

Sage 100 ERP Tips and Tricks:

Reverse a Check (MAS90/200)

Prepared by:

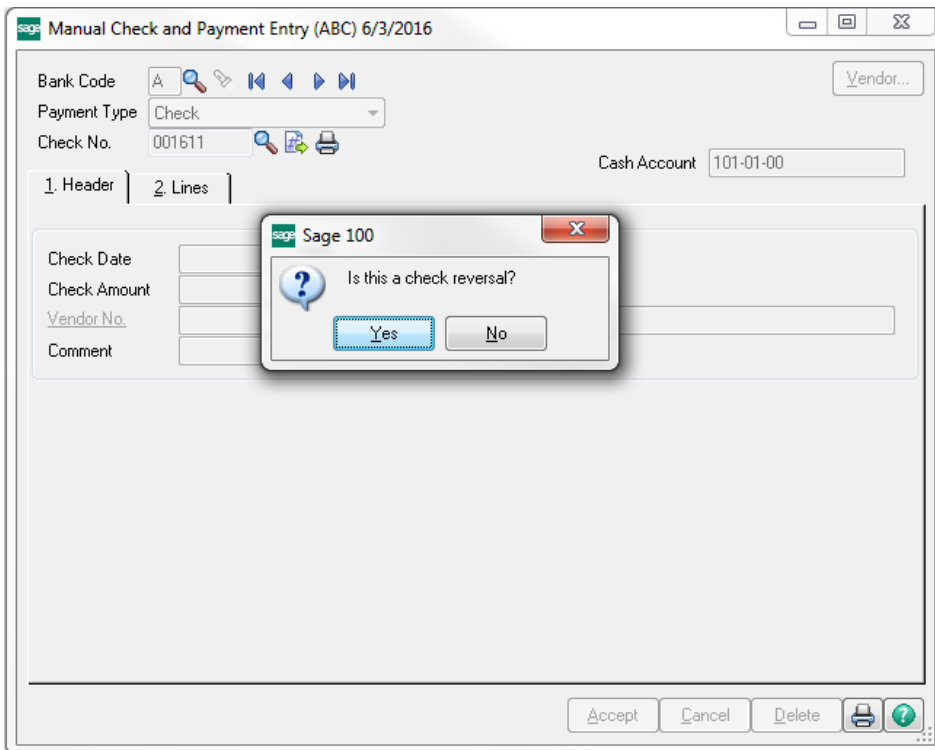
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If an issued check is recorded, you can reverse the original check entry. You must reverse a check if you stopped payment on a check, wrote and recorded a check for the wrong amount, or wrote and recorded a check to the wrong vendor. The check reversal reverses the check/payment transaction and reopens invoices for payment (or adjustment) for the bank and Accounts Payable accounts.

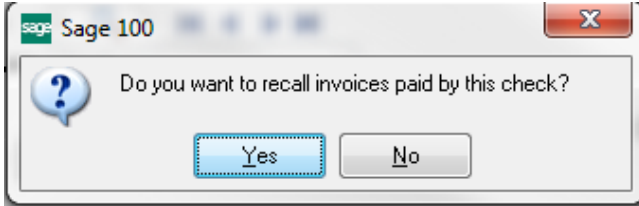
To reverse a check

1. Select Account Payable Main menu > Manual Check and Payment Entry.
2. In the Bank Code field, enter the bank code for the check entry to reverse.
3. In the Check Number field, enter the number of the check to reverse.
4. A message appears asking if this is a check reversal. Click Yes.



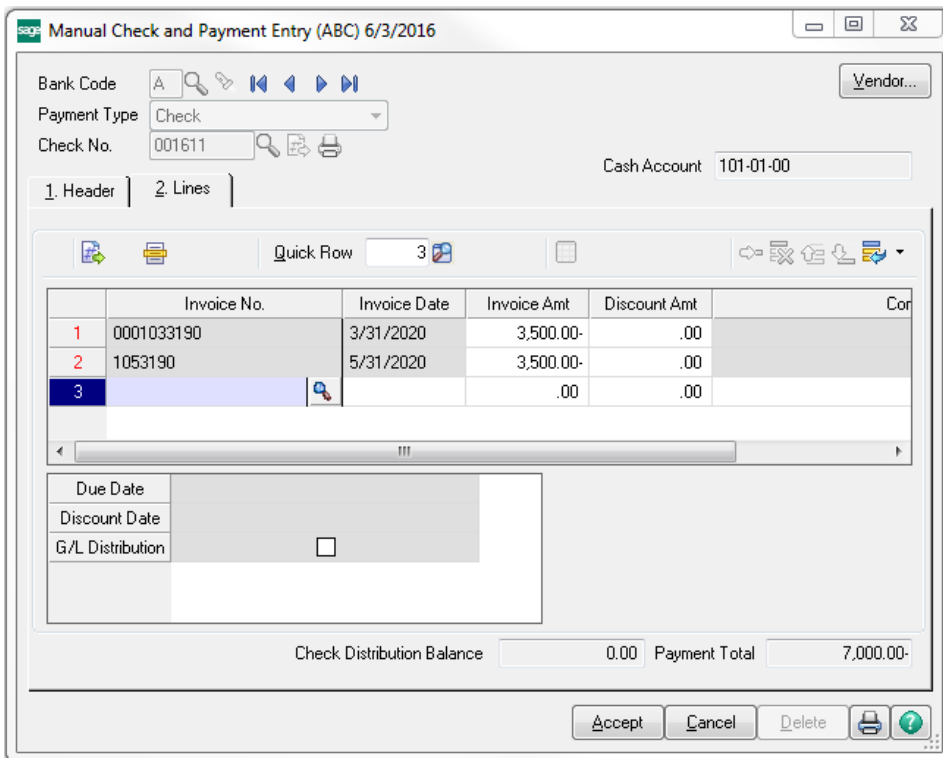
Note If there are multiple checks with the same check number, the Check Reversal List window appears. Select the check to reverse and click Select.

5. A message appears asking if you want to recall invoices paid by this check. Perform one of the following:



- Click No to avoid posting an open invoice to the vendor's Open Invoice file. **Note** Proceed to step 7
- Click Yes to open the original invoice. **Note** The invoices can be recalled automatically only if the Track Detailed Invoice/Payment History check box is selected in Accounts Payable Options. If invoice and payment history is not tracked, you can open the invoice manually on the Lines tab.

6. Click the Lines tab. A negative invoice amount appears in the Invoice Amt field.



7. If you clicked No in step 5, click the Create G/L Distribution button.

8. In the General Ledger Distribution window, distribute the negative check amount to the appropriate accounts, and click Accept.

9. In Manual Check and Payment Entry, click Accept.

The check is reversed.

For more information or assistance with Sage 100 ERP (MAS 90/200), contact us now at info@llbgroup.com or [267.457.4700](tel:267.457.4700).

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