



How Do I Reverse An Up-Front Payment To Suppliers/Vendors (A/P Down Payment Invoice)

Question:

How can I reverse an A/P Down Payment Invoice once it is created?

Answer:

To reverse out an *A/P Down Payment Invoice* you will need to choose *Copy To* on the *A/P Down Payment Invoice* and then choose *A/P Credit Memo*. Ensure the new document is listing the full amount to credit. Also, make sure that the dates on the *A/P Credit Memo* are the same as the *A/P Down Payment Invoice* so that it is reversed out on the same date.