

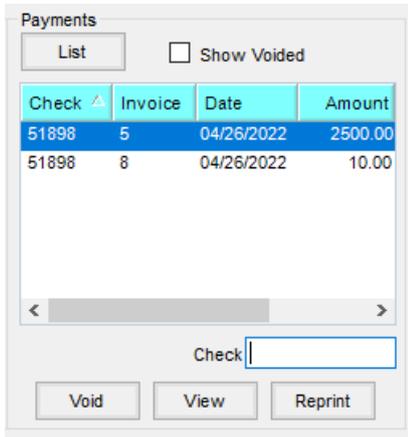
Reverse AP Check Posted to Next Month

Last Modified on 04/26/2022 12:00 pm CDT

At *File / Open / Vendor*, edit the Vendor and select the *Activity* tab.

Choose **List** under *Payments*. This will list the payments for the vendor.

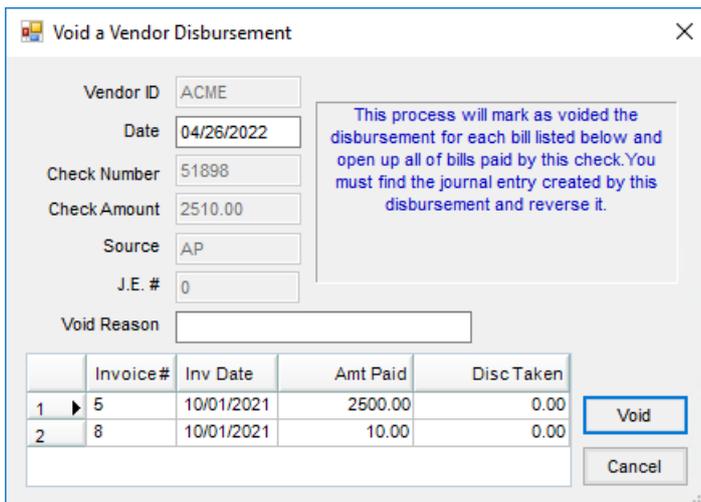
Highlight the check to be reversed and select **Void**.



The screenshot shows a window titled "Payments". At the top left is a "List" button and a "Show Voided" checkbox. Below is a table with columns "Check", "Invoice", "Date", and "Amount". The first row is highlighted in blue and contains the values 51898, 5, 04/26/2022, and 2500.00. The second row contains 51898, 8, 04/26/2022, and 10.00. Below the table is a "Check" input field and three buttons: "Void", "View", and "Reprint".

Check	Invoice	Date	Amount
51898	5	04/26/2022	2500.00
51898	8	04/26/2022	10.00

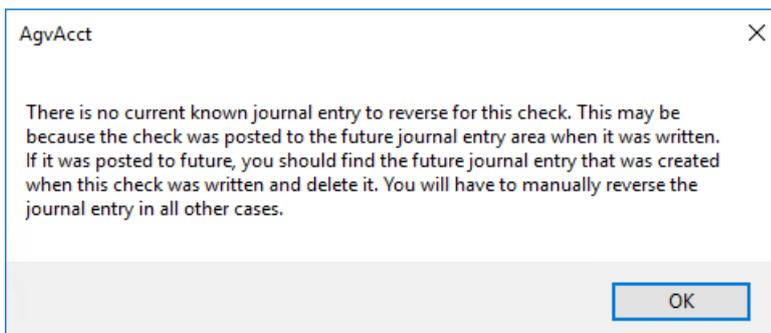
When the *Disbursement* screen appears, select **Void** again.



The screenshot shows a window titled "Void a Vendor Disbursement". It contains several input fields: "Vendor ID" (ACME), "Date" (04/26/2022), "Check Number" (51898), "Check Amount" (2510.00), "Source" (AP), and "J.E. #" (0). There is also a "Void Reason" input field. A message box in the center states: "This process will mark as voided the disbursement for each bill listed below and open up all of bills paid by this check. You must find the journal entry created by this disbursement and reverse it." Below the message is a table with columns "Invoice#", "Inv Date", "Amt Paid", and "Disc Taken". The first row is highlighted and contains 5, 10/01/2021, 2500.00, and 0.00. The second row contains 8, 10/01/2021, 10.00, and 0.00. At the bottom right are "Void" and "Cancel" buttons.

Invoice#	Inv Date	Amt Paid	Disc Taken
5	10/01/2021	2500.00	0.00
8	10/01/2021	10.00	0.00

A message will display stating the program cannot find the journal entry for that check. This is because the journal entry is a future journal entry not yet posted to general ledger.



The screenshot shows a message box titled "AgvAcct". The text inside reads: "There is no current known journal entry to reverse for this check. This may be because the check was posted to the future journal entry area when it was written. If it was posted to future, you should find the future journal entry that was created when this check was written and delete it. You will have to manually reverse the journal entry in all other cases." At the bottom right is an "OK" button.

Proceed to *G/L / Future Journal Entries* and delete the corresponding future journal entry.

Select a Future Journal Entry

JE #	Date	Reference
1	04/26/2022	51898

Add

Edit

Delete

Cancel

Reports