## **Reverse a computer check transaction for a PO:**

PO check transactions can be reversed in the detail section of the tab. The following rules apply when reversing a check transaction for a PO:

Check transactions for POs created in the current accounting period can only be reversed in the current accounting period.

Check transactions for POs created in the next accounting period can only be reversed in the next accounting period.

Deferred check transactions for POs can only be reversed in the current accounting period.

Deferred check transactions are displayed in the next accounting period, but can only be reversed in the current accounting period.

Once a deferred check has been paid, the **Reason** column cannot be modiﬁed.

❏ In the detail section, select a transaction to be reversed.

❏ Click **Reverse**. In the detail section, a row is added with the same account code, description, and contra account code, but with a negative amount in the **Net Expend Amt** ﬁeld.

|  |  |
| --- | --- |
| **Reason** | REVERSAL is displayed. |
| **Trans Date** | The current system date is displayed by default, but it can be modiﬁed. If it is modiﬁed, all new transactions default to the last transaction date that was entered. |
| **User ID** | The name of the user who created the transaction is displayed. Users are created in the Security Administration application. |

In the summary section, the negative amount from the detail section is added to the **Balance Amt**

ﬁeld and resets the **Net Expend Amt** ﬁeld to zero.

❏ Click **Save**.

A pop-up window opens with the balance amounts prior to and projected for the transaction.

Click **Yes** to continue. Click **No** to cancel.