
Voiding Stale Dated Checks

To properly address stale dated checks, you will need to ask a few questions.

Will the check be reissued to the same vendor for the same amount?

○ **Yes**

- ☐ Go to Accounts Payable – Invoices & Payments – Void Checks
- ☐ Enter the date that you will be voiding the check (usually current date)
- ☐ Do NOT check the box to reverse the invoice
- ☐ Press GO and enter the check number and original check issue date, press OK
- ☐ Go to Select Invoices for Payment and select the invoice that was tied to the check so that you can re-issue the check
- ☐ Update to the General Ledger

○ **No, the municipality will be keeping the funds (amount is deemed immaterial)**

- ☐ Go to General Ledger – Journals – Enter Journal Amounts
- ☐ Select the CD or CDJE journal code and the appropriate period (usually the current period), press OK
- ☐ Use the split distribution option (F11)
- ☐ Set the reference number to be the check number that is being voided, this will cause the void entry to appear next to the original check in the bank reconciliation and you will clear both
- ☐ Enter a description similar to “Void Stale Dated Check – Vendor Name)
- ☐ Enter the account number – debit account will be the Cash account it was issued from and the credit account will be a miscellaneous revenue or the expense it was originally charged to
- ☐ Enter the amount of the check
- ☐ Clear both the original check and the voided check entry in the bank reconciliation

○ **No, the municipality will be forwarding the funds to the State as unclaimed**

- ☐ Go to General Ledger – Journals – Enter Journal Amounts
 - ☐ Select the CD or CDJE journal code and the appropriate period (usually the current period), press OK
 - ☐ Use the split distribution option (F11)
 - ☐ Set the reference number to be the check number that is being voided, this will cause the void entry to appear next to the original check in the bank reconciliation and you will clear both
 - ☐ Enter a description similar to “Void Stale Dated Check – Vendor Name)
 - ☐ Enter the account number – debit account will be the Cash account it was issued from and the credit account will be a liability account “Due to State” (in Iowa use a miscellaneous revenue)
 - ☐ Enter the amount of the check
 - ☐ Clear both the original check and the voided check entry in the bank reconciliation
- ☐ Go to Accounts Payable – Invoices & Payments – Enter Invoices, enter an invoice to the State for the stale dated checks, use the Due to State account for the invoice.