How to Reverse Payment Batch in a Close Accounting Period

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There are times when a payment batch will need to be reversed and the accounting period for that transaction is closed. This document will go through the steps needed to reverse that payment batch. These steps are good for any SedonaOffice version 6.2.0 to newer.

Overview

Follow the steps below to correctly reverse a Payment Processing Batch that was deposited and the accounting period is closed.

Steps:

1. Open Payment Processing

2. Find the Deposit to be reversed

3. Double click on the Deposit to find all checks

4. Write down or take a screenshot for later use

5. Go back to Payment Processing – Click on New – Enter the data for a Negative Payment Batch as shown below. (The date can be for when the deposit is for, however will be counted in the current accounting period)

6. Double click on the Negative Payment Batch to fill in what invoices and any Unapplied Cash that was used to open the form. Will need to use todays date since in our example, 10/25/22 is in the closed accounting period.

7. If Unapplied cash is part of the reversal, that amount will need to send to a write off account as shown below.

8. Save and Deposit the Payment Batch – Click Yes to change Status – Save to complete Reversal

9. Refresh the account and will now see the Invoices that payments were reversed. For unapplied cash that was reversed, it will still show on the customer’s account, and you must write off that cash to the same GL account you choose in step 7.