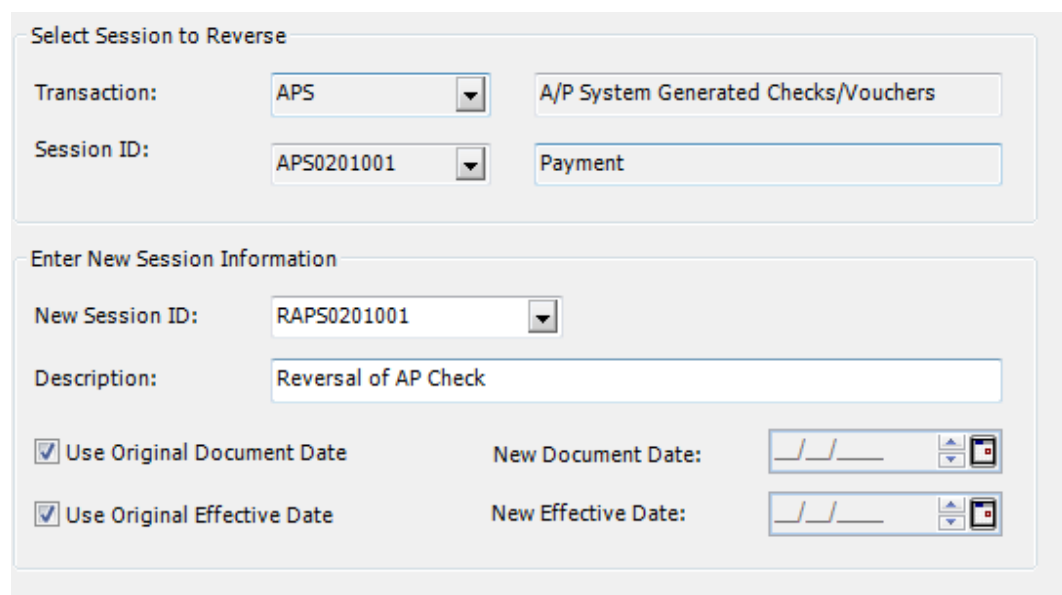


# How to Reverse an A/P System Generated Check

**ANSWER:**

Reverse the APS session

1. *Activities > Manage Sessions > Reverse Posted Sessions*
2. Transaction Source = AP System Generated Check (APS)
3. Session ID = your Session ID for the posted APS document
4. Enter a new session ID
5. Enter a description
6. Enter the reversal dates
7. Save this session then close



The screenshot shows two sections of a web form. The first section, titled "Select Session to Reverse", contains two rows of input fields. The first row has a "Transaction:" dropdown menu set to "APS" and a text box containing "A/P System Generated Checks/Vouchers". The second row has a "Session ID:" dropdown menu set to "APS0201001" and a text box containing "Payment". The second section, titled "Enter New Session Information", contains a "New Session ID:" dropdown menu set to "RAPS0201001" and a "Description:" text box containing "Reversal of AP Check". Below these are two rows of checkboxes and date pickers. The first row has a checked checkbox "Use Original Document Date" and a "New Document Date:" date picker set to "/ /". The second row has a checked checkbox "Use Original Effective Date" and a "New Effective Date:" date picker set to "/ /".

8. Edit the Session before posting

**Versions Prior to 2015.2**

*Transactions > Edit System Generated Documents > Pay Selected A/P Invoices*

Choose the Reversal Session ID, then Start

Delete each document you DO NOT WISH TO REVERSE

**After Version 2015.2**

*Transactions>Accounts Payable>Edit Pay Selected A/P Invoices*

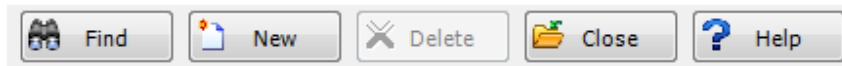
Choose the Reversal Session ID, then Start

Delete each document you DO NOT WISH TO REVERSE

9. Post the APS Session

**Note:** Delete multiple documents with the following procedures:

- 1) Click Find at the format of the screen



2) Hit the Display All Records button at the top of the Find Screen



3) Select the line/ row for one or more checks (Use Ctrl + Left Click to select multiple checks at the same time)

4) Click the Red X symbol icon to delete the selected checks



5) click OK.

Required Tags:

**ARTICLE TYPE:** Product Info

**PRODUCT LINE:** MIP Fund Accounting

**PRODUCT MODULE/FEATURE:** Accounts Payable

**PRODUCT VERSION:**  
2013.4  
2013.3  
2013.2  
2013.1  
2013.0  
Pre-2013

**RANKING:** No votes yet

? FAQ

#6201

**Last updated:** 11/29/2016 - 4:15PM

**View count:** 3129

**Ranking:** ☆ ☆ ☆ ☆ ☆

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