adjustments AdvanceBnk (\$666.25) \$0.00
staged check summary	Advancesnk (5065.25) \$0.00

A message will be logged on the employee record as to what was done with the check:

	James " 654 South 25th 1 Meridian Towns		lers ID: 5282 SSN: xxx-xx-5463		No tasks to dis	play for y	your current filte	r settings			
	🥏 🛱 🔒 🖂 E 🕷		+ + •	★ ⊡ Q ★	↓ ► tasks	appo	ointments	social err	ail		+ 🛪 😋 🔶
ľ	visifile	employee sna	apshot					ph	one/email		+
I	details	Name Sa	anders, James				🔀 Resume Re	ceived e	(651) 427-8427 x	123	*
	documents	Email Address					🗙 19 On File				
	 integrations 	Desired Location					X Active				
	 evaluations 						X Assigned				
	 messages pay history 		igible for Hire	Rate Desired \$10	.00						
	 pay history pay setup 	Notes									
	tasks										-
	search										
		messages									• 🗹
		Date	Actio	on Messa	ge			Rep	Contact	Customer	î
		2/23/2015	Mes	sage Check	correction was revers	ed by ser	vice rep	lindsey.schnei	der		

Double-click the message to open a more detailed layout of check number and check id information and what actions were selected to fix the check:

				?	×
🗩 messa	age				
Action Messag Check correction Check Number: Check Id: 42950	1 was reversed by service rep 30009				
Details / Date/Time Rep Name Link Employee Link Contact Customer Link Order Link Assignment		- 8 - 8 - 8 - 8	follow-up There are currently no follow-up items for this message. ✓ create a task iiii schedule an appointment		
0 🛕			S S	ave	af

Example:

Before undo check correction is applied for a void and reverse:

4107 Check ID: 4295004424 Reversed	Aardson, Steve Dated 3/17/2015 CG Bank of America	Gross: Adj: Tax:	\$0.00 \$25.07
	CO Bank of America	Net:	\$267.43
4407	Aardson, Steve	Gross:	(\$292.50)
-4107	· ·	Adj:	(\$267.43)
Check ID: 4295004427	Dated 3/17/2015	Tax:	(\$25.07)
Reversing	CG Bank of America	Net:	\$0.00

An advance bank adjustment has already been created in this situation.

EINC	Adjustment	Description	Active Sequen	ice YTD Total	Lifetime Total	MTD Total	WTD Total 🔺
0	AdvanceBnk		×	(\$267.43)	(\$267.43)	(\$267.43)	(\$267.43)

Select the undo check correction option.

4107 Check ID: 4295004424 Reversed	L Da	ardson, Steve ted 3/17/2015 6 Bank of America		Gross: Adj: Tax: Net:	\$292.50 \$0.00 \$25.07 \$267.43
-4107 Check ID: 429500442 Reversing	A Q X	ardson, Steve View Check Summary Void or Reverse Check		Gross: Adj: Tax: Net:	(\$292.50) (\$267.43) (\$25.07) \$0.00
	ŝ	Reissue Check Undo Check Correction			

When selecting a check that is in the reversing stage this functionality creates a voiding check to cancel out the reversing transaction. The original check goes back to its original status. As seen below.

Checks Detailed View -	X 👒 🖻 🖂	search for	r checks
Drag a column header here to group by that column.		Post	ted 💿 Staged 🔾
		Accounts	T
ID Num Check 🕶 Status Employee Gross Adj Tax	Net	Accounts	
4107 Aardson, Steve Dated 3/17/2015	Gross: \$292.50 Adj: \$0.00 Tax: \$25.07	Check Dates	
Check ID: 4295004424 CG Bank of America	Net: \$267.43	From	
		То	
		Employee Id	5759
		Employee	
		Check Date	
		Payroll Run ID	
		Check #	4107
		Check ID	

The advance bank is set back to zero. If the advance bank has already been recouped and you undo the reversing check, you will need to reimburse the employee manually. *Note- It is recommended to enter the reimbursement as a one-time adjustment on their next timesheet:

0	AdvanceBnk	×	\$0.00	\$0.00	\$0.00	\$0.00
---	------------	---	--------	--------	--------	--------

Within the adjustment history section of the employee record you may view the advance bank creation and canceling transaction:

	visifile details	Drag a column header here to group by that column.							
ľ	documents	Check Date	▼ Employee	Adjustment	Amount	Check ID			
1	integrations	3/17/2015	Aardson, Steve	AdvanceBnk	\$267.43	4295004428			
1	evaluations	3/17/2015	Aardson, Steve	AdvanceBnk	(\$267.43)	4295004427			
	messages pay history	5/21/2013	Aardson, Steve	Clerk	(\$20.00)	4294970859			
	accrual history	5/21/2013	Aardson, Steve	Clerk	(\$10.00)	4294970859			
	ach history	5/7/2012	Aardson, Steve	AdvanceBnk	\$297.13	4294970462			
	adjustment history	5/7/2012	Aardson, Steve	AdvanceBnk	(\$297.13)	4294970461			
	 check register paycard history 	8/15/2011	Aardson, Steve	AdvanceBnk	\$1.00	4294969874			

Related Articles