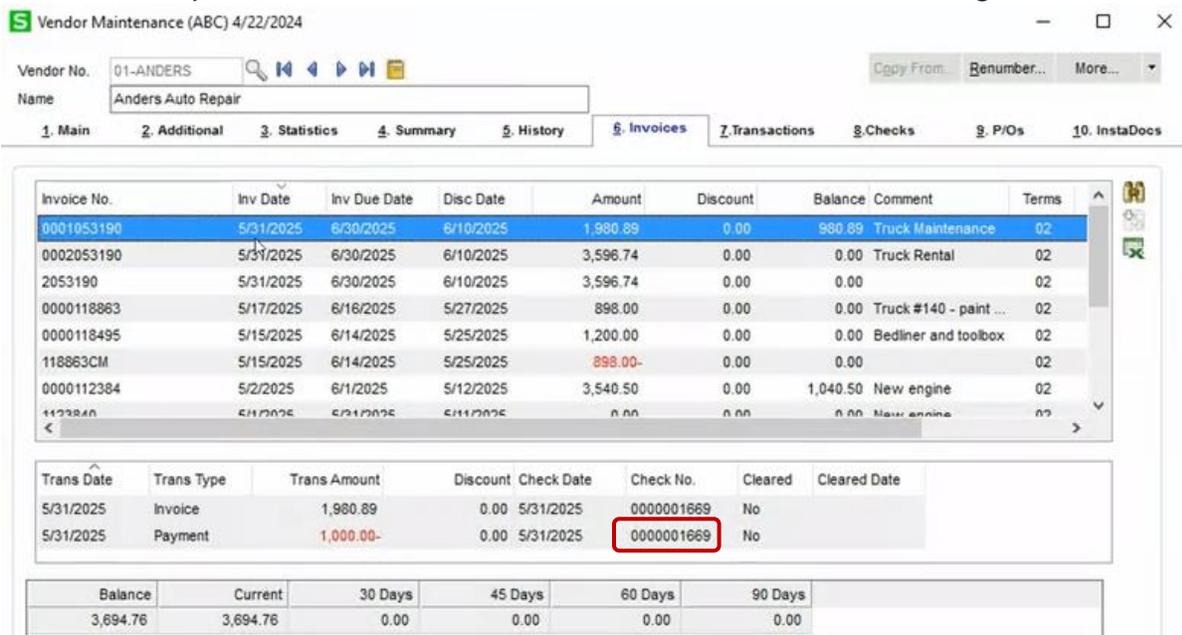


## How to Void AP Check

This will allow you to void an AP Check within the Sage 100 module.

1. Go to Accounts Payable > Main > Vendor Maintenance
  - a. Look up the vendor for whom you will void the check.
    - i. The check number will be in the bottom portion of the invoice information.

**\*Always double-check the check number before voiding the check.**



| Invoice No. | Inv Date  | Inv Due Date | Disc Date | Amount   | Discount | Balance  | Comment                | Terms |
|-------------|-----------|--------------|-----------|----------|----------|----------|------------------------|-------|
| 0001053190  | 5/31/2025 | 6/30/2025    | 6/10/2025 | 1,980.89 | 0.00     | 980.89   | Truck Maintenance      | 02    |
| 0002053190  | 5/31/2025 | 6/30/2025    | 6/10/2025 | 3,596.74 | 0.00     | 0.00     | Truck Rental           | 02    |
| 2053190     | 5/31/2025 | 6/30/2025    | 6/10/2025 | 3,596.74 | 0.00     | 0.00     |                        | 02    |
| 0000118863  | 5/17/2025 | 6/18/2025    | 5/27/2025 | 898.00   | 0.00     | 0.00     | Truck #140 - paint ... | 02    |
| 0000118495  | 5/15/2025 | 6/14/2025    | 5/25/2025 | 1,200.00 | 0.00     | 0.00     | Bedliner and toolbox   | 02    |
| 118863CM    | 5/15/2025 | 6/14/2025    | 5/25/2025 | 898.00-  | 0.00     | 0.00     |                        | 02    |
| 0000112384  | 5/2/2025  | 6/1/2025     | 5/12/2025 | 3,540.50 | 0.00     | 1,040.50 | New engine             | 02    |
| 1123840     | 5/1/2025  | 6/1/2025     | 5/11/2025 | 0.00     | 0.00     | 0.00     | New engine             | 02    |

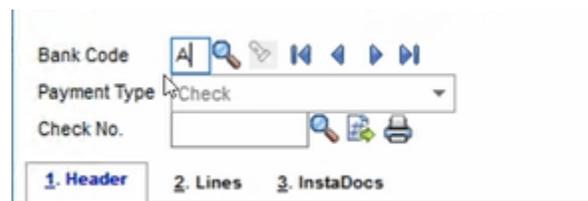
  

| Trans Date | Trans Type | Trans Amount | Discount | Check Date | Check No.  | Cleared | Cleared Date |
|------------|------------|--------------|----------|------------|------------|---------|--------------|
| 5/31/2025  | Invoice    | 1,980.89     | 0.00     | 5/31/2025  | 0000001669 | No      |              |
| 5/31/2025  | Payment    | 1,000.00-    | 0.00     | 5/31/2025  | 0000001669 | No      |              |

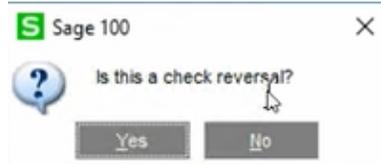
  

| Balance  | Current  | 30 Days | 45 Days | 60 Days | 90 Days |
|----------|----------|---------|---------|---------|---------|
| 3,694.76 | 3,694.76 | 0.00    | 0.00    | 0.00    | 0.00    |

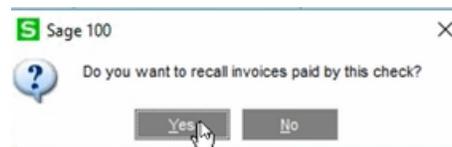
2. Go to Accounts Payable > Main > Manual Check and Payment Entry
3. Verify your bank code is the same account as the original check
4. Enter Check number



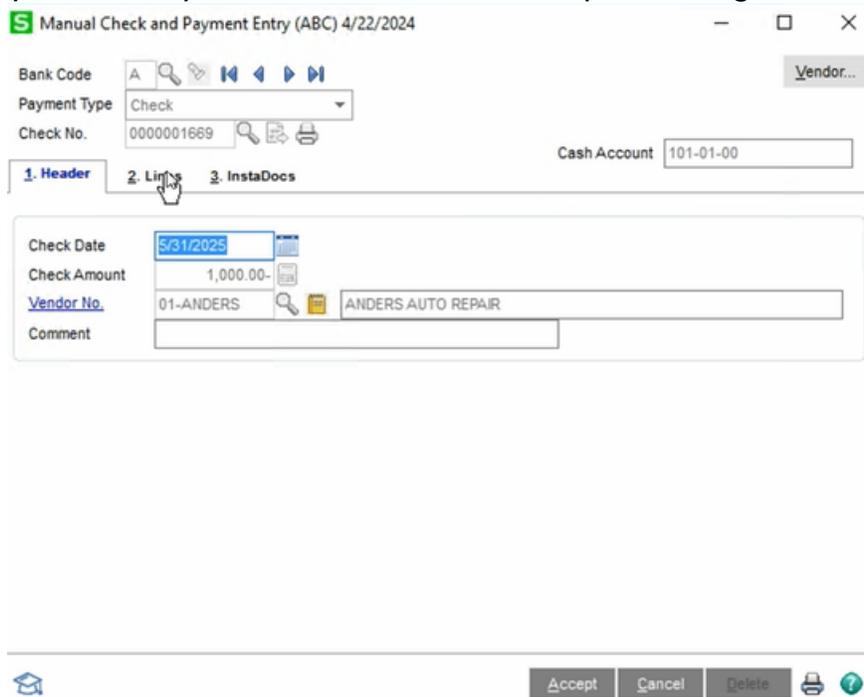
- Click **Yes** when prompted, "Is this a check reversal?"



- Click **Yes** when prompted, "Do you want to recall invoices paid by this check?"



- Once you select yes, the check will show up as a negative amount.



- Go to Tab 2—lines to verify the invoice pulled through.
- The invoices should be listed on the lines tab. If it does not use the magnifying glass to search for the invoice for which the check was written.

**S Manual Check and Payment Entry (ABC) 4/22/2024**

Bank Code: [A] [Search] [Refresh] [Back] [Forward] [Vendor...]

Payment Type: [Check]

Check No.: [0000001669] [Search] [Refresh] [Print]

Cash Account: [101-01-00]

1. Header 2. Lines 3. InstaDocs

Quick Row: [1] [Refresh]

| Invoice No. | Invoice Date | Invoice Amt | Discount Amt | Exp Dist Table |
|-------------|--------------|-------------|--------------|----------------|
| 1           |              | .00         | .00          |                |

Due Date: [ ]  
 Discount Date: [ ]  
 G/L Distribution: [ ]  
 Exp Dist Desc: [ ]

Check Distribution Balance: [1,000.00-] Payment Total: [0.00]

[Accept] [Cancel] [Print] [Help]

10. Select the invoice you wrote the check for. Then hit select.

**S Invoice List**

| Invoice No. | Comment                      | Inv Amount | Inv Da |
|-------------|------------------------------|------------|--------|
| 0000112384  | New engine                   | 1,040.50   | 5/2/20 |
| 0000118495  | Bedliner and toolbox         | .00        | 5/15/2 |
| 0000118863  | Truck #140 - paint lettering | .00        | 5/17/2 |
| 0001043090  | Truck Maintenance            | .00        | 4/30/2 |
| 0001053190  | Truck Maintenance            | 980.89     | 5/31/2 |
| 0002043090  | Truck Rental                 | .00        | 4/15/2 |
| 0002053190  | Truck Rental                 | .00        | 5/31/2 |
| 1028340     |                              | .00        | 3/10/2 |
| 1123840     | New engine                   | .00        | 5/1/20 |
| 118863CM    |                              | .00        | 5/15/2 |
| 2053190     |                              | .00        | 5/31/2 |
| TRUCK10/03  |                              | .00        | 12/28/ |
| TRUCK10/28  | TRUCK REPAIRS                | 775.37     | 12/28/ |

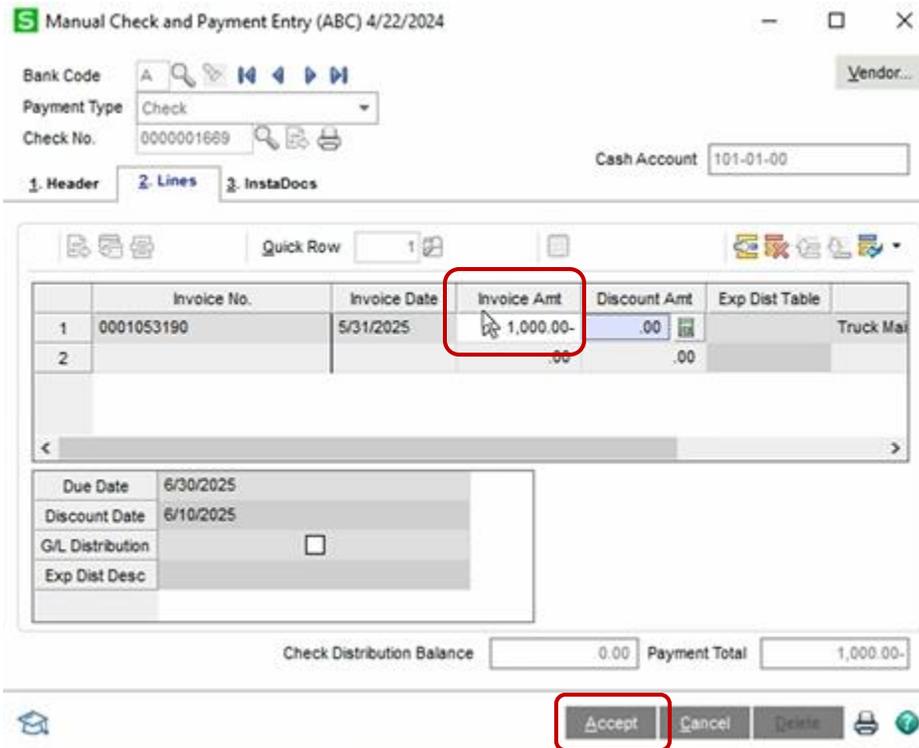
Search: [Invoice No.] [Begins with] [ ] [End]

[Filters...]

[Custom...] [Lookup Wizard...]

[Select] [Cancel] [Print] [Help]

11. Verify the invoice amount has a negative amount for the total check you are voiding. Then accept.



Manual Check and Payment Entry (ABC) 4/22/2024

Bank Code: A | Payment Type: Check | Check No.: 0000001689 | Cash Account: 101-01-00

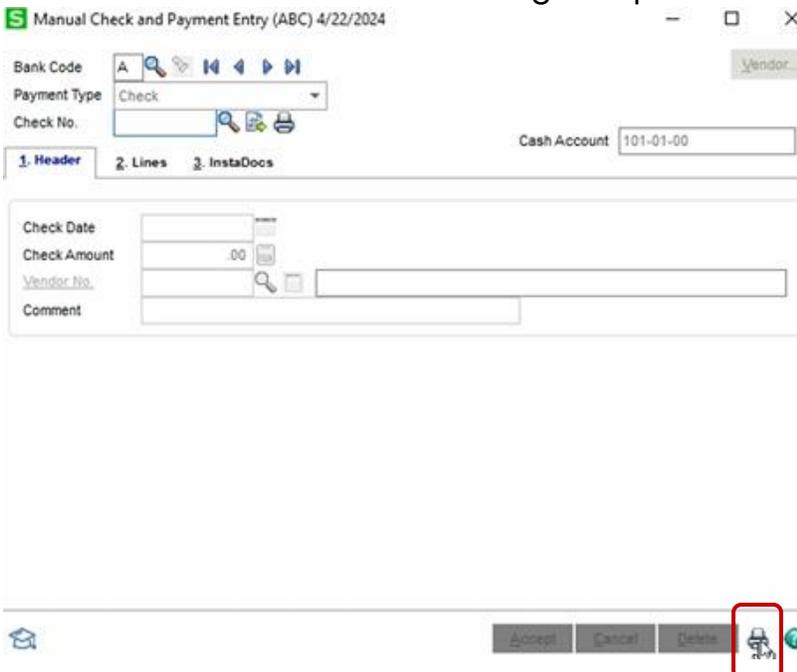
| Invoice No.  | Invoice Date | Invoice Amt | Discount Amt | Exp Dist Table |
|--------------|--------------|-------------|--------------|----------------|
| 1 0001053190 | 5/31/2025    | 1,000.00-   | .00          | Truck Mail     |
| 2            |              | .00         | .00          |                |

Due Date: 6/30/2025 | Discount Date: 6/10/2025

Check Distribution Balance: 0.00 | Payment Total: 1,000.00-

Buttons: Accept, Cancel, Delete

12. Select Print at the bottom right to post.



Manual Check and Payment Entry (ABC) 4/22/2024

Bank Code: A | Payment Type: Check | Check No.: | Cash Account: 101-01-00

Check Date: | Check Amount: .00 | Vendor No.: | Comment: |

Buttons: Accept, Cancel, Delete, Print

13. Verify the Accounts Payable Posting Date. Select Print.

S Manual Check and Payment Register (ABC) 4/22/2024

Current General Ledger Period: 05 Ending: 5/31/2025

Accounts Payable Posting Date: 5/31/2025

Print Full Comments:

ABS PDF Driver v400

Print Preview Setup

14. Verify the check register is a negative amount.

Manual Check and Payment Register  
Journal Posting Date: 5/31/2025  
Register Number: MC-000004

ABC Distribution and Service Co

Bank: A Security Pacific Checking

| Check Number/<br>Invoice Number                    | Check Date<br>Invoice Date | Vendor Number | Invoice Amount     | Discount       | Distribution<br>Amount | Chk |
|--|----------------------------|---------------|--------------------|----------------|------------------------|-----|
| 0000001955<br>0001053190                           | REV 5/31/2025              | 01-ANDERS     | ANDERS AUTO REPAIR |                |                        |     |
|  | 5/31/2025                  |               | 1,000.00 -         | 0.00 (ON FILE) | 1,000.00 -             |     |
| 1099 Form: M<br>Invoice Comment: Truck Maintenance | Box: 1                     |               |                    |                |                        |     |
| Bank A Total:                                      |                            |               | 1,000.00 -         | 0.00           | 1,000.00 -             |     |
| Report Total:                                      |                            |               | 1,000.00 -         | 0.00           | 1,000.00 -             |     |

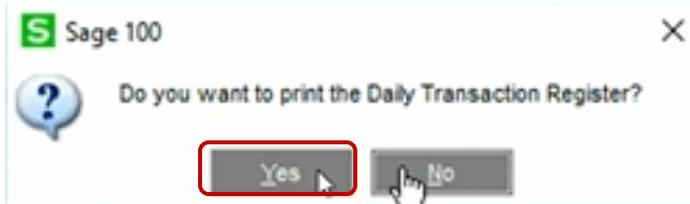
15. Select "Yes" to "Do you want to update the Manual Check and Payment Register?"

S Sage 100

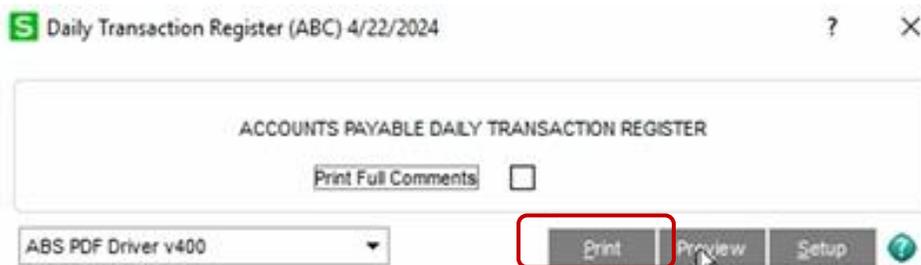
Do you want to update the Manual Check and Payment Register?

Yes No

16. Select "Yes" to "Do you want to print the Daily Transaction Register?"



17. Select Print to print the transaction register.



18. Select "Yes" to "Do you want to update the Daily Transaction Register?"

