

How to void a check in School Cash Accounting:

Click on:

- General
- Reconciliation
- Continue

Highlight the check you need to void. Click on void check.

Information Find Reset Finish Reconcile Finish Later Back Print

Outstanding Transactions Add Record Modify Search Void check Journal Entry

October Beginning Balance: \$18,835.34  
 Bank Balance Ending Date: October 31, 2020 Ending Balance: \$19,000.00  
 Difference: (\$164.66)

Date	Category Name	Description	Type	Trans. #	Total	Debit	Credit	Clear
06/21/2020	Chess		Check	1			\$165.00	<input type="checkbox"/>
06/21/2020	Football Entry Fees		Check	3		\$50.00		<input checked="" type="checkbox"/>
09/20/2020	Banking Service Fee	Royal Bank	DebitMemo		\$1.50	\$1.50		<input checked="" type="checkbox"/>
09/23/2020	Open House	M&M Meat Shops Open House BBQ	Check	945	\$300.40	\$300.40		<input type="checkbox"/>
09/28/2020	Open House	Cathy Carlson Ice for BBQ	Check	946	\$22.50	\$22.50		<input checked="" type="checkbox"/>
09/30/2020	Principal's Fund	Royal Bank	Interest		\$0.09		\$0.09	<input checked="" type="checkbox"/>
10/02/2020	Day Trip	Long Lane Orchards JK/SK Trip to Long Lane Orchard	Check	943	\$252.00	\$252.00		<input checked="" type="checkbox"/>
10/04/2020	Elementary Sports Association	Elementary Sports Association Sports Association Fee School Year 2004-05	Check	947	\$195.00	\$195.00		<input checked="" type="checkbox"/>
10/05/2020	Principal's Fund	Brian Mulrone Special Education Items for Cedric	Check	949	\$47.55	\$47.55		<input checked="" type="checkbox"/>
10/05/2020	Principal's Fund	Debbie Reynolds Photo frame for Communion Picture	Check	950	\$17.22	\$17.22		<input checked="" type="checkbox"/>
10/05/2020	Principal's Fund	Nancy Fortin Bulletin Board	Check	951	\$3.43	\$3.43		<input checked="" type="checkbox"/>

Fill in reason:



Are you sure you want to void this check?  
 If yes then enter the reason for the change.

The reason the void check is being made.

Transaction #	Date	Check Total
945	09/23/2020	\$300.40

Debit	Description	Category Name
\$300.40	M&M Meat Shops Open House BBQ	Open House

Visible Records: 1 - 1 Total Records: 1

Click on continue, ok