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Article ID: 4145
Subject: Voiding an Escrow Check
Last Modified: August 13, 2007

Applies to: Pro Gold i2 2.0, 3.0

Issue: Escrow check is created or issued, but needs to be voided. All escrow transactions are mapped to a property record. As a result, the transaction must be initiated from the property record in order for the **Property ID** to automatically populate on the transaction. Therefore, the action to VOID a check should be accomplished via the property that it was issued from.

Resolution: Actions required to VOID an escrow check:

- Go to property record
- Select **Escrow Banking** button
- Will open the **Adjustment Tab** in the bank account
- Click on the **Checks Tab**
- Select the **Find** button and enter the number of the check # in the search box at bottom of **Search** screen
- Click **OK** button and it will bring up the check
- If check is **Posted**, must **Unpost** it in order to open the **VOID** box
- Click **VOID** box (VOID will display in big letters across the check)
- Click **Done** button to return to property and verify results and print escrow journal
- Select **Escrow Check** button if a new replacement check is needed or **Done** button to close property area

References: Below is a link you can use to access Enhancement HelpNet Center resources, which includes the Knowledge Base Article (KBA) Library, Pro Gold i2 Documentation, and Training Webcasts:

<http://secured.progoldi2.com/webcast.aspx>

- The Enhancement HelpNet links are located on the right side of the web page.

Related articles: N/A

Keywords: Property Banking, Earnest Money, Trust Account, Escrow Check, Void, 4145

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