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# BusinessWorks Tip:

Reversing Payroll Checks in BusinessWorks

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## Reversing Payroll Checks

**It never fails. Someone sends a job to the printer at the same time you are printing payroll checks, and their information prints on your check stock. Now you have payroll checks that have printed on plain paper. What's the best course of action to fix this?**

In Sage BusinessWorks, it is relatively easy. The basic concept is to void or reverse the payroll checks. But wait. You have lots of employees, and you really don't want to re-enter everyone's time cards. Again, in Sage BusinessWorks, there is an option that allows you to restore the employees' time cards so you don't have to re-enter all that information.

Under Payroll > Processing > Void Payroll Checks > By Check, you can enter a check number range, the date you want to use as the void date (in this case, the check date itself is preferred) and whether you want to "RESTORE TIME CARDS."

When you first access this task, acknowledge the message regarding a FICA deposit (if applicable) and select whether you want the "Shared" or "Exclusive" processing mode.

Void Range of Checks

Checks  Direct deposit

Void all checks from  to

Void date   Use check date

Restore time cards

Check	Employee ID	Date	Amount	Void
2053	AKENS	06/22/2010	149.34	<input checked="" type="checkbox"/>
2054	BARSTOW	06/22/2010	361.02	<input checked="" type="checkbox"/>
2055	BROOKS	06/22/2010	290.02	<input checked="" type="checkbox"/>
2056	HARPER	06/22/2010	146.64	<input checked="" type="checkbox"/>
2057	JONES	06/22/2010	151.21	<input checked="" type="checkbox"/>
2058	WRIGHT	06/22/2010	98.01	<input checked="" type="checkbox"/>
2061	BARSTOW	06/25/2010	612.10	<input checked="" type="checkbox"/>
2062	BROOKS	06/25/2010	593.23	<input checked="" type="checkbox"/>
2064	HARPER	06/25/2010	305.69	<input checked="" type="checkbox"/>
2065	JONES	06/25/2010	311.75	<input checked="" type="checkbox"/>
2066	WRIGHT	06/25/2010	426.53	<input checked="" type="checkbox"/>
2068	AKENS	06/30/2010	1386.85	<input checked="" type="checkbox"/>
2070	WRIGHT	06/30/2010	425.11	<input checked="" type="checkbox"/>
10884	AKENS	04/06/2010	183.62	<input checked="" type="checkbox"/>

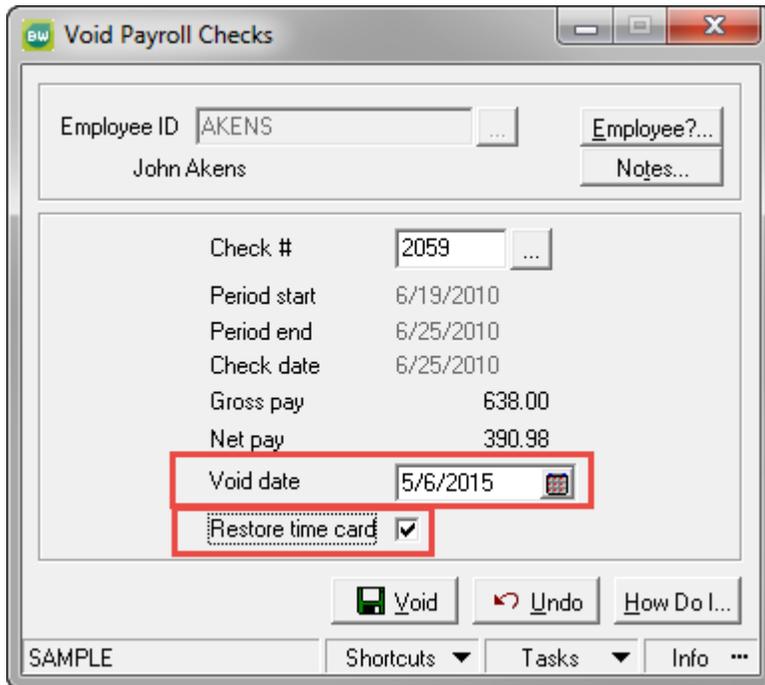
Select All Deselect All Selected total 36762.59 Checks selected 101

Void Undo How Do I...

SAMPLE Shortcuts Tasks Info

If you specify a larger check number range than what printed for this batch of payroll checks, you will need to manually EXCLUDE checks that should not be voided. Make sure to select "Restore time cards". This will return the data to Time Card Entry when you click on VOID. Then, return to the Automatic Payroll Calculation, make any manual calculation adjustments, and then re-print your payroll checks, starting with the correct check number.

If you find that you need to only correct a single check, you may do a similar process where you select to Void Payroll Checks by EMPLOYEE. Identify the employee for whom the check is to be voided. Select the check number. Watch your Void Date to make sure it's appropriate. Mark to Restore Time Card and void the check.



Just as above, recalculate and reprint the check.

**If you have questions or need assistance reversing a payroll check, please contact our BusinessWorks support team at 260.423.2414.**