

Voiding / Reversing Vendor Disbursements

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There are 4 separate scenarios of voiding/reversing vendor disbursements.

- When the bill is correct and the disbursement exists in the current Agvance data
- When the bill is correct and the disbursement does not exist in current Agvance data
- When 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
- When 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

The following are the steps to correct each instance:

Check	Invoice	Date	Amount
51895	1234	07/16/2021	50.00

1. When the bill is correct and the disbursement is in the current Agvance data:
 - Void the disbursement from the vendor *Activity* tab.
 - This will trigger a vendor-type JE debiting the account credited in the original payment (probably checking) and crediting A/P.
 - The bill may now be paid.
2. When the bill is correct and the disbursement was entered in a prior year's Agvance dataset:
 - Void the disbursement from the vendor *Activity* tab, in the current year's dataset
 - In the current year's dataset, create a vendor-type JE debiting the account credited in the original payment (probably checking) and crediting the Account Payable GL account.
 - The bill may now be paid.
3. When 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:
 - Void the disbursement from the vendor *Activity* tab.
 - This will trigger a vendor-type JE debiting the account credited in the original payment (probably

checking) and crediting A/P.

- Void the A/P bill.
- Re-enter the corrected A/P bill.
- The differences in expense amounts from the corrected A/P bill will be contained in the current year, not the prior year.
- The bill may now be paid.

4. When 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:

- Void the disbursement from the vendor *Activity* tab, in the current year's dataset.
- 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.
- Void the A/P bill.
- Re-enter the corrected A/P bill.
- The differences in expense amounts from the corrected A/P bill will be contained in the current year, not the prior year.
- The bill may now be paid.