



## **Unicorn HRO**

### **Check/Voucher Clear**

The Check/Voucher Clear function is used to reset check and voucher numbers to zero so that they can be reprinted (or rerun through Voucher File Creation for vouchers, if necessary).

First, you select a Legal Entity. This produces a list of valid Bank/Accounts/Check Stocks for the Legal Entity. Select the Bank/Account/Check Stock from the list. The From and To Numbers will default to the last check/voucher number used for that check stock. You can then change the From and To numbers to the checks/vouchers that need to be re-processed.

By checking the “Rerun vouchers through Voucher Transfer File Creation” check box, the vouchers will be reset to the point where they can be run though the Voucher Transfer File Creation again. This should only be used if the Transfer File needs to be regenerated. **NOTE:** If the original Transfer File included Prenotifications, those accounts will have to be reset for Prenotifications before recreating the Transfer File. This would be done through Employee Direct Deposit Accounts.

### ***EXAMPLE SCENARIOS:***

**1. I was printing 100 checks starting from check number 2301. The printer jammed at check number 2351. What do I do?**

Run the Check/Voucher Clear function. Select the Legal Entity, Bank/Account/Check Stock for the checks you were printing. Both the From and To Numbers should default to the last check number that was sent to the print file (2400, in this example). Set the From Number to 2351. Press Clear (and Yes on the following message). This will clear checks 2351 through 2400.

Now, go to Check Print and select the Legal Entity, Bank/Account/Check Stock. The Starting Check Number should show 2401, which would be the next number assuming the checks printed correctly. Since it jammed on 2351, you probably can start reprinting with check 2352. So change the Starting Check Number to 2352 and press Generate. This will create a new Check Print printer file which can be sent to the printer.

**2. I created my Voucher Transfer File and was printing 100 vouchers starting from voucher number 12001. The printer jammed at voucher number 12080. What do I do?**

Run the Check/Voucher Clear function. Select the Legal Entity, Bank/Account/Check Stock for the vouchers you were printing. Both the From and To Numbers should default to the last voucher number that was sent to the print file (12100, in this example). Set the From Number to 12080. Press Clear (and Yes on the following message). This will clear vouchers 12080 through 12100.

Now, go to Voucher Print and select the Legal Entity, Bank/Account/Check Stock. The Starting Voucher Number should show 12101, which would be the next number assuming the vouchers printed correctly. Since it jammed on 12080, you probably can start reprinting with voucher 12081. So change the Starting Voucher Number to 12081 and press Generate. This will create a new Voucher Print printer file which can be sent to the printer.

**3. My Voucher Transfer File was deleted/lost before I sent it to the bank. I already printed the vouchers, from 12001 to 12100. How do I recreate the Transfer File? Do I need to reprint the vouchers?**

Run the Check/Voucher Clear function. Select the Legal Entity, Bank/Account/Check Stock for the vouchers you were printing. Both the From and To Numbers should default to the last voucher number that was sent to the print file (12100, in this example). Set the From Number to 12001. Select the “Rerun vouchers through Voucher Transfer File Creation” check box. Press Clear (and Yes on the following messages). This will clear all the vouchers from 12001 through 12100.

Before recreating the Transfer File, you should review the Direct Deposit report that was generated from the earlier attempt. Any employee’s accounts that were Prenotifications will need to be reset. If there are Prenotifications, you will need to go to Employee Direct Deposit Accounts and reset the Prenotification flag for those accounts.

You can now recreate the Transfer File. Go to Voucher Transfer File Creation and select the direct deposits you originally selected. Press Generate to rebuild the Transfer File.

Even though you now have the Transfer File and the vouchers were already printed, you must still regenerate the Voucher Numbers by running Voucher Print. The danger here is that if the vouchers selected are not exactly the same as the printed vouchers, the numbers may not be assigned the same as the original printed vouchers. Therefore, it is strongly recommended that the vouchers be regenerated and reprinted and the originals thrown out.

To regenerate the vouchers, go to Voucher Print and select the Legal Entity, Bank/Account/Check Stock. The Starting Voucher Number should show 12101. Leave the Starting Voucher Number at 12101 to recreate the vouchers starting from 12101. If you really want to take the risk and keep the original vouchers, you could set the Starting Voucher Number to the original number (12001 in this example). Press Generate to create a new Voucher Print printer file. If you are keeping the originals, you do not need to send the printer file to the printer (from Report Master Listing), although you should review it on screen to make sure nothing was changed.

When the Check/Voucher Clear process is run, the system does the following:

The ABA Number, Stock ID, Account# and Payment Number fields are set to zero or blank. For vouchers, the Payment Status is changed from “R” (returned) to “O” (open). By changing these fields, the payments will appear in Check Print or Voucher Print and can be re-printed.

A payment with a Payment Type of “M”, representing a manual payment that was not printed by the system, is not changed by the Check/Voucher Clear process.