

# Void / Reverse an AP Bill

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## Void A/P Bill

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.

Voiding A/P Bills updates the Vendor's balance, marks the Bill as paid and voided, and affects the selected expense accounts and Accounts Payable account.

**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.

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

Vendor Name	Vendor ID	Invoice	Due Date	Gross
Andrew Transport	Andrew	4444	11/24/2024	175.00
Auto Zone	AUTOZ			
Bankcard One	Bankcard			
Boomer Gas Company	BooGas			
County Courthouse	Court			
Dukes Farm Supply	Dukesf			
Dynamo Farm Supply	DyFaSupply			
Farmers Co-op	Farmer			
Golden Prairie Supply	Golden			
Gray Skunk Spraying Service	GrySknk			
IL Department of Employment...	IDES			
IL Department of Revenue	ILDR			
Intercompany Transfer	Intercompa			
Investment Planners, Inc.	InvestPlan			
Miscellaneous	Misc			
Monsanto Company	Monsanto			
Moore Bros. Elevator	MooreBros			

Vendor Name:

Show Open  
 Show Paid

Location: 00MAIN

Buttons: Add, Edit, Void, Reverse, Cancel

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> Golden Golden Prairie Supply Regular 175.00 Prepay 850.00

Bill Date 10/25/2024  
Due Date 11/24/2024

Invoice # 4444  
Description  
PO #  
Notes

Use Prepay   
On Hold  Post to Prior Month   
1099 Amount  
1099 Pay   
Last Years Dataset (None)

**Expense Breakdown**

	<G/L Account>	Description	\$ Amount	Comment	Quantity	<Vehicle ID>
1	5500000-00	Purchases	175.00		0.000	

**Details**

Discount  
Terms  
Pay by date 11/24/2024 Disc Amt 0.00

Predefined Split  
Split ID  
Amount  
Acct ID Apply

Date  
Amt Paid 0.00  
Check# 0  
Gross \$ 175.00  
Discount 0.00  
Net \$ 175.00

Open  
Import File  
Import PO  
Void  
Cancel

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

**Select an A/P Bill**

Vendor Name	Vendor ID
Andrew Transport	Andrew
Auto Zone	AUTOZ
Bankcard One	Bankcard
Boomer Gas Company	BooGas
County Courthouse	Court
Dukes Farm Supply	Dukesf
Dynamo Farm Supply	DyFaSupply
Farmers Co-op	Farmer
Golden Prairie Supply	Golden
Gray Skunk Spraying Service	GrySknk
IL Department of Employment...	IDES
IL Department of Revenue	ILDR
Intercompany Transfer	Intercompa
Investment Planners, Inc.	InvestPlan
Miscellaneous	Misc
Monsanto Company	Monsanto
Moore Bros. Elevator	MooreBros

Vendor Name  
Active Only Inactive Only  
Location 00MAIN

Invoice	Due Date	Gross
PO120008-1	04/30/2019	850.00
4444	11/24/2024	175.00

Due Date

Show Open   
Show Paid

Add Edit Void Reverse Cancel

## Reverse A/P Bill

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.

**Reverse A Bill**

<Vendor> Golden Golden Prairie Supply Regular 175.00 Prepay 850.00

Bill Date 10/25/2024

Due Date 11/24/2024

Invoice #

Description

PO #

Notes

Use Prepay

On Hold  Post to Prior Month

1099 Amount

Last Years Dataset (None)

1099 Pay

Expense Breakdown

	<G/L Account>	Description	\$ Amount	Comment	Quantity	<Vehicle ID>
1	5500000-00	Purchases	175.00	REV #4...	0.000	

Discount

Terms

Pay by date 11/24/2024 Disc Amt 0.00

Predefined Split

Split ID

Amount

Acct ID

Apply

Date

Amt Paid 0.00

Check# 0

Gross \$ 175.00

Discount 0.00

Net \$ 175.00

Open

Import File

Import PO

Reverse

Cancel

When an A/P 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.