

Elite 3E Accounts Payable User Guide

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Reverse a Voucher

Note: The voucher to be reversed must not yet be paid, and all the records in the **Voucher Direct GL** child form must be eligible for reversal. Once reversed, a voucher cannot be edited (except for the **Comments** field), paid or reinstated. See [About Voucher Reversal](#).

If the **PrefixReverseVoucherDetailNarrative** option is set to true in Override/Set System Options (see the 3E Accounts Payable Administration Guide or your system administrator for more information), the date on which the voucher was reversed is automatically added to the voucher description and voucher cost narrative. For example, the description "Federal Express charge" would become "Reversed on 8/30/07. Federal Express charge."

1. Select **Voucher Maintenance** from the 3E dashboard.
2. Type or [search for and select](#) the payee number, payee name, invoice number, PO number or voucher index of the voucher to be reversed.
3. The selected voucher displays in the worklist grid and form. Select the **Reversed** check box and optionally type information in the **Reversed On**, **Reversal Reason** and **Reverse Index** fields. See [Voucher Field Definitions](#).
4. In the **Voucher Direct GL** child form, click the **Reverse** button. This button cannot be accessed if the voucher has already been reversed.
 - To delete the direct GL line and then copy the original line with the amount equal to zero so you can make any needed adjustments, click the down arrow in the **Reverse** drop-down list button and select **Reverse/Create**.
5. Click **Update** and then click **Release**.

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