

How To Reverse a Deposit

07/05/2024 12:05 pm EDT

A Deposit can only be Reversed if it is in an Open Accounting Period, or it has not been Reconciled.

Payment Processing

Open Payment Processing and click on “View Deposits.”

Select the Deposit you want to Reverse and double-click on it.

When the Deposit opens click on “Reverse Deposit.”

The screenshot shows a software window titled "Deposit Customer List". At the top, it displays deposit details: "Deposit Date" as 6/27/2024, "Deposit Amount" as \$500.00, and "Account" as 100200 - Cash - Operating*. Below this is a table with columns: Payment Method, Customer Num..., Name, Amount, Check No., and Check Date. The table contains one entry: Check, 50236, Sedona Security, \$500.00, 123456. At the bottom of the window, there are four buttons: "Reverse Deposit" (highlighted with a red box), "Rebuild Check21", "View Detail", and "Close".

Payment Method	Customer Num...	Name	Amount	Check No.	Check Date
Check	50236	Sedona Security	\$500.00	123456	

Select Yes to confirm you want to Reverse the Deposit.

Select Close on the Deposits Made screen.

This will take you back to the Main Payment Processing screen.

The Deposit that was Reversed will now be listed and will have a check mark in the Ready Column.

Payment Processing Batches

View Options

☐ Show only batches that are tagged as ready to deposit

☐ Date Range From Date 6/27/2024

☐ Show Deposited Batches

Thru Date 6/27/2024

Ready	Date	Description	Qty	Tape Total	Entered Total	Balance	Deposit Date	Check 21	Created By	Created On	Funding Id	Fundin
☒	6/27/2024	AP Vendor Refund Check	1	500.00	500.00	0.00	**Undeposited**	N	AEB	6/27/2024 5:09:36 AM		
☐	6/23/2024	210778_CC20240623	1	38.49	38.49	0.00	**Undeposited**	N	AEB	6/23/2024 8:00:00 AM		
☐	6/20/2024	250	1	250.00	250.00	0.00	**Undeposited**	N	AEB	6/20/2024 1:30:54 PM		
☐	5/23/2024	210778_CC20240523	5	9410.53	9410.53	0.00	**Undeposited**	N	AEB	5/23/2024 6:29:54 AM		
☐	5/22/2024	210778_AMER20240522	1	1805.44	1805.44	0.00	**Undeposited**	N	asim	5/22/2024 4:00:26 PM		
☐	5/22/2024		0	0.00	0.00	0.00	**Undeposited**	N	AEB	5/22/2024 8:39:37 AM		
☐	5/21/2024	R210778_AMER20240521	16	-3075.59	-3075.59	0.00	**Undeposited**	N	Administrator	5/21/2024 9:36:41 AM		
☐	5/21/2024	R210778_CC20240521	237	-118135.73	-118135.73	0.00	**Undeposited**	N	Administrator	5/21/2024 9:36:39 AM		
☐	5/19/2024	R210778_CC20240519	1	-590.00	-590.00	0.00	**Undeposited**	N	AEB	5/19/2024 7:10:08 AM		
☐	5/15/2024	210778_CC20240515	9	2763.56	2763.56	0.00	**Undeposited**	N		5/15/2024 8:00:01 AM		
☐	5/15/2024	210778_AMER20240515	1	206.80	206.80	0.00	**Undeposited**	N		5/15/2024 8:00:09 AM		
☐	5/13/2024	051324	2	0.00	24618.55	-24618.55	**Undeposited**	N	Administrator	5/13/2024 3:46:55 PM		
☐	5/10/2024	210778_CC20240510	1	53.25	53.25	0.00	**Undeposited**	N	Administrator	5/10/2024 3:01:49 PM		
☐	5/10/2024	Future Payment	1	100.00	100.00	0.00	**Undeposited**	N	ReneeS	5/10/2024 4:15:29 PM		
☐	5/10/2024	210778_AMER20240510	1	25.00	25.00	0.00	**Undeposited**	N		5/10/2024 5:00:01 PM		
☐	5/7/2024	210778_CC20240507	1	186.20	186.20	0.00	**Undeposited**	N	ReneeS	5/7/2024 1:55:50 PM		
☐	5/2/2024	210778_CC20240502	1	31.80	31.80	0.00	**Undeposited**	N		5/2/2024 8:00:01 AM		
☐	4/30/2024	210778_AMER20240430	1	25.00	25.00	0.00	**Undeposited**	N		4/30/2024 12:00:01 PM		
☐	4/25/2024	210778_AMER20240425	2	677.80	677.80	0.00	**Undeposited**	N	SedonaEFT	4/25/2024 4:29:09 PM		
☐	4/19/2024	210778_CC20240419	5	291.71	291.71	0.00	**Undeposited**	N		4/19/2024 12:00:01 PM		
☐	4/18/2024	210778_CC20240418	4	1040.77	1040.77	0.00	**Undeposited**	N	Administrator	4/18/2024 1:26:51 PM		

Total Entered: 143,828.31

Enter Payments

View Deposits

Deposit

Edit

New

Close