

Voiding a Check in Jewel – A Two Step Process
Plus Reversing a Duplicate Void

Voiding is a two-step process, and both steps are necessary. You can void a check that you just wrote, or void a check that is months or even years old. Both are made easy by Jewel's "Void a Check" process.

Step 1: Jewel creates an adjusting entry—a minus check, that reverses the original check.

Step 2: The next time you reconcile, you check off the original check and the adjusting entry in the same bank rec. They cancel each other out, and they both clear, so that next month, they no longer show up on the Bank Rec screen.

1) Voiding a check in the current month or in a previous, already closed month

a) Go to "Accounting" (home page, top bar) and then choose "Void a Check".

A recent check will show up towards the top of the list of checks. To find a check that is more than three months old, you will need to click on "Show All Checks." (You can sort the checks in various ways, to help in finding it.)

Time Period

☐ Last 3 Months Only ☒ Show All Checks

b) Find the check that you need to void and highlight it.

c) Note that the memo and date (in the bottom left) is automatically generated. Don't change it.

d) Click "OK ✓" on the top right of the screen. Jewel will ask "Is this correct?" Click "Yes."

When you go back after "voiding" you will still see the check on the list, but the memo line will say VOIDED:
This means that step one of the "void" was successful.

Amount	Memo
0.00	Void check #1968 on 03/01/25
0.00	Void
0.00	Void
6,407.00	02/2025 Conf. Remittance
22.64	Receipts dated 3/7/25 - floral / sewing
800.00	VOIDED 3/31/25] Church Cleaning - February 2025

NOTE: Even after step one is successful, **the voided check does not disappear from the records.** It must be cleared during a reconciliation in order to leave the "uncleared" checks list.

If you still see the check on the bank rec screen, assume that it didn't work, and void it again, the memo line will now say this:

This means that your database now has \$800 more than it should, and this will need to be manually reversed in order to fix.

Amount	Memo
0.00	Void check #1968 on 03/01/25
0.00	Void
0.00	Void
6,407.00	02/2025 Conf. Remittance
22.64	Receipts dated 3/7/25 - floral / sewing
800.00	VOIDED 3/31/25] VOIDED 3/31/25] Church Cleanin

This should be avoided if at all possible. Don't void and already voided check.

2) Reconciling a voided check:

a) Find the original check towards the top of the “Checks Written and Bank Fees” section on your reconciliation page. (Names are fictional)

b) Find the adjusting entry down towards the bottom of the same list. It will be a negatively numbered check that has a negative total, and the payee name will either match the void check or will be blank.

Checks Written and Bank Fees				Show More Checks...
☐	02/28/25	#-252	Light Up Your World Utilities	211.83
☐	02/28/25	#-255	Georgia-Cumberland Conference of	6,407.00
☐	02/28/25	#1963	Prisson Printers	51.44
☐	02/28/25	#1964	Musician's Friend	45.00
☐	02/28/25	#1965	BarStool Services	60.00
☒	02/28/25	#1966	Brownes, Jackson	800.00
☒	03/01/25	#1961	Void	0.00
☒	03/01/25	#1967	Void	0.00
☒	03/01/25	#1968	Void	0.00
☒	03/31/25	#-256	Brownes, Jackson	-800.00
☐	03/31/25	#-257	Brownes, Jackson	-800.00

c) Check them both off. They cancel each other out to equal zero, and your reconciliation can continue without being affected by either of them.

d) If there are any “void” checks with a zero amount, you can check them off during any bank rec.

3) Reversing a duplicate void: when a check has been voided more than once, there will be an extra electronic payment with an extra minus check amount. You won't be able to click it off because there is no check to match it to.

Click on “Check Report” in the upper right of the screen, and find and click on the duplicate entry, identifying it by the electronic check number.

Checks Written and Bank Fees				Show More Checks...
☐	02/28/25	#-252	Light Up Your World Utilities	211.83
☐	02/28/25	#-255	Georgia-Cumberland Conference of	6,407.00
☐	02/28/25	#1963	Prisson Printers	51.44
☐	02/28/25	#1964	Musician's Friend	45.00
☐	02/28/25	#1965	BarStool Services	60.00
☒	02/28/25	#1966	Brownes, Jackson	800.00
☒	03/01/25	#1961	Void	0.00
☒	03/01/25	#1967	Void	0.00
☒	03/01/25	#1968	Void	0.00
☒	03/31/25	#-256	Brownes, Jackson	-800.00
☐	03/31/25	#-257	Brownes, Jackson	-800.00

It will look something like this.

Pay to the Order of
\$ -800.00

Exactly Eight hundred and 00/100 Dollars

Memo

☒ Electronic Payment

Account	Amount
8999 Church Building Cleaning	-800.00

Take a picture or a snip of it, because you are going to create a check that is its exact opposite.

See reversal entry below.

Reversed amount in both amount fields. Instead of \$-800.00, it is \$800.00.

Same "Pay to the Order of."

Memo covers what, which and why.

Account is the same.

Click the green "OK ✓" to save and close.

Pay to the Order of 693 Brownes, Jackson

Exactly Eight hundred and 00/100 Dollars

Memo Reverse 2/28/25 duplicate void of ck #1966

Shelton Palmer
Treasurer

Running Total 800.00

Account 8999 Church Building Cleaning

Electronic Payment ☒

Go back to Reconcile: Click off both the duplicate and the reversal. They will cancel each other out, equal zero, and when you finish the bank rec they will disappear from the list along with the other "cleared" checks.

Checks Written and Bank Fees				Show More Checks...
☐	02/28/25	#-252	Light Up Your World Utilities	211.83
☐	02/28/25	#-255	Georgia-Cumberland Conference of	6,407.00
☐	02/28/25	#1963	Prisson Printers	51.44
☐	02/28/25	#1964	Musician's Friend	45.00
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☒	02/28/25	#1966	Brownes, Jackson	800.00
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☒	03/01/25	#1967	Void	0.00
☒	03/01/25	#1968	Void	0.00
☒	03/31/25	#-256	Brownes, Jackson	-800.00
☒	03/31/25	#-257	Brownes, Jackson	-800.00
☒	03/31/25	#-258	Brownes, Jackson	800.00

4) How to replace a check that has been lost by the payee: If they wish to have a replacement check,

- Void the one that has been lost.
- Re-issue the new check using the current date and month, but the same payee and amount as the old one.
- In the memo line, reference the check number of the check you are replacing. Example: "To replace ck #1647 which was lost."
- Use the same account or accounts on the new check as on the original.

Corresponding video: 6.12 – Voiding Checks Both Old and New. Find at <https://www.gccsda.com/auditing/10963>

For more JEWEL BASIC PROGRAM FEATURES tutorials, see section 7000 on the gccsda.org auditor webpage.

*This information has been brought to you by the Georgia-Cumberland Conference Audit Team
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