

Search Results

[What are the Steps for Check Reconciliation?](#)

QUESTION: What are the Steps for Check Reconciliation? RESOLUTION: From the AP MAIN Menu go to A/P CHECK RECONCILIATION. This menu option enables on-line reconciliation of Accounts Payable checks, (computer, hand checks and electronic disb...

[I deleted an EFT file before the Accounting person was able to se...](#)

QUESTION: I deleted an EFT file before the Accounting person was able to send it to the bank. Can I recreate it? RESOLUTION: If the file was cleared by someone replying "Y" when accessing Option 14 QUICK CHECK PROCESSING or 15 CHECK SELECTION \ ">DAI...

[How do I void an Electronic Disbursement \(ED\)?](#)

QUESTION: How do I void an Electronic Disbursement (ED)? RESOLUTION: Go to DAILY PROCESSING on ACCOUNTS PAYABLE MAIN Menu. Select Option 16 VOID CHECK ENTRY Enter the Corp #, Accounting Period, Bank # and the \$ amount of total voids. ...

[Unable to Void Check](#)

ISSUE: Unable to void a check. RESOLUTION: The error message in the void check entry program is saying that the check number is not found in the check reconciliation file. You can use option 23 on the A/P SUPERVISOR FUNCTIONS menu to add that check ...

[How do I fix Electronic Disbursements posted to the wrong bank?](#)

QUESTION: How do I fix Electronic Disbursements posted to the wrong bank? RESOLUTION: You need to void the ED's by taking option# 16-VOID CHECK ENTRY from the AP DAILY PROCESSING menu. Enter the Corporation#, Bank #, total \$ amount of item...

[How do I fix a voided check that was already cashed?](#)

QUESTION: We voided a check in accounts payable that has now been cashed. We reissued another check for those same invoices that was also cashed as well. Any easy way to fix such a mess? RESOLUTION: There is no way to "un-void" a check. I t...

[Why is the system not allowing me to void a check?](#)

QUESTION: Why is the system not allowing me to void a check? RESOLUTION: The check has already been reconciled. Use option #23 UNRECONCILE E/D from the AP SUPERVISOR FUNCTIONS menu to add the check back into the reconciliation file so it can ...

[Why am I getting an error message "batches are in use"?](#)

QUESTION: Why am I getting an error message "batches are in use". RESOLUTION: The RESET BATCH 'IN USE' FLAGS is accessed from the A/P SUPERVISOR FUNCTIONS option 13 and will allow you to unflag a batch (please see A/P Manual information below...

[Not all checks printed during AP Check Run. How Do I fix this?](#)

QUESTION: During AP check run the majority of checks did not print. How do I fix? RESOLUTION: You will have to enter the checks that didn't print into a void check batch. When you update the batch it will post a journal entry reversing the tra...

