

IMPORTANT

- ▶ Before making any adjustments to the Prior Year,
- ▶ Go to Gear, Your Company, Account and Settings
- ▶ Choose Advanced
- ▶ Under Accounting, select Close the Books
- ▶ Set Date/Password to the last day of the prior year.
- ▶ Choose “Allow changes after viewing a warning and entering a password”
- ▶ Set Password to something that will make you think:
 - ▶ Like, Areyousure? Or Askmyaccountant
- ▶ Save

How You Paid the Bill Will Affect How to Void the Check

From the Write
Checks Screen

- ▶ Bring up the check to be voided.
- ▶ Select Void.
- ▶ System will ask if you are sure and for your closing password.
- ▶ Go to Plus, Other, Journal Entry
- ▶ Debit the Expense, Credit Checking and Date the JE the last day of the prior year.
- ▶ Save the entry and then Reverse.
- ▶ Save the Reversing Entry.
- ▶ Reissue the Check.

How You Paid the Bill Will Affect How to Void the Check

From the Pay Bills
Screen

- ▶ Bring up the check to be voided.
- ▶ Select Void.
- ▶ System will ask if you are sure and for your closing password.
- ▶ Go to the Expense, Vendor screen.
- ▶ Bring up the Invoice to be voided.
- ▶ Select Void.
- ▶ System will ask if you are sure and for your closing password.
- ▶ You will need to make a Journal Entry.
- ▶ Debit the Expense, Credit Checking and select REVERSE.
- ▶ Reissue the check in the current period.