



# USAS-R Voiding Disbursements

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In Redesign, current year disbursements with an “Outstanding” status can be voided. Reconciled disbursements would need to be Unreconciled prior to voiding. Reasons for voiding a disbursement may include:

- Amount is incorrect
- Invoiced items were not to have been paid
- Issued to an incorrect vendor
- Issued to the incorrect bank
- Physical check was ruined or lost

## Voiding Disbursements

1. In USAS-R, go to Transaction>Disbursements
2. Place a Checkmark beside a disbursement with Outstanding Status
3. Click on
4. Enter Void Date or select date from Date Picker (Void Date should be from an open posting period and not earlier than the disbursement date)
5. Void Invoice Items:
  - Uncheck the Void Invoice Items box if you want the Invoice(s) to be returned to Payables for the availability to be re-posted as a future Disbursement. The Invoice could be modified to make any necessary changes.
  - Check the Void Invoice Items box to void the Invoice(s) in addition to the Disbursement, similar to the functionality of Classic. If the PO was Invoiced in full, it will become Invoiceable.
6. Click on

**Note: Voided disbursements are displayed as positive amounts on the Disbursements grid with a status of 'Void'.**

***A check from a prior fiscal year cannot be voided. Instead, the check should be reconciled (as if it had cleared the bank), and the money receipted into the fund used for the expenditure using a 5300 receipt code, "refund of a prior year's expenditure." If you need to re-issue the check, you can process a refund of receipt (with a check) from the 5300 receipt account. By reconciling the check, the YTD figure for 1099 purposes has not been reduced so adjustments to the YTD taxable amount on that vendor may be needed to ensure accurate reporting.***