

Enterprise - How to Undo Check Corrections

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

Why Undo a Check Correction?

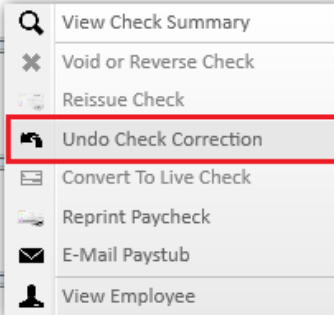
Users may utilize this function if you've already made check corrections such as a void, or void and reverse and wish to undo that action. Keep in mind that undoing check corrections that weren't made the same day can cause unbalances in your general ledger and reporting. Always consult your team before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

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

30009 Check ID: 4295004207 Reissue	Sanders, James L Dated 2/19/2015 AP Bank Account	Gross: \$0.00 Adj: (\$661.25) Tax: \$0.00 Net: \$661.25
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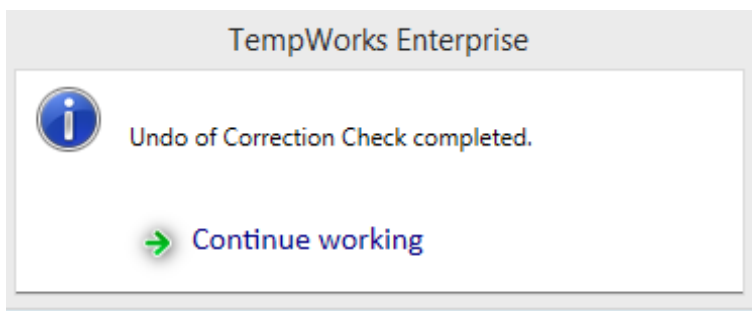
Step 2: Select the check you wish to undo the correction and right-click to choose undo check correction.

30009 Check ID: 4295004207 Reissue	Sanders, James L Dated 2/19/2015 AP Bank Account	Gross: \$0.00 Adj: (\$661.25) Tax: \$0.00 Net: \$661.25
Alexanders, Arnoldo Check ID: 4295004243 Voiding	Dated 2/18/2015 AP Bank Account	Gross: \$312.50 Adj: \$0.00 Tax: \$23.91 Net: \$288.59
-12814 Check ID: 4295004199 StopLost	Applebee, Randy Dated 2/18/2015 AP Bank Account	Gross: \$0.00 Adj: \$281.92 Tax: \$0.00 Net: (\$281.92)
30008 Check ID: 4295004198	Applebee, Randy Dated 2/18/2015	Gross: \$0.00 Adj: (\$276.92) Tax: \$0.00



- View Check Summary
- Void or Reverse Check
- Reissue Check
- Undo Check Correction**
- Convert To Live Check
- Reprint Paycheck
- E-Mail Paystub
- View Employee

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.

Sanders, James L

James L Sanders
654 South 25th Street
Meridian Township, MI 48823

Tax Marital Status Married
Tax Exemptions
Minnesota Married 1
Federal- Married 1

Check Number 30009
Check ID 4295004207
Weekend Bill 2/15/2015
Check Date 2/19/2015

TCF Bank
AP Bank Account

Wages	rate	units	this period	year to date
Gross Wages			\$0.00	\$1,118.50

333322221111

Other Benefits this period year to date

Adjustments
AdvanceBnk (\$666.25) \$0.00

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

James "Jamie" Sanders
654 South 25th Street
Meridian Township, MI 48823
ID: 5282
SSN: xxx-xx-5463

No tasks to display for your current filter settings

tasks appointments social email

visifile

employee snapshot

Name Sanders, James
Email Address
Desired Location
Hire Status Eligible for Hire Rate Desired \$10.00
Notes

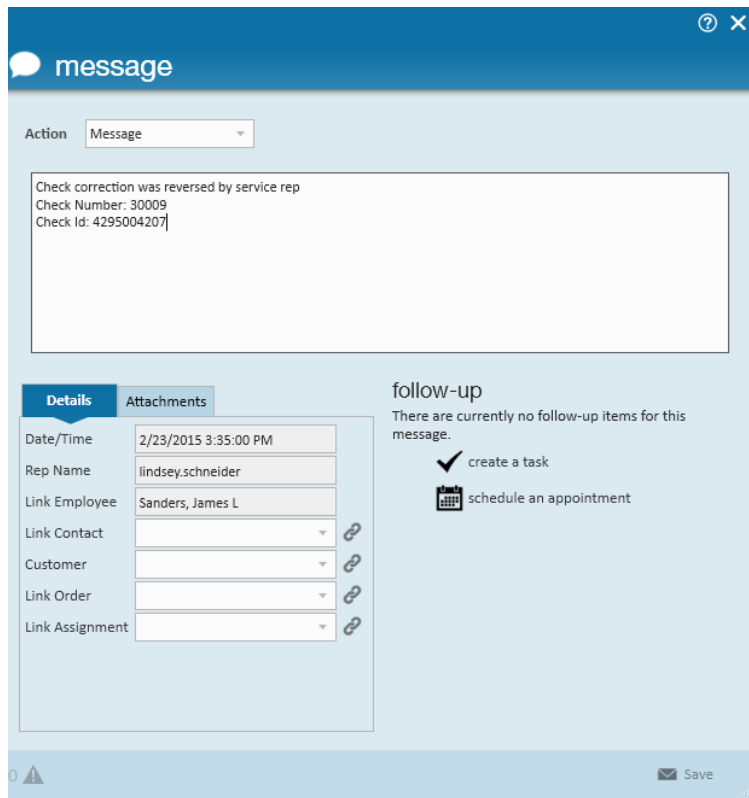
Resume Received
I9 On File
Active
Assigned

phone/email
(651) 427-8427 x123

messages

Date	Action	Message	Rep	Contact	Customer
2/23/2015	Message	Check correction was reversed by service rep			

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:



Example:

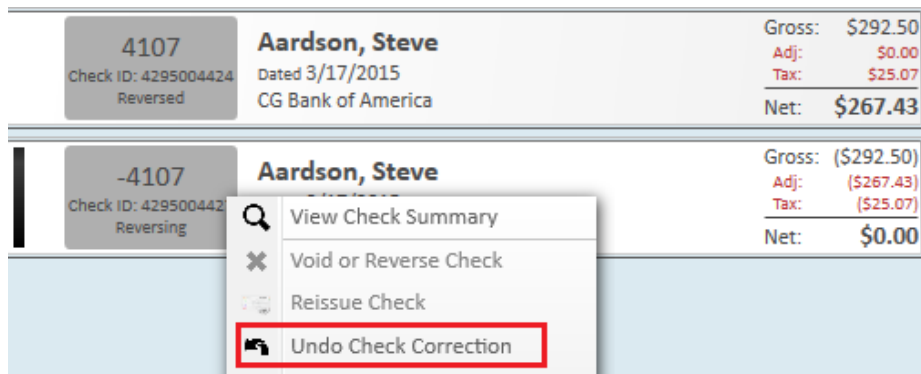
Before undo check correction is applied for a void and reverse:

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

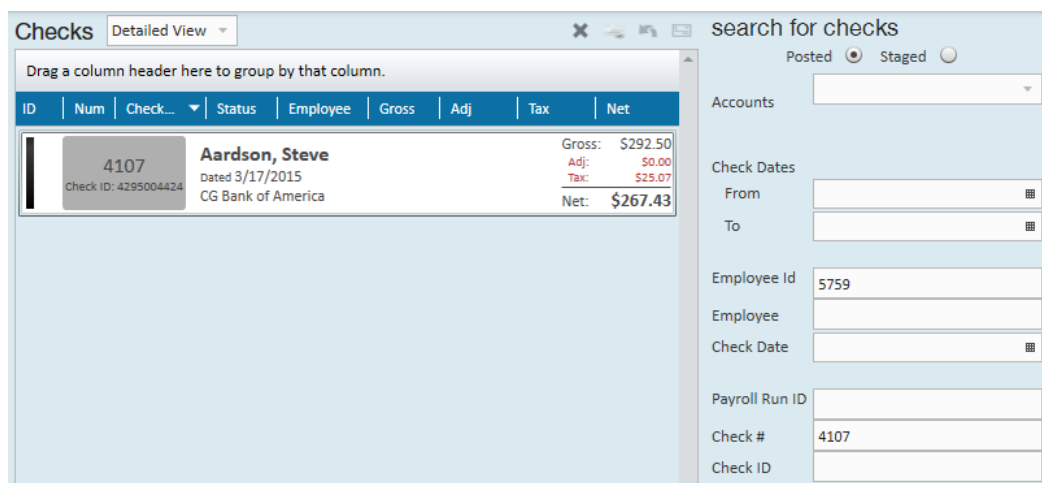
An advance bank adjustment has already been created in this situation.

EINC	Adjustment	Description	Active	Sequence	YTD total	Lifetime total	MTD total	WTD total ▲
0	AdvanceBnk		X		(\$267.43)	(\$267.43)	(\$267.43)	(\$267.43)

Select the undo check correction option.



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.



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

Check Date	Employee	Adjustment	Amount	Check ID
3/17/2015	Aardson, Steve	AdvanceBnk	\$267.43	4295004428
3/17/2015	Aardson, Steve	AdvanceBnk	(\$267.43)	4295004427
5/21/2013	Aardson, Steve	Clerk	(\$20.00)	4294970859
5/21/2013	Aardson, Steve	Clerk	(\$10.00)	4294970859
5/7/2012	Aardson, Steve	AdvanceBnk	\$297.13	4294970462
5/7/2012	Aardson, Steve	AdvanceBnk	(\$297.13)	4294970461
8/15/2011	Aardson, Steve	AdvanceBnk	\$1.00	4294969874

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