

## Menu Path Shortcuts

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### **Vouchering Expenses**

13.20.1

13.20.5

### **Vouchering Merchandise**

13.20.2

13.20.5

### **Vouchering Hand checks**

13.20.1/2

13.20.6

### **Reoccurring Vouchers**

13.20.8

13.20.9

13.20.10

13.20.5

### **Deleting a Voucher**

13.20.18

13.20.5 or 13.20.6

### **Check Runs**

13.2.3 OR 13.2.4

13.2.6 or 13.2.6a

13.2.7

### **Reversing a Check**

13.2.11

13.2.7 or 13.2.6

\*Voucher is not deleted unless it is a hand check

### **Bank Reconciliation**

13.2.8

13.2.9

13.2.10

### **AR Adjustment**

4.1.2

4.2.2

### **Post AR Checks**

4.1.1

4.2.8

4.2.1