

Accounting Core: Accounts Payable – Void an Invoice

Introduction

In the Accounts Payable module, voiding an invoice is necessary when an invoice is created incorrectly or no longer needs payment. Voiding the invoice generates a journal entry to reflect the affected accounts. This process is crucial for canceling incorrect transactions, preventing financial discrepancies, and ensuring compliance with accounting standards. Below are the steps to void an invoice in Accounts Payable.

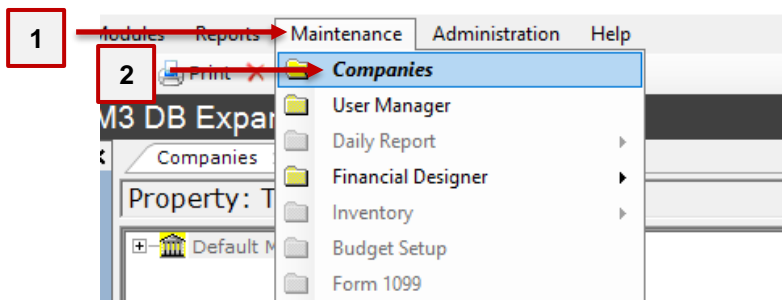
Objective

Demonstrate how to manually void an invoice from the Accounts Payable module.

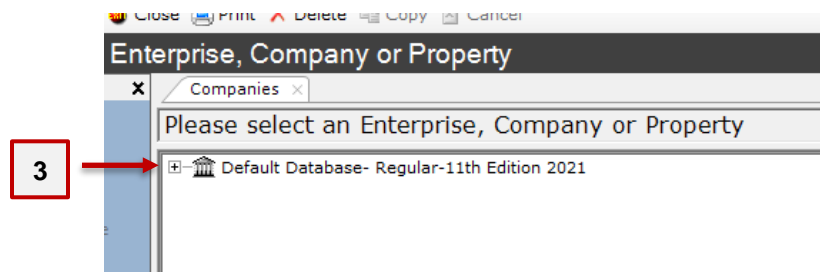
Steps

Follow the steps below to void an invoice in the Accounts Payable module.

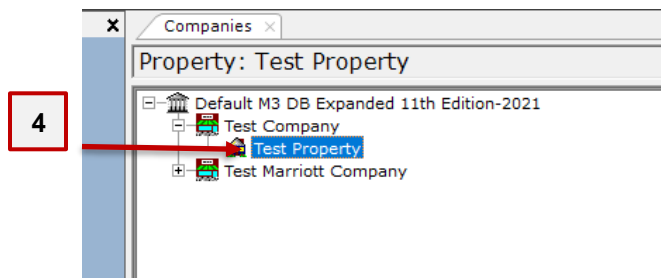
1. From the top menu bar, click on **Maintenance**.
2. Click on **Companies**. Note: if preferred to complete on property level, continue the next two steps. If not, click on desired Company level.



3. Expand the company / property tree by clicking on the (+) symbol.

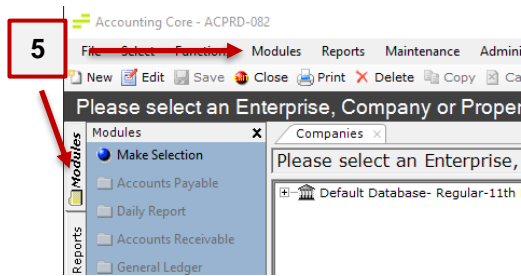


4. Click on the desired **property**.

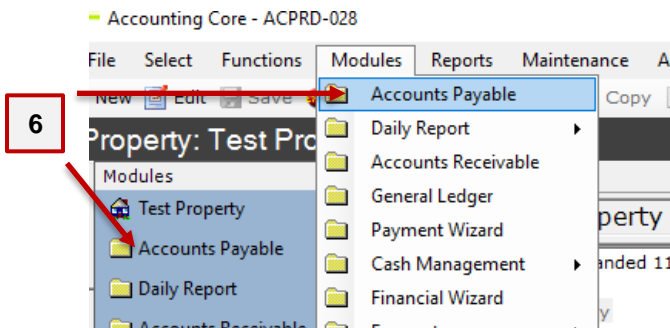


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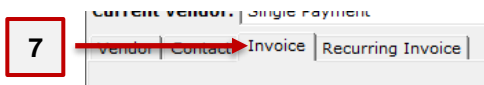
5. Click **Modules**.



6. Click **Accounts Payable**.

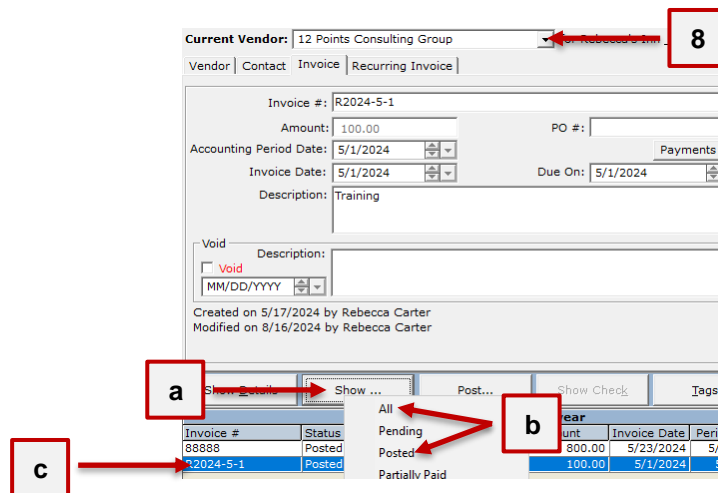


7. Select the **Invoice** tab.



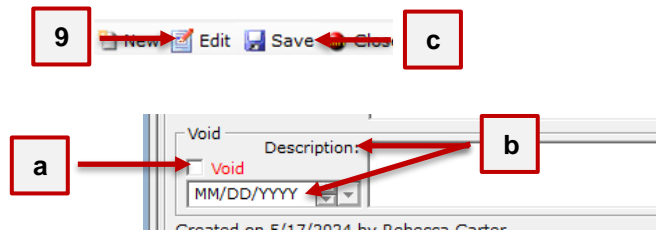
8. Choose the **vendor** from the drop-down menu.

- Click on the **Show** button.
- Select either **All** or **Posted**.
- Click on the **invoice** to be voided.



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9. Click Edit.
 - a. Check the box next to the red Void.
 - b. Enter the accounting period date to which the invoice should be voided and a description (optional).
 - c. Click Save.



Note: if the invoice was voided due to incorrect information (coding, dates, etc.) a new invoice will need to be created so that it can be paid.