



File #120

Platform: ALL

Voiding Accounts Payable Checks



eCommerce Industries, Inc.

What It Does

You may occasionally need to void A/P checks. Voiding a check restores the amount due for an invoice, and clears the check number field. It debits the cash and cash discount accounts and credits accounts payable. The G/L Batch Report will include these entries after you void a check.

There are two methods for voiding checks:

- Voiding a check before the invoice has been purged. (This includes both system-generated checks and hand checks.)
- Voiding a check for a purged invoice.

We'll describe both procedures here.

Note: The steps for performing this task are significantly different when operating in text-based software—which we will describe first—than when operating in graphical software, which we will explain at the end of this document.

Before Purging Invoices (Text-Based)

To void checks that have not been purged, follow these steps in text-based software:

- 1 Go to the (D) Accounts Payable Posting screen, and select the [V] Void action code.
- 2 In the date field, press ENTER.
- 3 In the Batch # field, specify the batch you want this void to apply to. If you enter fewer than four characters, press TAB.
- 4 In the G/L Control field, press ENTER to accept the default control account.
- 5 At Business Period, specify the period that this void belongs to.
- 6 Retrieve the vendor for the invoice that the check is for. To do this, specify the vendor number in the Vendor field, or press TAB, and specify the vendor's name in the Name field.
- 7 At Correct Record, enter the appropriate response:

Y	(default) Yes, this is the correct record.
N	No, display the next vendor record.
ESC	No, this is not the correct record. The cursor returns to the Vendor field so that you may retrieve another record.

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- 8 At Enter Check Number to Void, specify the check number and press ENTER.
- 9 The system displays the first invoice that was paid with the check you specified, along with the prompt Use Period [xx] to Post Void. (The letters xx represent the business period the payment was originally posted to.) Enter the appropriate response:
 - Y **(default)** Yes, post the void to this business period.
 - N No, post the void to the current business period.
- 10 At Are You Sure, type Y.
- 11 The system processes the void, and displays the Enter Check Number to Void prompt again. You can specify another check to void for the current vendor, or select another vendor by pressing ESC.
This completes the procedure.
- 3 When the (QE) Cancelled Check screen appears, select the [C] Chg action code.
- 4 At Loc, enter the G/L location for the check you're voiding. If you enter a single digit, press TAB.
- 5 At Check#, specify the number of the check you're voiding. If the number does not fill the field, press ENTER.
- 6 At Date, press TAB until the cursor moves to the Vendor field.
- 7 At Vendor, type **VOID**.
- 8 Tab to the Amount field, and clear the amount. To do this, press the SPACE BAR, and then press TAB.
- 9 In the R field, type Y
- 10 The system voids the check, and displays the next check in the file. You may continue voiding checks or press ESC until the Master Menu is displayed.
- 11 If you are not going to pay the invoice you voided the check for, you need to manually adjust the general ledger.

To pay the invoice, you must first post it in the (D) screen, since it has been purged. When posting the invoice, the cash account you credited when writing the check must be the reverse G/L account. Do not post to the expense or cost account.

After Purging Invoices (Text-Based)


To void a check that you have purged, follow these steps in text-based software:

- 1 Go to the (QR) Accounts Payable Reports screen, and select the [E] Posting to Check File function.
- 2 At Accounts Payable/Payroll/Both, type **A**

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Before Purging Invoices (Graphical)

To void checks that have not been purged, follow these steps in graphical software:

- 1 Double-click the **Accounts Payable**  icon. The Accounts Payable Posting window opens, displaying the **AP Invoice** tab.
- 2 Click the **Action** menu and click **Void**, or type **Ctrl+V**. The Accounts Payable Batch Information dialog box opens, and the cursor moves to the Batch box.
- 3 Enter the **Batch** number you want this void to apply to, or click the down arrow and click the appropriate batch number.
- 4 In the **Check #** box, enter the check number you want to void. (You must enter a check number before proceeding.)
- 5 In the **Post Date** box, enter the appropriate posting date, or accept the displayed date.
- 6 The **Period** box defaults to the business period the payment was posted to. You can accept the displayed business period, or change it to the correct business period.
- 7 The **Fiscal Year** defaults to the fiscal year the payment was posted to. You can accept the displayed

fiscal year, or change it to the correct fiscal year.

- 8 Click **OK**. The Check # dialog box opens. This dialog box displays the vendor and batch information for the check you are voiding. The invoice(s) paid with this check, including the balance(s), along with the invoice, voucher, net, and paid dates, appear in the bottom portion of the dialog box.
- 9 Once you have verified that the check information is correct, click **Void**. The check is voided and the balance due on the invoice(s) is restored.

This completes the procedure.

After Purging Invoices (Graphical)

To void a check that you have purged, follow these steps in graphical software:

- 1 Double-click the **Accounts Payable** icon. The Accounts Payable Posting window opens, displaying the **AP Invoice** tab.
- 2 Type **Ctrl + Z** or click the **Action** menu and click **Post to Check File**. The Posting to Check File dialog box opens.
- 3 In the **Select a Choice** box, click the down arrow and select Accounts Payable.
- 4 Enter the check number on the top line and press **ENTER**.

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- 5 The check that closely matches the one you specified appears.
 - a At Vendor, type **VOID**
 - b To indicate the check has been cashed and returned, click the **Return** column and type **Y**
- 6 When you finish updating checks, click **Update Changes**.
- 7 At the **File Is Updated** message, click **OK**.

- 8 Click **Exit** to return to the Accounts Payable Posting window. The system voids the check.

If you are not going to pay the invoice you voided the check for, you need to manually adjust the general ledger.

To pay the invoice, you must first post it in the (D) Accounts Payable screen, since it has been purged. When posting the invoice, the cash account you credited when writing the check must be the reverse G/L account. Do not post to the expense or cost account. 