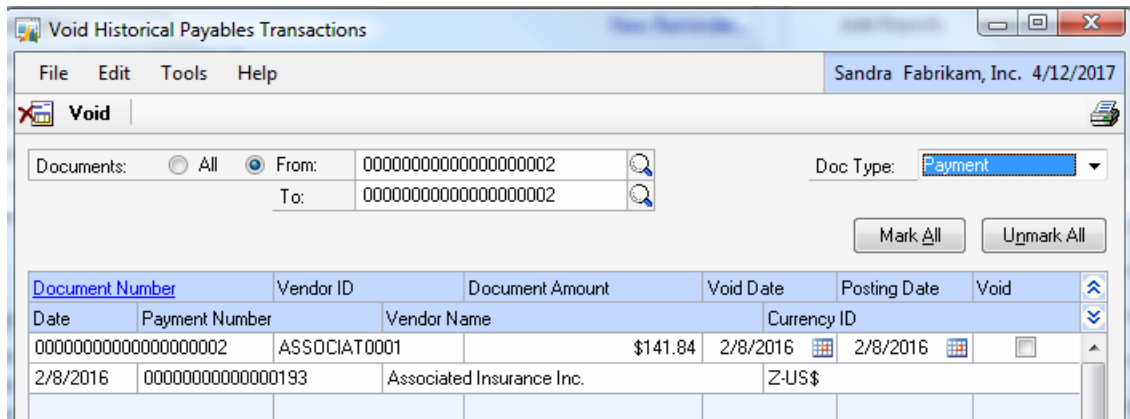


VOIDING ACCOUNTS PAYABLE CHECKS AND VENDOR INVOICES

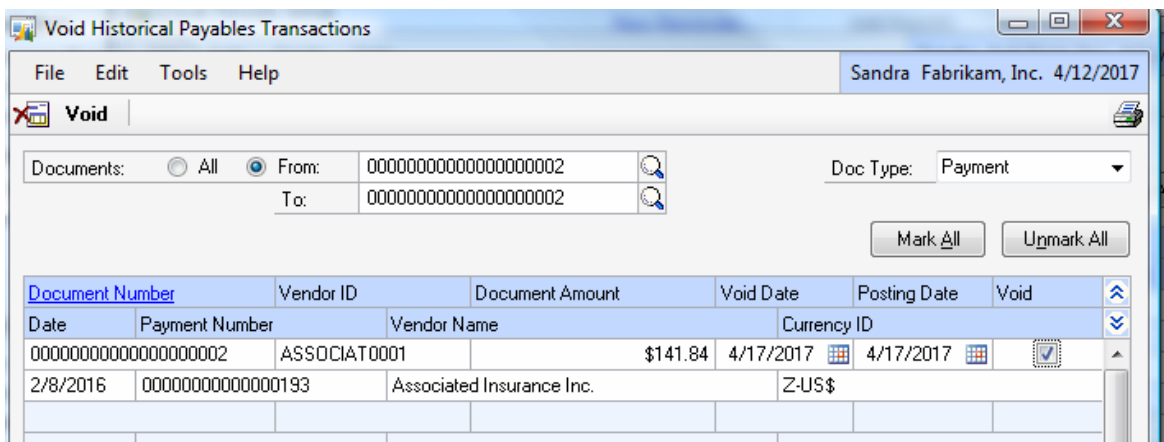
Have you ever voided a check or invoice only to have it show up in the wrong general ledger period? Here's why:

When a check or invoice is selected in the VOID windows, the Void Date and the Posting Date reflect the original document date. Good accounting practice is to void the transaction in the current, not originally posted, period. However GP defaults to the originally posted period.

In the example below, a check was created and posted on 2/8/2016. However it is now April of 2017.



To post the void into the current month, click on the Void box to the right of the transaction; change both the Void and the Posting Dates to the current date (April of 2017) and then click the VOID button at the top.



Both the general ledger and the accounts payable aging reports will reflect this void as of the current month – and not sooner.