The Technology Group, LLC presents...

The Ultimate Guide To…

Deleting or Editing UNPOSTED documents or sessions

Reversing POSTED documents or sessions

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How To ***Delete or Edit*** an **UNPOSTED** Document or Session

General Ledger Transactions

Cash Receipts (CR)

Delete or Edit a Document in a Session:

1. Go To Transactions>Enter Cash Receipts.
2. Select the Session ID from the drop down.
3. Hit the Tab key, then the Start key.
4. Pull up the document from the Receipt # drop down.
5. To Delete: Hit the Delete key at the bottom right..
6. To Edit: Complete edits and hit the Save key at the bottom right.

Delete an entire session:

1. Go to Transactions>Enter Cash Receipts
2. Select the Session ID from the drop down.
3. Hit the Tab key.
4. Select the Delete button at the bottom right of the screen.

Cash Disbursements (CD)

Delete or Edit a Document from Session:

1. Go To Transactions>Enter Cash Disbursements.
2. Select the Session ID from the drop down.
3. Hit the Tab key, then the Start key.
4. Pull up the document from the Check # drop down.
5. To Delete: Hit the Delete key at the bottom right.
6. To Edit: Complete edits and hit the Save key at the bottom right.

Delete an entire session:

1. Go to Transactions>Enter Cash Disbursements.
2. Select the Session ID from the drop down.
3. Hit the Tab key.
4. Select the Delete button at the bottom right of the screen.

Journal Vouchers (JV)

Delete or Edit a Document from Session:

1. Go To Transactions>Enter Journal Vouchers.
2. Select the Session ID from the drop down.
3. Hit the Tab key, then the Start key.
4. Pull up the document from the Voucher # drop down.
5. To Delete: Hit the Delete key at the bottom right.
6. To Edit: Complete edits and hit the Save key at the bottom right.

Delete an entire session:

1. Go to Transactions>Enter Journal Vouchers.
2. Select the Session ID from the drop down.
3. Hit the Tab key.
4. Select the Delete button at the bottom right of the screen.

Write Checks (CDS)

Delete or Edit a Document from Session:

1. Go To Transactions>Edit Sys. Gen Docs>Write Checks.
2. Select the Session ID from the drop down.
3. Hit the Tab key, then the Start key.
4. Pull up the document from the Check # drop down.
5. To Delete: Hit the delete key at the bottom right.
6. To Edit: Complete edits and hit the Save key at the bottom right.

Delete an entire session:

1. Go to Activities>Check Writing>Write Checks.
2. Select the Session ID from the drop down.
3. Hit the Tab key.
4. Select the Delete button at the bottom right of the screen.

Receipt Writing (CRS)

Delete or Edit a Document from Session:

1. Go To Transactions>Edit Sys Gen Docs>Receipt Writing.
2. Select the Session ID from the drop down.
3. Hit the Tab key, then the Start key.
4. Pull up the document from the Receipt # drop down.
5. To Delete: Hit the delete key at the bottom right.
6. To Edit: Complete edits and hit the Save key at the bottom right.

Delete an entire session:

1. Go to Activities>Receipt Writing.
2. Select the Session ID from the drop down.
3. Hit the Tab key.
4. Select the Delete button at the bottom right of the screen.

How To ***Delete or Edit*** an **UNPOSTED** Document or Session

Accounts Payable Transactions

AP Invoices (API)

Delete or Edit a Document in a Session:

1. Go To Transactions>Enter AP Invoices.
2. Select the Session ID from the drop down.
3. Hit the Tab key, then the Start key.
4. Pull up the document from the Invoice # drop down.
5. To Delete: Hit the Delete key at the bottom right..
6. To Edit: Complete edits and hit the Save key at the bottom right.

Delete an entire session:

1. Go to Transactions>Enter AP Invoices.
2. Select the Session ID from the drop down.
3. Hit the Tab key.
4. Select the Delete button at the bottom right of the screen.

AP Sys. Gen Checks (APS)

Delete or Edit a Document from Session:

1. Go To Transactions>Edit Sys Gen. Docs> Pay Selected AP Invoices.
2. Select the Session ID from the dropdown.
3. Hit the Tab key, then the Start key.
4. Pull up the document from the Check # drop down.
5. To Delete: Hit the Delete key at the bottom right.
6. To Edit: Complete edits and hit the Save key at the bottom right.

Delete an entire session:

1. Go to Transactions>Edit Sys. Gen. Docs>Pay Selected AP invoices.
2. Select the Session ID from the drop down.
3. Hit the Tab key.
4. Select the Delete button at the bottom right of the screen.

AP Credit Memos (APM)

Delete or Edit a Document from Session:

1. Go To Transactions>Enter AP Credit Memos.
2. Select the Session ID from the drop down.
3. Hit the Tab key, then the Start key.
4. Pull up the document from the Credit Memo # drop down.
5. To Delete: Hit the Delete key at the bottom right.
6. To Edit: Complete edits and hit the Save key at the bottom right.

Delete an entire session:

1. Go to Transactions>Enter AP Credit Memos.
2. Select the Session ID from the drop down.
3. Hit the Tab key.
4. Select the Delete button at the bottom right of the screen.

AP Manual Checks (APC)

Delete or Edit a Document from Session:

1. Go To Transactions>Enter Manual AP Checks.
2. Select the Session ID from the drop down.
3. Hit the Tab key, then the Start key.
4. Pull up the document from the Check # drop down.
5. To Delete: Hit the delete key at the bottom right.
6. To Edit: Complete edits and hit the Save key at the bottom right.

Delete an entire session:

1. Go to Transactions>Enter Manual AP Checks.
2. Select the Session ID from the drop down.
3. Hit the Tab key.
4. Select the Delete button at the bottom right of the screen.

AP Void Checks (APV)

Delete or Edit a Document from Session:

1. Checks cannot be deleted or edited out of an APV session. Please remember that only 1 check should be voided at a time per APV session. To delete the check void, you must delete the entire session.

Delete an entire session:

1. Go to Activities>Check Writing>Void Checks/Vouchers.
2. Select the Session ID from the drop down.
3. Hit the Tab key.
4. Select the Delete button at the bottom right of the screen.

How To ***Delete or Edit*** an **UNPOSTED** Document or Session

Accounts Receivable Transactions

AR Invoices (ARB)

Delete or Edit a Document in a Session:

1. Go To Transactions>Enter AR Invoices.
2. Select the Session ID from the drop down.
3. Hit the Tab key, then the Start key.
4. Pull up the document from the Invoice # drop down.
5. To Delete: Hit the Delete key at the bottom right..
6. To Edit: Complete edits and hit the Save button at the bottom right.

Delete an entire session:

1. Go to Transactions>Enter AR Invoices.
2. Select the Session ID from the drop down.
3. Hit the Tab key.
4. Select the Delete button at the bottom right of the screen.

AR Sys. Gen Invoices (ARS)

Delete or Edit a Document from Session:

1. Go To Transactions>Edit Sys Gen. Docs> AR Invoices.
2. Select the Session ID from the dropdown.
3. Hit the Tab key, then the Start key.
4. Pull up the document from the Invoice # drop down.
5. To Delete: Hit the Delete key at the bottom right.
6. To Edit: Complete edits and hit the Save button at the bottom right.

Delete an entire session:

1. Go to Activities> Manage AR Billing>Create Transactions.
2. Select the Session ID from the drop down.
3. Hit the Tab key.
4. Select the Delete button at the bottom right of the screen.

AR Credit Memos (ARM)

Delete or Edit a Document from Session:

1. Go To Transactions>Enter AR Credit Memos.
2. Select the Session ID from the drop down.
3. Hit the Tab key, then the Start key.
4. Pull up the document from the Credit Memo # drop down.
5. To Delete: Hit the Delete key at the bottom right.
6. To Edit: Complete edits and hit the Save button at the bottom right.

Delete an entire session:

1. Go to Transactions> Enter AR Credit Memos.
2. Select the Session ID from the drop down.
3. Hit the Tab key.
4. Select the Delete button at the bottom right of the screen.

AR Receipts (ARC)

Delete or Edit a Document from Session:

1. Go To Transactions>Enter AR Receipts.
2. Select the Session ID from the drop down.
3. Hit the Tab key, then the Start key.
4. Pull up the document from the Receipt # drop down.
5. To Delete: Hit the delete key at the bottom right.
6. To Edit: Complete edits and hit the Save button at the bottom right.

Delete an entire session:

1. Go to Transactions> Enter AR Receipts
2. Select the Session ID from the drop down.
3. Hit the Tab key.
4. Select the Delete button at the bottom right of the screen.

Void Invoices (ARV)

Delete or Edit a Document from Session:

1. Invoices cannot be deleted or edited out of an ARV session. Please remember to void AR invoices 1 at a time per ARV session. Please also remember that if you want to void an ARS out of the GL as well as AR Billing, you must select the Reverse GL Transactions box. To delete a voided AR invoice you must delete the entire session.

Delete an entire session:

1. Go to Activities>Manage AR Billing>Void Invoices.
2. Select the Session ID from the drop down.
3. Hit the Tab key.
4. Select the Delete button at the bottom right of the screen.

How To ***Delete or Edit*** an **UNPOSTED** Document or Session

Budget / Encumbrance / Allocations / Transferred Payroll Transactions

Budget Transactions (BD)

Delete or Edit a Document in a Session:

1. Go To Transactions>Enter Budget.
2. Select the Session ID from the drop down.
3. Hit the Tab key, then the Start button.
4. Pull up the document from the document # drop down.
5. To Delete: Hit the Delete button at the bottom right..
6. To Edit: Complete edits and hit the Save button at the bottom right.

Delete an entire session:

1. Go to Transactions> Enter Budget.
2. Select the Session ID from the drop down.
3. Hit the Tab key.
4. Select the Delete button at the bottom right of the screen.

Encumbrances (ENC)

Delete or Edit a Document from Session:

1. Go To Transactions> Enter Encumbrances.
2. Select the Session ID from the dropdown.
3. Hit the Tab key, then the Start button.
4. Pull up the document from the document # drop down.
5. To Delete: Hit the Delete button at the bottom right.
6. To Edit: Complete edits and hit the Save button at the bottom right.

Delete an entire session:

1. Go to Transactions> Enter Encumbrances.
2. Select the Session ID from the drop down.
3. Hit the Tab key.
4. Select the Delete button at the bottom right of the screen.

Encumbrance Liquidations (ENL)

Delete or Edit a Document from Session:

1. Go To Transactions>Enter Encumbrance Liquidations.
2. Select the Session ID from the drop down.
3. Hit the Tab key, then the Start button.
4. Pull up the document from the document # drop down.
5. To Delete: Hit the Delete button at the bottom right.
6. To Edit: Complete edits and hit the Save button at the bottom right.

Delete an entire session:

1. Go to Transactions> Encumbrance Liquidations.
2. Select the Session ID from the drop down.
3. Hit the Tab key.
4. Select the Delete button at the bottom right of the screen.

Allocations (JVA)

Delete or Edit a Document from Session:

1. Go To Transactions>Edit Sys Gen Docs>Process Allocations.
2. Select the Session ID from the drop down.
3. Hit the Tab key, then the Start button.
4. Pull up the document from the Allocation # drop down.
5. To Delete: Hit the delete button at the bottom right.
6. To Edit: Complete edits and hit the Save button at the bottom right.

Delete an entire session:

1. Go to Transactions> Edit Sys Gen Docs>Process Allocations.
2. Select the Session ID from the drop down.
3. Hit the Tab key.
4. Select the Delete button at the bottom right of the screen.

Payroll (PRS, PRC, PRV)

Delete or Edit a Document from Session:

1. Go to Transactions>Edit Sys Gen Docs>Select PR type.
2. Select the Session ID from the drop down.
3. Hit the Tab key, then the Start button.
4. Pull up the document from the Check # drop down.
5. To Delete: Hit the delete button at the bottom right.
6. To Edit: Complete edits and hit the Save button at the bottom right.

Delete an entire session:

1. Go to Transactions>Edit Sys. Gen Docs>Select PR type.
2. Select the Session ID from the drop down.
3. Hit the Tab key.
4. Select the Delete button at the bottom right of the screen.

How To ***Reverse*** a **POSTED** Document or Session

General Ledger Transactions

*Remember to **make a back-up** before posting!

Cash Receipts (CR)

Reverse Single/Multiple posted documents:

1. Go To Transactions>Enter Cash Receipts.
2. Start a New Session.
3. On the Receipt screen select the Reverse Posted Document button.
4. Enter original session id and original receipt# --use original doc and effective dates. Click OK.
5. Save the document (make no changes to the receipt at this point.)
6. Repeat steps 3-5 for additional receipts to be reversed (if any).
7. Close the reversal session and post it.*

Reverse an entire session:

1. Go to Activities>Manage Sessions>Reverse Posted Session.
2. Enter the trans type (CR), original session ID, New Session ID (same with R at end). Use the original effective and doc dates and hit the Save button.
3. Post the reversal session.*

Cash Disbursements (CD)

Reverse Single/Multiple posted documents:

1. Go To Transactions>Enter Cash Disbursements.
2. Start a New Session.
3. On the Check screen select the Reverse Posted Document button.
4. Enter original session id and original check# --use original doc and effective dates. Click OK.
5. Save the document (make no changes to the check at this point.)
6. Repeat steps 3-5 for additional checks to be reversed (if any).
7. Close the reversal session and post it.*

Reverse an entire session:

1. Go to Activities>Manage Sessions>Reverse Posted Session.
2. Enter the trans type (CD), original session ID, New Session ID (same with R at end). Use the original effective and doc dates and hit the Save button.
3. Post the reversal session.*

Journal Vouchers (JV)

Reverse Single/Multiple posted documents:

1. Go To Transactions>Enter Journal Vouchers.
2. Start a New Session.
3. On the Voucher screen select the Reverse Posted Document button.
4. Enter original session id and original voucher# --use original doc and effective dates. Click OK.
5. Save the document (make no changes to the voucher at this point.)
6. Repeat steps 3-5 for additional vouchers to be reversed (if any).
7. Close the reversal session and post it.*

Reverse an entire session:

1. Go to Activities>Manage Sessions>Reverse Posted Session.
2. Enter the trans type (JV), original session ID, New Session ID (same with R at end). Use the original effective and doc dates and hit the Save button.
3. Post the reversal session.*

Write Checks (CDS)

Reverse Single/Multiple posted documents:

1. Go To Activities>Manage Sessions>Reverse Posted Session.
2. Enter the trans type (CDS), original session ID, New Session ID (same with R at the end). Use the original effective and doc dates and hit the Save button. DO NOT POST YET.
3. Go to Transactions>Edit Sys Gen Docs>Write Checks.
4. Select the reversal session from the Session ID drop down and hit the Start button.
5. Delete all of the GOOD checks (that you do NOT want to reverse) out of this reversal session.
6. Save and close the session (should only have those checks you want to reverse left in it.)
7. Post the reversal session.*

Reverse an Entire Session:

1. Follow steps 1 – 2 above.
2. Post the reversal session.*

Receipt Writing (CRS)

Reverse Single/Multiple posted documents:

1. Go To Activities>Manage Sessions>Reverse Posted Session.
2. Enter the trans type (CRS), original session ID, New Session ID (same with R at the end). Use the original effective and doc dates and hit the Save button. DO NOT POST YET.
3. Go to Transactions>Edit Sys Gen Docs>Receipt Writing.
4. Select the reversal session from the Session ID drop down and hit the Start button.
5. Delete all of the GOOD receipts (that you do NOT want to reverse) out of this reversal session.
6. Save and close the session (should only have those receipts you want to reverse left in it.)
7. Post the reversal session.*

Reverse an Entire Session:

1. Follow steps 1 – 2 above.
2. Post the reversal session. *

How To ***Reverse*** a **POSTED** Document or Session

*Remember to **make a back-up** before posting!

Accounts Payable Transactions

AP Invoices (API)

Reverse Single/Multiple posted documents:

1. Go To Transactions>Enter AP Invoices.
2. Start a New Session.
3. On the Invoice screen select the Reverse Posted Document button.
4. Enter original session id and original invoice# --use original doc and effective dates. Click OK.
5. Save the document (make no changes to the invoice at this point.)
6. Repeat steps 3-5 for additional invoices to be reversed (if any).
7. Close the reversal session and post it.*

Reverse an entire session:

1. Go to Activities>Manage Sessions>Reverse Posted Session.
2. Enter the trans type (API), original session ID, New Session ID (same with R at end). Use the original effective and doc dates and hit the Save button.
3. Post the reversal session.*

AP Sys Gen Checks (APS)

Reverse Single/Multiple posted documents:

1. Go To Activities>Manage Sessions>Reverse Posted Session.
2. Enter the trans type (APS), original session ID, New Session ID (same with R at the end). Use the original effective and doc dates and hit the Save button. DO NOT POST YET.
3. Go to Transactions>Edit Sys Gen Docs>Pay Selected AP Invoices.
4. Select the reversal session from the Session ID drop down and hit the Start button.
5. Delete all of the GOOD checks (that you do NOT want to reverse) out of this reversal session.
6. Save and close the session (should only have those checks you want to reverse left in it.)
7. Post the reversal session.*

Reverse an Entire Session:

1. Follow steps 1 – 2 above.
2. Post the reversal session.*

AP Credit Memos (APM)

Reverse Single/Multiple posted documents:

1. Go To Activities>Manage Sessions>Reverse Posted Session.
2. Enter the trans type (APM), original session ID, New Session ID (same with R at the end). Use the original effective and doc dates and hit the Save button. DO NOT POST YET.
3. Go to Transactions>Enter AP Credit Memos.
4. Select the reversal session from the Session ID drop down and hit the Start button.
5. Delete all of the GOOD credit memos (that you do NOT want to reverse) out of this reversal session.
6. Save and close the session (should only have those credit memos you want to reverse left in it.)
7. Post the reversal session.*

Reverse an Entire Session:

1. Follow steps 1 – 2 above.
2. Post the reversal session.*

AP Manual Checks (APC)

Reverse Single/Multiple posted documents:

1. Go To Activities>Manage Sessions>Reverse Posted Session.
2. Enter the trans type (APC), original session ID, New Session ID (same with R at the end). Use the original effective and doc dates and hit the Save button. DO NOT POST YET.
3. Go to Transactions>Enter AP Manual Checks.
4. Select the reversal session from the Session ID drop down and hit the Start button.
5. Delete all of the GOOD checks (that you do NOT want to reverse) out of this reversal session.
6. Save and close the session (should only have those checks you want to reverse left in it.)
7. Post the reversal session.*

Reverse an Entire Session:

1. Follow steps 1 – 2 above.
2. Post the reversal session.*

AP Void Checks (APV)

Reverse Single/Multiple posted documents:

1. Single/Multiple voided AP checks cannot be reversed out of an APV session. Please remember that only 1 check should be voided at a time per APV session. To reverse a voided AP check, you must reverse the entire session.

Reverse an entire session:

1. Go to Activities>Manage Sessions>Reverse Posted Session.
2. Enter the trans type (APV), original session ID, New Session ID (same with R at end). Use the original effective and doc dates and hit the Save button.
3. Post the reversal session.*

How To *Reverse* a **POSTED** Document or Session

*Remember to **make a back-up** before posting!

Accounts Receivable Transactions

AR Invoices (ARB)

Reverse Single/Multiple posted documents:

1. Go To Transactions>Enter AR Invoices.
2. Start a New Session.
3. On the Invoice screen select the Reverse Posted Document button.
4. Enter original session id and original invoice# --use original doc and effective dates. Click OK.
5. Save the document (make no changes to the invoice at this point.)
6. Repeat steps 3-5 for additional invoices to be reversed (if any).
7. Close the reversal session and post it.*

Reverse an entire session:

1. Go to Activities>Manage Sessions>Reverse Posted Session.
2. Enter the trans type (ARB), original session ID, New Session ID (same with R at end). Use the original effective and doc dates and hit the Save button.
3. Post the reversal session.*

AR Sys Gen Invoices (ARS)

Reverse Single/Multiple posted documents:

1. Go To Activities>Manage Sessions>Reverse Posted Session.
2. Enter the trans type (ARS), original session ID, New Session ID (same with R at the end). Use the original effective and doc dates and hit the Save button. DO NOT POST YET.
3. Go to Transactions>Edit Sys Gen Docs>AR Invoices.
4. Select the reversal session from the Session ID drop down and hit the Start button.
5. Delete all of the GOOD invoices (that you do NOT want to reverse) out of this reversal session.
6. Save and close the session (should only have those invoices you want to reverse left in it.)
7. Post the reversal session.*

Reverse an Entire Session:

1. Follow steps 1 – 2 above.
2. Post the reversal session. *

AR Credit Memos (ARM)

Reverse Single/Multiple posted documents:

1. Go To Activities>Manage Sessions>Reverse Posted Session.
2. Enter the trans type (ARM), original session ID, New Session ID (same with R at the end). Use the original effective and doc dates and hit the Save button. DO NOT POST YET.
3. Go to Transactions>Enter AR Credit Memos.
4. Select the reversal session from the Session ID drop down and hit the Start button.
5. Delete all of the GOOD credit memos (that you do NOT want to reverse) out of this reversal session.
6. Save and close the session (should only have those credit memos you want to reverse left in it.)
7. Post the reversal session.*

Reverse an Entire Session:

1. Follow steps 1 – 2 above.
2. Post the reversal session.*

AR Receipts (ARC)

Reverse Single/Multiple posted documents:

1. Go To Activities>Manage Sessions>Reverse Posted Session.
2. Enter the trans type (ARC), original session ID, New Session ID (same with R at the end). Use the original effective and doc dates and hit the Save button. DO NOT POST YET.
3. Go to Transactions>Enter AR Receipts.
4. Select the reversal session from the Session ID drop down and hit the Start button.
5. Delete all of the GOOD receipts (that you do NOT want to reverse) out of this reversal session.
6. Save and close the session (should only have those receipts you want to reverse left in it.)
7. Post the reversal session.*

Reverse an Entire Session:

1. Follow steps 1 – 2 above.
2. Post the reversal session.*

AR Void Invoices (ARV)

Reverse Single/Multiple posted documents:

1. Single/Multiple voided AR invoices cannot be reversed out of an ARV session. Please remember that only 1 invoice should be voided at a time per ARV session. Please also remember that if you want to void the invoice out of the GL as well as AR Billing, you must select the Reverse GL Transactions box. To reverse a voided AR invoice, you must reverse the entire session.

Reverse an entire session:

1. Go to Activities>Manage Sessions>Reverse Posted Session.
2. Enter the trans type (ARV), original session ID, New Session ID (same with R at end). Use the original effective and doc dates and hit the Save button.
3. Post the reversal session.*

How To ***Reverse*** a **POSTED** Document or Session

*Remember to **make a back-up** before posting!

Budget / Encumbrance / Allocations / Transferred Payroll Transactions

Budget (BD)

Reverse Single/Multiple posted documents:

1. Go To Transactions>Enter Budget.
2. Start a New Session.
3. On the document screen select the Reverse Posted Document button.
4. Enter original session id and original document# --use original doc and effective dates. Click OK.
5. Save the document (make no changes to the document at this point.)
6. Repeat steps 3-5 for additional documents to be reversed (if any).
7. Close the reversal session and post it.*

Reverse an entire session:

1. Go to Activities>Manage Sessions>Reverse Posted Session.
2. Enter the trans type (BD), original session ID, New Session ID (same with R at end). Use the original effective and doc dates and hit the Save button.
3. Post the reversal session.*

Encumbrances (ENC)

Reverse Single/Multiple posted documents:

1. Go To Transactions>Enter Encumbrances.
2. Start a New Session.
3. On the document screen select the Reverse Posted Document button.
4. Enter the original session id and original document# -- use original doc and effective dates. Click OK.
5. Save the document (make no changes to the document at this point.)
6. Repeat steps 3-5 for additional documents to be reversed (if any).
7. Close the reversal session and post it.*

Reverse an entire session:

1. Go to Activities>Manage Sessions>Reverse Posted Session.
2. Enter the trans type (ENC), original session ID, New Session ID (same with R at end). Use the original effective and doc dates and hit the Save button.
3. Post the reversal session.*

Encumbrance Liquidations (ENL)

Reverse Single/Multiple posted documents:

1. Go To Activities>Manage Sessions>Reverse Posted Session.
2. Enter the trans type (ENL), original session ID, New Session ID (same with R at the end). Use the original effective and doc dates and hit the Save button. DO NOT POST YET.
3. Go to Transactions>Enter Encumbrance Liquidations.
4. Select the reversal session from the Session ID drop down and hit the Start button.
5. Delete all of the GOOD Enc liquidations (that you do NOT want to reverse) out of this reversal session.
6. Save and close the session (should only have those credit memos you want to reverse left in it.)
7. Post the reversal session.*

Reverse an Entire Session:

1. Follow steps 1 – 2 above.
2. Post the reversal session*

Allocations (JVA)

Reverse Single/Multiple posted documents:

1. Go To Activities>Manage Sessions>Reverse Posted Session.
2. Enter the trans type (JVA), original session ID, New Session ID (same with R at the end). Use the original effective and doc dates and hit the Save button. DO NOT POST YET.
3. Go to Transactions>Edit Sys Gen Docs>Process Allocations.
4. Select the reversal session from the Session ID drop down and hit the Start button.
5. Delete all of the GOOD allocations (that you do NOT want to reverse) out of this reversal session.
6. Save and close the session (should only have those allocations you want to reverse left in it.)
7. Post the reversal session.*

Reverse an Entire Session:

1. Follow steps 1 – 2 above.
2. Post the reversal session.*

Payroll (PRS, PRC, PRV)

Reverse Single/Multiple posted documents:

1. Go To Activities>Manage Sessions>Reverse Posted Session.
2. Enter the trans type (PRS/C/V), original session ID, New Session ID (same with R at the end). Use the original effective and doc dates and hit the Save button. DO NOT POST YET.
3. Go to Transactions>Edit Sys Gen Docs>PR Sys Gen/Manual/Void Checks.
4. Select the reversal session from the Session ID drop down and hit the Start button.
5. Delete all of the GOOD checks (that you do NOT want to reverse) out of this reversal session.
6. Save and close the session (should only have those checks you want to reverse left in it.)
7. Post the reversal session.*

Reverse an Entire Session:

1. Follow steps 1 – 2 above.
2. Post the reversal session.*