



Process Documentation

Department:

Customer Support

Last Updated:

8/11/2025 10:59 AM

NAME OF PROCESS

Voiding an A/P Check [RolePlay]

Use Case / Objectives

Occasionally, mistakes happen—whether it’s a wrong amount, an incorrect payee, or other issues—and voiding the check is the best way to correct it. This article walks you through how to void an accounts payable (A/P) check in RolePlay.

Configuration, Training, and Reporting

This process assumes that the Bank Statement control record is turned *on*.

Menu options to access:

Main Operations => Accounts Payable => Check Reversal

Training

| Role | Description |
|------------|-------------|
| Accounting | |

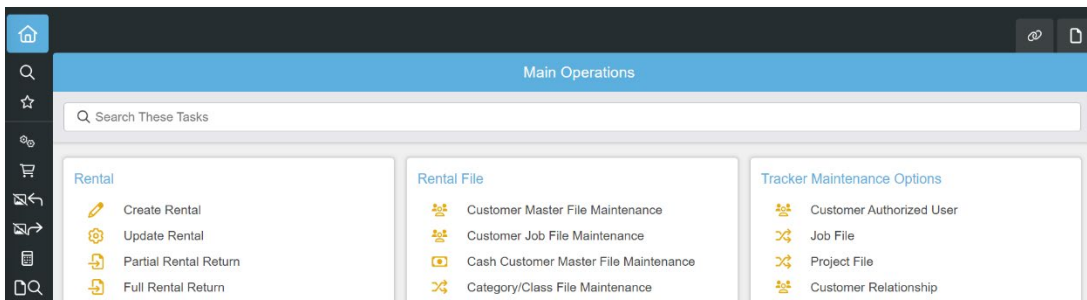
Reporting

- Open Contracts
- Revenue
- Utilization

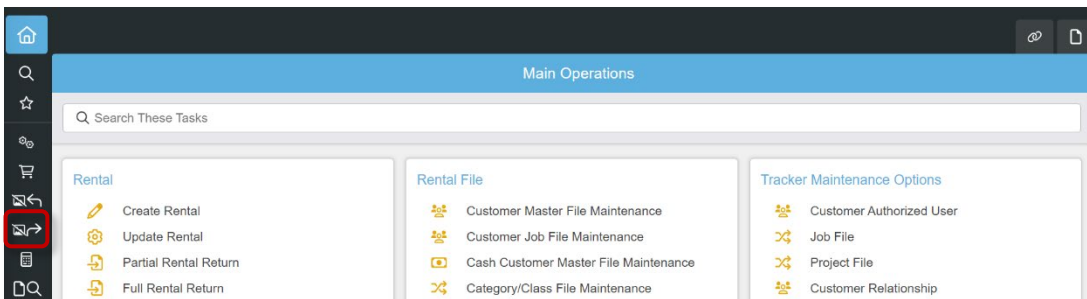
Voiding an Accounts Payable (A/P) Check [RolePlay]

Process Steps

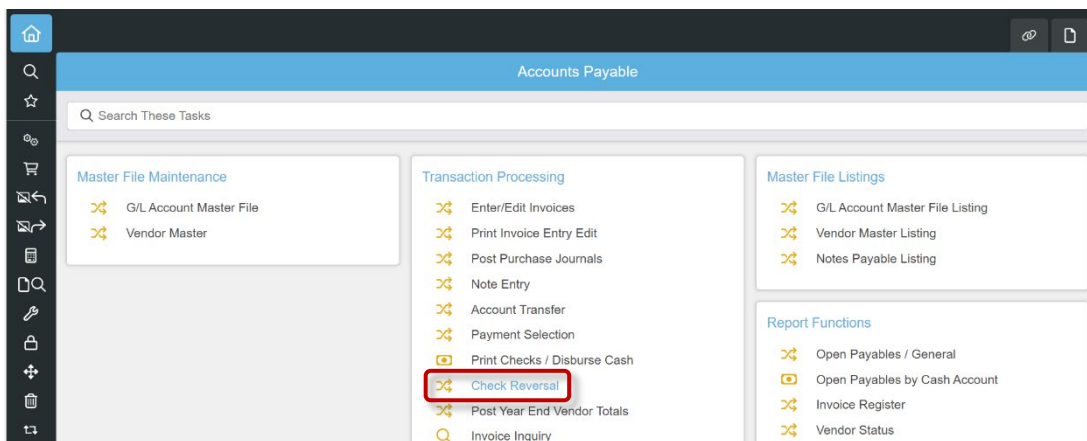
1. Log into the [Roleplay Environment](#) using your credentials.
2. The **Main Operations** menu will populate upon log in.



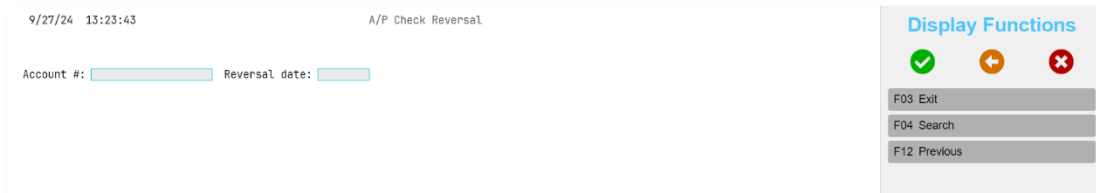
3. Click on the **Accounts Payable** menu .



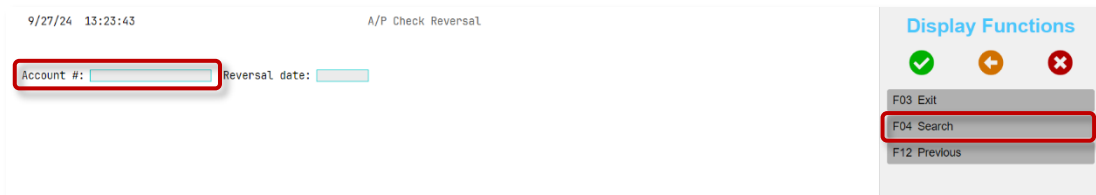
- a. In the **Transaction Processing** section, click on **Check Reversal**.



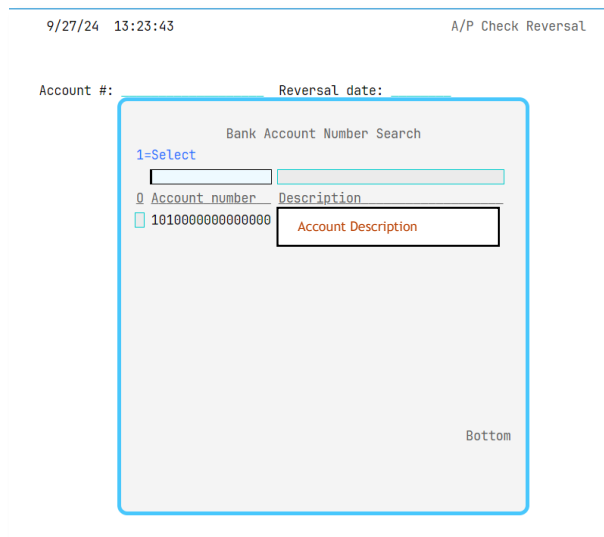
4. The A/P Check Reversal screen will display two fields.



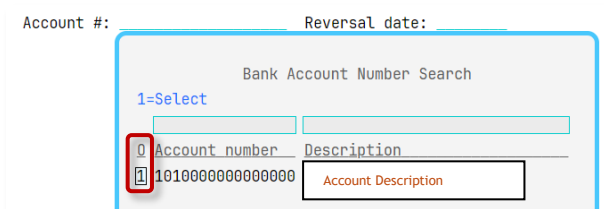
a. While your cursor is in the *Account #* field, press F4 on your keyboard or click on F04 Search under the **Display Functions** menu.



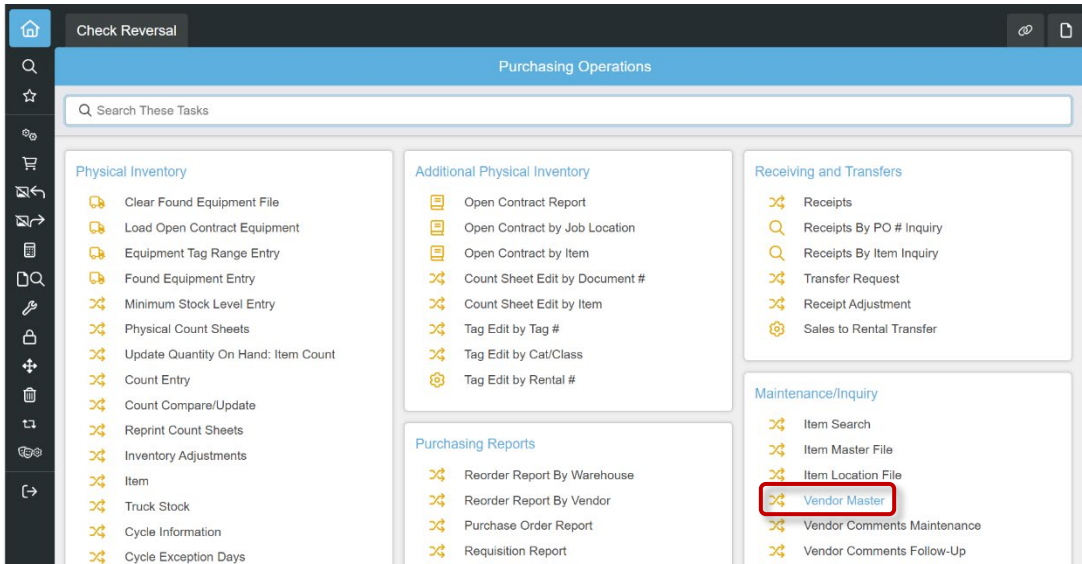
b. The list of accounts will populate.



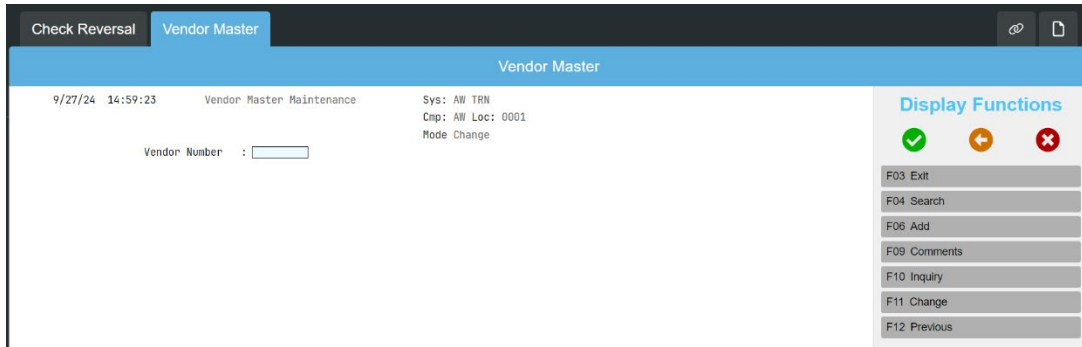
c. To select the account, type 1 in the *O* (options) column and press enter.



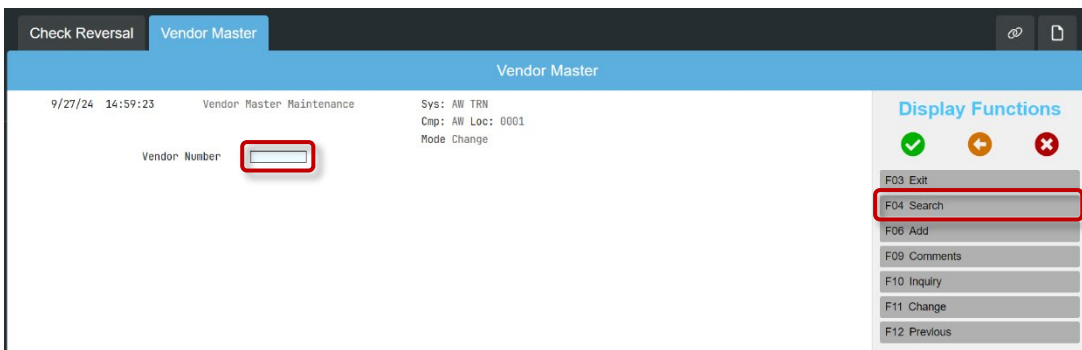
6. Once in the **Purchasing Operations** menu, under the **Maintenance/Inquiry** section click on **Vendor Master**.



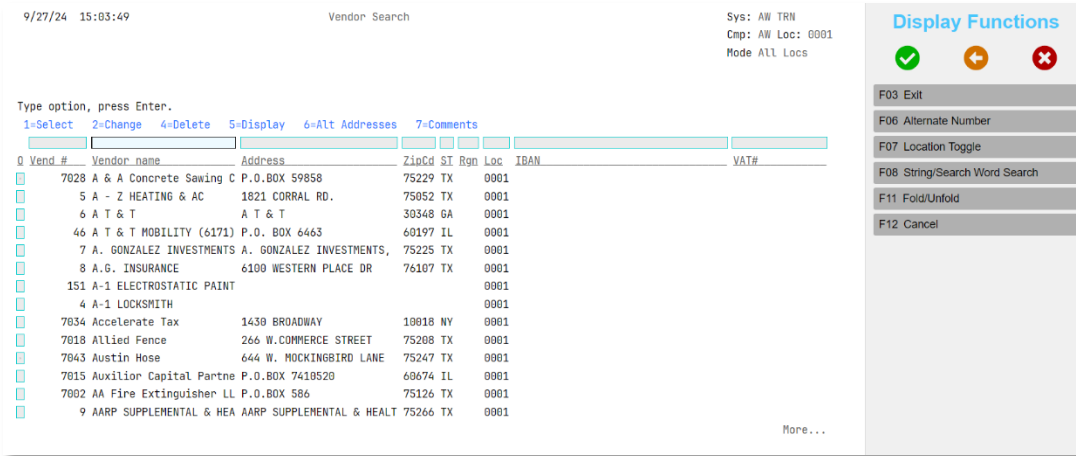
- a. A **Vendor Number** field will populate.



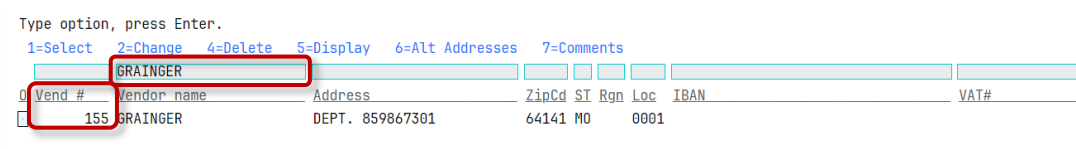
- b. To search for the **Vendor Number**, while your cursor is in the **Vendor Number** field, press F4 on your keyboard or click on F04 Search under the **Display Functions** menu.



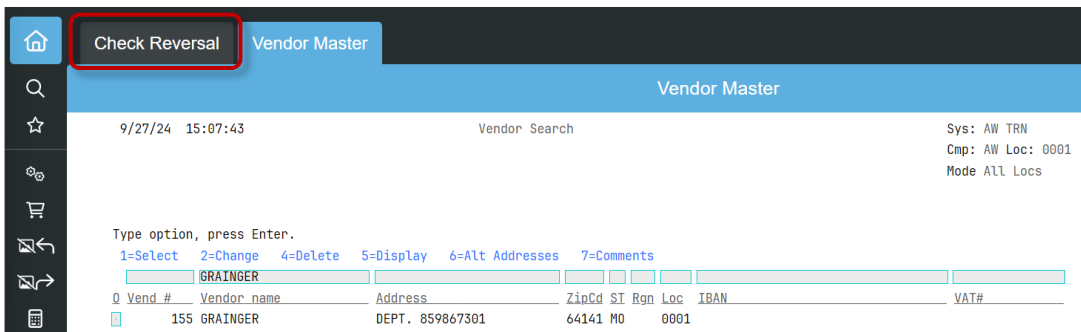
7. The Vendor Search screen will populate.



- a. Your cursor will automatically be in the Vendor Name column. Type the *Vendor Name* in this field and press enter. The vendor details will populate. This provides you the *Vendor Number*.



- b. Click back on the **Check Reversal** tab to return to the process.



10. Once in **Post Purchase Journals**, unposted batches will be on the screen.

9/30/24 11:15:00 Post Purchase Journals
Created by Sys: AW TRN
Cmp: AW Loc: 0001
Mode Single Loc

| Post Dt. | Batch# | I | Date | Description | Control Total | Batch Total |
|--------------------------|-----------|---|----------|-------------|---------------|-------------|
| <input type="checkbox"/> | 000000225 | N | 08/09/24 | | .00 | .00 |
| <input type="checkbox"/> | 000000242 | N | 09/27/24 | | .00 | .00 |
| <input type="checkbox"/> | 000000244 | N | 09/30/24 | | .00 | .00 |
| <input type="checkbox"/> | 000000245 | N | 09/27/24 | | 1,140.67 | 1,140.67 |

- a. The batch that was just created will be on the screen. To submit, click in the leftmost field and type S for submitted and type the Post Date that batch is to be posted.

| Post Dt. | Batch# | I | Date | Description | Control Total | Batch Total |
|--------------------------|-----------------|---|----------|-------------|---------------|-------------|
| <input type="checkbox"/> | 000000225 | N | 08/09/24 | | .00 | .00 |
| <input type="checkbox"/> | 000000242 | N | 09/27/24 | | .00 | .00 |
| <input type="checkbox"/> | 000000244 | N | 09/30/24 | | .00 | .00 |
| S | 09 30 24 | | | 000000245 | 1,140.67 | 1,140.67 |

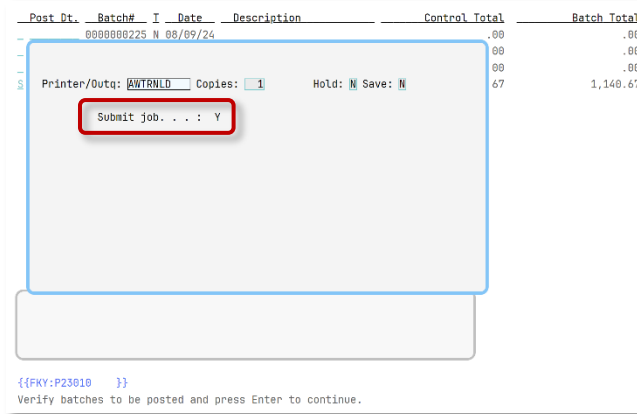
Select a batch to be posted ("I" = interactive, "S" = submitted).

- b. Press enter. The date will be confirmed and there will be another message populated at the bottom of the screen to verify the batches to be posted. Press enter again to post.

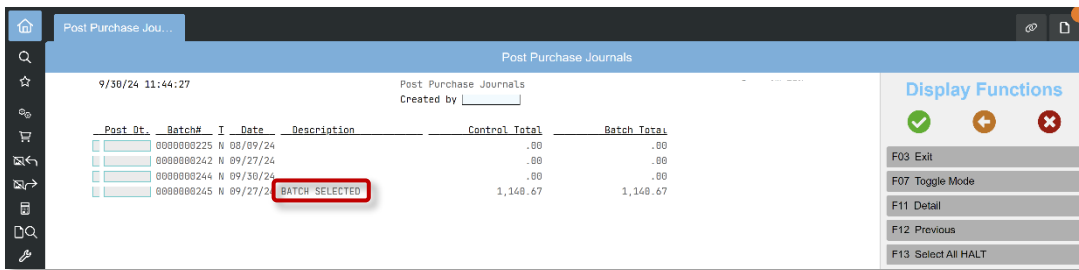
| Post Dt. | Batch# | I | Date | Description | Control Total | Batch Total |
|--------------------------|----------------|---|----------|-------------|---------------|-------------|
| <input type="checkbox"/> | 000000225 | N | 08/09/24 | | .00 | .00 |
| <input type="checkbox"/> | 000000242 | N | 09/27/24 | | .00 | .00 |
| <input type="checkbox"/> | 000000244 | N | 09/30/24 | | .00 | .00 |
| S | 9/30/24 | | | 000000245 | 1,140.67 | 1,140.67 |

Verify batches to be posted and press Enter to continue.

- c. A print box will populate confirming to submit the job (the batch). Press enter again.



- 11. The batch will submit and the description will now say *Batch Selected*.



This process is now complete.