Voiding / Reversing Vendor Disbursements

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There are a few different scenarios of voiding/reversing Vendor disbursements.

- Scenario 1 The Bill is correct and the disbursement exists in the current Agvance data.
- Scenario 2 The Bill is correct and the disbursement does not exist in current Agvance data.
- Scenario 3 The Bill needs to be changed, the User wants to change it only in the current year, and the disbursement exists in the current year.
- Scenario 4 The Bill needs to be changed, the User wants to change it only in the current year, and the disbursement does not exist in the current year.
- Scenario 5 The disbursement was posted to the next fiscal month.

The following are the steps to correct each instance:

Scenario 1

The Bill is correct and the disbursement is in the current Agvance data.

1. On the Vendor's Activity tab, highlight the check to be reversed and select Void.

🖳 Edit A Vendor - ABC ABC Trucking	
Profile Balance 1099 / Payment Info Activity	
Invoices List	List Show Voided
	Check 🛆 Invoice Date Amount
	51901 111121 07/24/2023 531.86
	51923 25 08/07/2023 373.39
	51923 147852 08/07/2023 468.75
	51923 14785 08/07/2023 -468.75
	51941 852 10/31/2024 575.00
	< >
	Check
Void Edit Show Open	Void View Reprint
	Save Cancel

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

Vendor ID ABC Date 10/31/2024 Check Number 51941 Check Amount 575.00 Source AP			disburseme open up al must find t	cess will mark as vo ent for each bill listed I of bills paid by this he journal entry cre- ursement and rever	d below and check.You ated by this
J.E. # Void Reason		0			
	Invoice#	Inv Date	Amt Paid	DiscTaken	
1 🕨	852	10/24/2024	575.00	0.00	Void
					Cancel

- 3. A window will display to reverse the Journal Entry created by the payment of the Bill. Select **Reverse**. This will debit the account credited in the original payment (probably checking) and credit A/P.
- 4. The Bill may now be paid.

Scenario 2

The Bill is correct and the disbursement was entered in a prior year's Agvance dataset.

1. Void the disbursement from the Vendor's Activity tab in the current year's dataset.

🖳 Edit A Vendor - ABC ABC Trucking	
Profile Balance 1099 / Payment Info Activity	
Invoices List	List Show Voided
	Check 🛆 Invoice Date Amount
	51901 111121 07/24/2023 531.86
	51923 25 08/07/2023 373.39
	51923 147852 08/07/2023 468.75
	51923 14785 08/07/2023 -468.75
	51941 852 10/31/2024 575.00
	< >
	Check
Void Edit Show Open Show Paid	Void View Reprint
	Save Cancel

- 2. In the current year's dataset, create a Vendor-type JE, debiting the account credited in the original payment (probably checking) and crediting the Accounts Payable GL account.
- 3. The Bill may now be paid.

Scenario 3

The Bill needs to be changed, the User wants to change it only in the current year, and the disbursement exists in the current year.

1. Void the disbursement from the Vendor's Activity tab.

🖳 Edit A Vendor - ABC ABC Trucking				×
Profile Balance 1099 / Payment Info Activity				
Invoices List	Pavments List	Show	/ Voided	
		Invoice Date		
		111121 07/24		
			/2023 373.39	
		147852 08/07 14785 08/07	/2023 468.75 /2023 -468.75	
			/2023 -488.75	
	<		>	
		Check	:	1
Void Edit Show Open Show Paid	Void	View	Reprint	
		Sa	ave Cancel	

- 2. This will trigger a Vendor-type JE debiting the account credited in the original payment (probably checking) and crediting A/P.
- 3. Void the A/P Bill.
- 4. Re-enter the corrected A/P Bill.
- 5. The differences in expense amounts from the corrected A/P Bill will be contained in the current year, not the prior year.
- 6. The Bill may now be paid.

Scenario 4

The Bill needs to be changed, the User wants to change it only in the current year, and the disbursement was entered in a prior year's Agvance dataset.

1. Void the disbursement from the Vendor's Activity tab in the current year's dataset.

🖳 Edit A Vendor - ABC ABC Trucking				• 💌
Profile Balance 1099 / Payment Info Activity				
Invoices	Pavments List	s 🗆	Show Voided	
	Check 🛆	Invoice [Date	Amount
	51901	111121 0	7/24/2023	531.86
	51923	25 0	8/07/2023	373.39
			8/07/2023	468.75
			8/07/2023	-468.75
	51941	852 1	0/31/2024	575.00
	<			>
		Ch	heck	
Void Edit Show Open	Void	Vie	Re	eprint
			Save	Cancel

- 2. In the current year's dataset, create a Vendor-type JE, debiting the account credited in the original payment (probably checking) and crediting the Accounts Payable GL account.
- 3. Void the A/P Bill.
- 4. Re-enter the corrected A/P Bill.
- 5. The differences in expense amounts from the corrected A/P Bill will be contained in the current year, not the prior year.
- 6. The Bill may now be paid.

Scenario 5

The disbursement was posted to the next fiscal month.

- 1. At File / Open / Vendor, edit the Vendor and select the Activity tab.
- 2. Choose List under Payments. This will list the payments for the Vendor.
- 3. Highlight the check to be reversed and select Void.

🖳 Edit A Vendor - ABC ABC Trucking	
Profile Balance 1099 / Payment Info Activity	
Invoices List	List Show Voided
	Check 🛆 Invoice Date Amount
	51901 111121 07/24/2023 531.86
	51923 25 08/07/2023 373.39 51923 147852 08/07/2023 468.75
	51923 147852 08/07/2023 468.75 51923 14785 08/07/2023 -468.75
	51941 852 10/31/2024 575.00
	< >>
	Check
Void Edit Show Open Show Paid	Void View Reprint
	Save Cancel

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

Vendor ID ABC Date 10/31/2024 Check Number 51941				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				
Che	ck Amount	575.00		disbursement and reverse it.				
	Source	AP						
	J.E. #	0						
Vo	oid Reason							
	Invoice#	Inv Date	Amt Paid	DiscTaken				
1 🕨	852	10/24/2024	575.00	0.00	Void			
					Cancel			

5. 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 the General Ledger.

AgvAcct	×	
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.		
ОК]	

6. Proceed to G/L / Future Journal Entries and delete the corresponding Future Journal Entry.

🖳 Sele	🖳 Select a Future Journal Entry					
JE # 1	4	Date 10/31/2024		Reference 51941		Add
						Delete
						Cancel
						Reports

7. Review and make sure the appropriate Future Journal Entry was selected then choose **Delete**.

🖳 Delete a Fut	ure Journ	al Entry			
Future JE Num Date <vendor id=""> Reference Description</vendor>	1 10/31/20 ABC 51941 ABC Tru			J.E. Type General Vendor A/I Customer	() Dahit () Cradit
<accou< td=""><td>int></td><td>Account Name</td><td>Debit \$</td><td>Credit \$</td><td>Comment</td></accou<>	int>	Account Name	Debit \$	Credit \$	Comment
1 200000	0-00	Accounts Payable	575.00		
2 1010000	2 1010000-00 Checking Account - 1st National			575.00	
Print Form Details		Period Current Future Journal Entry Reverse Next Month	575.00] Show Quantity	575.00	Delete Cancel