



# Voiding Uncleared Checks from Prior Periods Part 2

HOW TO USE QUICKBOOKS  
IN YOUR SMALL CHURCH  
OR NONPROFIT

# IMPORTANT

- ▶ Before making any adjustments to the Prior Year,
- ▶ Go to Edit, Preferences
- ▶ Choose Accounting
- ▶ Then Company Preferences
- ▶ Set Date/Password to the last day of the prior year.
- ▶ Set Password to something that will make you think:
  - ▶ Like, Areyousure? Or Askmyaccountant

## How You Paid the Bill Will Affect How to Void the Check

From the Write  
Checks Screen

- ▶ Bring up the check to be voided.
- ▶ Select Void.
- ▶ System will ask if you are sure and for your closing password.
- ▶ It will offer to prepare the reversing journal entry-Say YES.
- ▶ No need to do more.

# How You Paid the Bill Will Affect How to Void the Check

## From the Pay Bills Screen

- ▶ Bring up the check to be voided.
- ▶ Select Void.
- ▶ System will ask if you are sure and for your closing password.
- ▶ You will need to make the Journal Entry yourself.
- ▶ Debit Accrued Liabilities, Credit Checking and select REVERSE.
- ▶ Go to the Vendor Bill screen.
- ▶ Void the bill.
- ▶ Bring up the check to be voided.
- ▶ Select Void.
- ▶ System will ask if you are sure and for your closing password.
- ▶ You will need to make another Journal Entry.
- ▶ Debit the Expense, Credit Accrued Liabilities and select REVERSE.