

Void / Reverse an AP Bill

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Void Overview

Because an A/P bill cannot be edited, if a bill is entered incorrectly (and no payments have been made against the bill), it will need to be voided. How this is done depends on where the bill originated. The two cases are shown below:

1. The bill originated at the *Add an A/P Bill* screen or the *Post Recurring Bills* screen rather than the *Purchase Invoice* screen. If no payments have been made against the bill, select the bill at *A/P / Add/Edit Bills* and choose **Void**. This reverses the original posting of the bill and removes it from the unpaid bills list.
2. If the bill originated from an Inventory Purchase, it should be voided at *Inventory / Purchase Invoicing*. This creates a negative A/P bill and does not affect the original bill entered. To clear the offsetting positive and negative bills, go to the *Pay Bills* screen, select the original positive dollar amount bill and the negative bill created by the void, and then generate a Memo Check.

Void an A/P Bill Process

Update the vendor balance, mark the bill as paid and voided, and affect the selected expense accounts and Accounts Payable account.

1. Navigate to *Accounting / A/P / Add/Edit Bills* and verify the *Show Open* option is selected. Only open bills may be voided and can be voided in any month.

Vendor Name	Vendor ID
A. L. Oil & Hauling	ALOil
ABC Seed Company	ABCSeed
ABC Seed Discount	ABCDisc
ABC Trucking	ABC
Ace Chemical Inc	Aceche
Acme Pest Control	PEST
Acme Supply Distributor	ACME
American General Insurance	AmGeneral
Andrew Transport	Andrew
Auto Zone	AUTOZ
Bankcard One	Bankcard
Boomer Gas Company	BooGas
County Courthouse	Court

Invoice	Due Date	Gross
123-03/05	04/05/2019	50.00
10005	04/15/2019	5934.10
020618a	06/01/2019	1240.00
020618aV1	06/01/2019	-1240.00
5	10/01/2021	2500.00
8	10/01/2021	10.00

Due Date:

☒ Show Open
☐ Show Paid

Vendor Name:

☒ Active Only ☐ Inactive Only

Location:

Note: A voided bill is displayed in red on the *Select an A/P Bill* window when *Show Paid* is selected.

2. Select the appropriate vendor to display bills that can be voided.
3. Choose the bill to be voided by highlighting the corresponding Invoice and select **Void**.

4. Verify the information and select **Void**. Information cannot be edited here.

Voiding A Bill

<Vendor> ACME Acme Supply Distributor Regular 8494.10 Prepay 0.00

Bill Date 03/05/2019

Due Date 04/05/2019

Invoice # 123-03/05

Description Soda Machine Maintenance 1099 Amount 0.00

PO # 1099 Pay

Notes

Use Prepay ☐ On Hold ☐ Post to Prior Month ☐ Last Years Dataset (None)

Details

Discount Terms

Pay by date 04/05/2019 Disc Amt 0.00

Predefined Split

Split ID Amount Acct ID Apply

Expense Breakdown

	<G/L Account>	Description	\$ Amount	Comment	Quantity	<Vehicle
1	6020000-00	Office Expenses	50.00		0.000	

Open

Date Amt Paid 0.00 Check# Gross \$ 50.00 Discount 0.00 Net \$ 50.00

Import File Import PO Void Cancel

Note: If the bill was originally created by a Purchase Invoice, the Purchase Invoice should be voided at *Inventory / Purchase Invoicing* so inventory will be updated.

Reverse Overview

If payments have been made against a bill but an error has been discovered, the bill can be reversed. Reversing the bill does not affect the original bill entered or the payments entered against it. It adds a negative bill to offset the original bill.

When an AP Bill posted to the prior month is reversed, it reverses in the current month rather than the prior month to maintain account balances.

When adding an A/P bill at *Accounting / A/P / Add/Edit Bills*, optionally select the *Post to Prior Month* option.

If the bill is later reversed, the posting for the reversal occurs in the current month to keep accounts in balance. To reverse an A/P Bill at *Accounting / A/P / Add/Edit Bills* select **Reverse**. On the *Reverse a Bill* window, the *Post to Prior Month* option displays as unchecked and is not available to be edited. Reversing the A/P Bill will always reverse into the current month.