

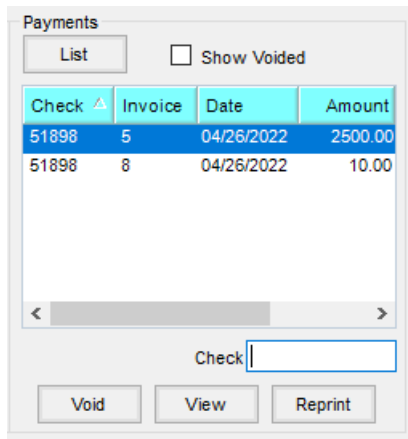
Reverse AP Check Posted to Next Month

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**.

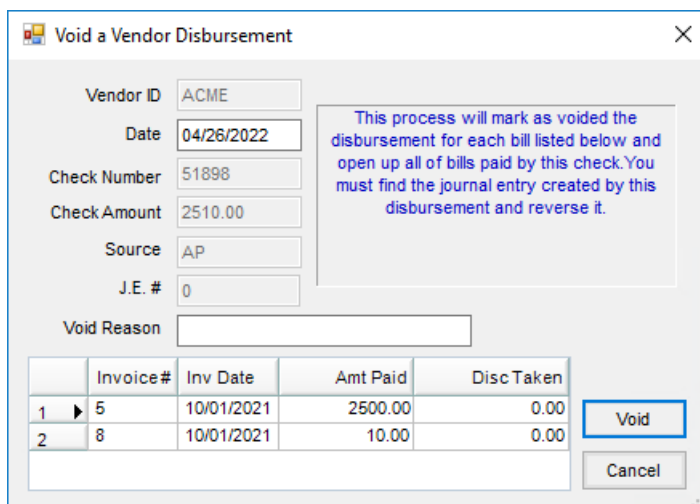


The screenshot shows the 'Payments' window with the 'List' button selected. A table displays the following data:

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

Below the table is a 'Check' input field and buttons for 'Void', 'View', and 'Reprint'.

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



The screenshot shows the 'Void a Vendor Disbursement' window. It contains the following fields:

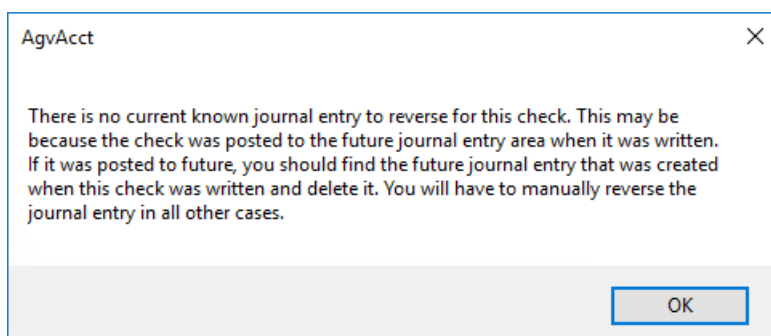
- Vendor ID: ACME
- Date: 04/26/2022
- Check Number: 51898
- Check Amount: 2510.00
- Source: AP
- J.E. #: 0
- Void Reason: (empty field)

A message box 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."

	Invoice#	Inv Date	Amt Paid	Disc Taken
1	5	10/01/2021	2500.00	0.00
2	8	10/01/2021	10.00	0.00

Buttons for 'Void' and 'Cancel' are at the bottom right.

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 the 'AgvAcct' message box with the following text:

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.

An 'OK' button is at the bottom right.

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