

Voiding AP Checks and Vouchers

As we all know, “Mistakes happen”. And when they do, not only is it necessary to correct them, it is necessary to correct them properly. When an accounts payable transaction needs to be corrected, the reason for the correction will determine how many steps are involved. For example, if a check was simply lost or destroyed, all that is necessary is to void the check and re-issue a replacement. However, if the check was written to the wrong vendor, the check as well as the voucher will need to be voided, and the entire accounts payable process started over.

If only the check needs to be voided and re-issued there is a very simple procedure. In the Accounts Payable section of the software you will see an option called Void AP Check. Once the Bank account # is selected in the combo box simply enter the check or range of AP checks to be voided in the appropriate fields. Next, select the date you are voiding the check. The Posting Period will automatically populate based on the void date you enter. **Note: the system will not allow you to void a check using a date prior to the original check date.**

Once the check number(s) have been selected, click on Save. After you have identified all checks to be voided, click on Void. This will complete the void process and create a check register for the voided checks reflecting a negative amount. ***Note: after completion of this step all associated voucher(s) to this check(s) will show as unpaid on the Accounts Payable Analysis.*** At this point you can go into accounts payable and re-issue the check(s).

However, should the entire transaction need to be voided for a reason such as issuing the check to the wrong vendor, you now need to void the voucher. You will need to go to Voucher Entry and create a new voucher batch. Note: you cannot void a voucher in the same batch as the original voucher. On the Voucher Entry tab, click on the Void button near the bottom. (Do NOT click on New as you would when entering a new voucher.)

A form will appear asking you which voucher you wish to void. Enter the voucher number and the screen will be populated with the voucher and negative dollar amounts to be voided. Make sure the amounts represent what you wish to void and then click on the Save Void button. **Once all vouchers to be voided have been identified make sure you post the voucher batch.** Please be aware that you need to do these steps in this order. If both the check and voucher need to be voided, you must void the check first.

Please see the appropriate sections in the Help Manual under AP Void Check and Voucher entry for a more detailed explanation of these steps.