Create a Negative Payment Batch

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Negative payment batches are used when a payment was applied to the incorrect invoice or the incorrect customer account and the accounting period of the batch is closed and/or the batch has already been cleared using the Bank Reconciliation process (in G/L module).

In the situation where a payment was applied to the incorrect customer or was applied to the incorrect invoice, a negative payment batch is created to reverse the payment and a separate regular payment batch is created to re-enter the payment correctly. Both batches are deposited at the same time having a net effect of zero on the bank account balance.

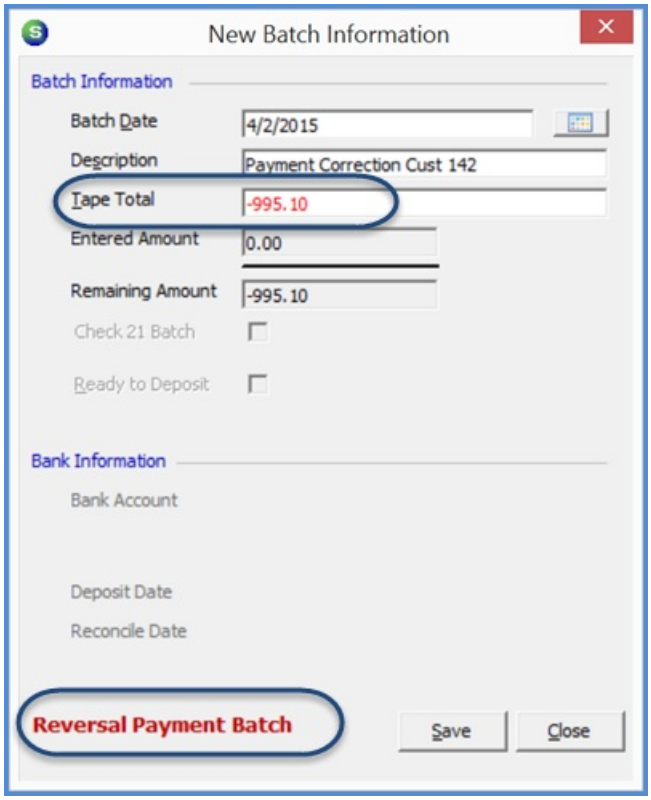
Follow the steps below to process a Negative Payment Batch.

1. Navigate to the Main Application menu tree and select the Accounts Receivable / Payment Processing menu option.

Creating the Negative Payment Batch

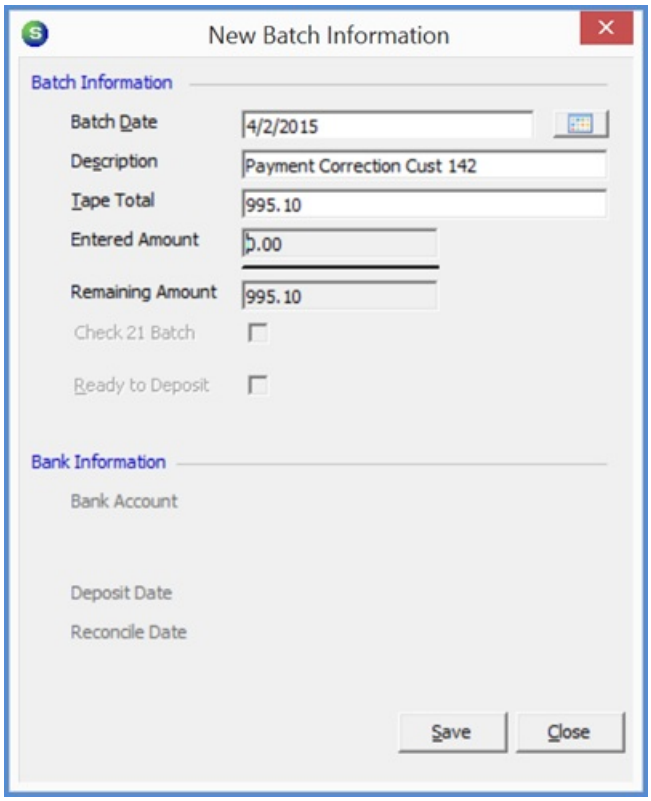
2. Create the Payment Batch Header – The Payment Processing Batches form opens. Click the New button located at the lower right of the form to setup the Negative payment batch.

3. Enter Batch Header Information – The Batch Information form will be displayed. Enter the Batch Date, Description, and the Tape Total; a negative value must be entered in this field. Click the Save button when finished.



4. Create the Payment Batch Header – Click the New button located at the lower right of the form to setup the Positive payment batch.

5. Enter Batch Header Information – The Batch Information form opens. Enter the Batch Date, Description, and the Tape Total; a positive value must be entered in this field. Click the Save button when finished.

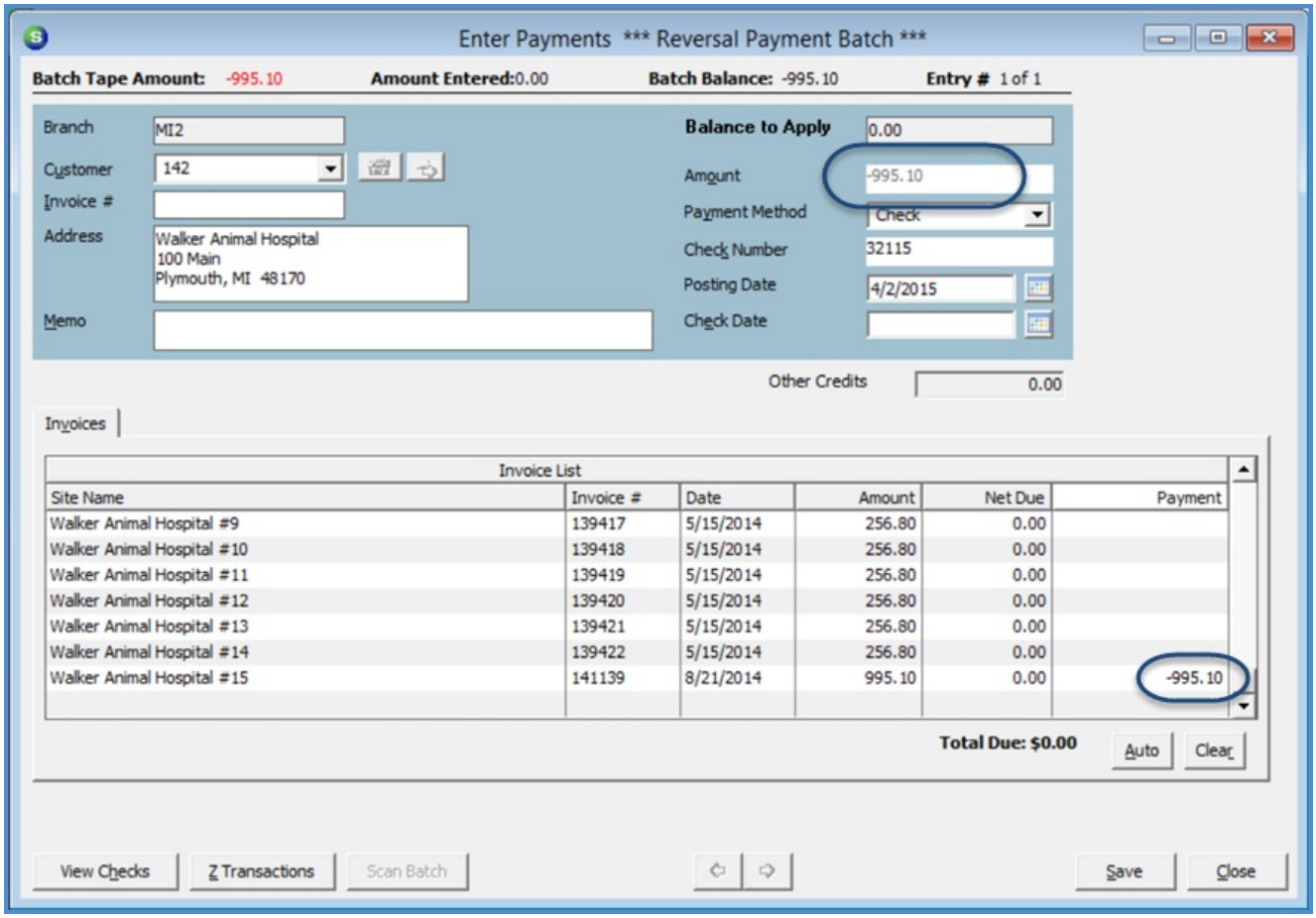


6. You are returned to the Payment Processing Batches list. Double-click on the Negative Payment batch to enter a reversing payment.

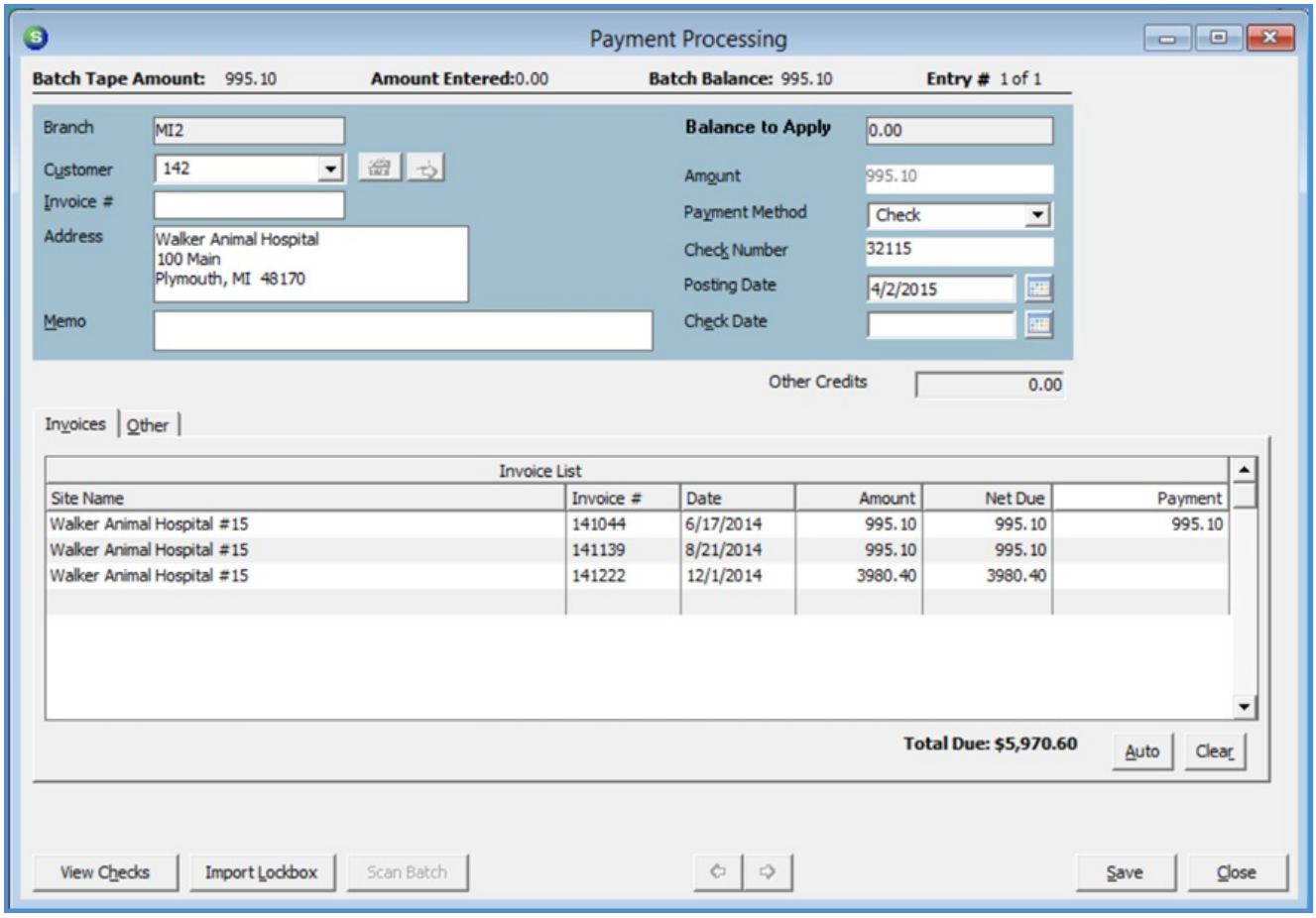
7. In the Payment Header, enter the customer number, a negative value in the amount field, and the original check number (optional).

8. In the center of the form, all paid (or partially paid) invoices will be listed. Locate the invoice for which you want to reverse the payment application. In the Payment column, type in the amount to reverse; this must be a negative value.

When finished, click on the Save button at the lower right of the form. You are returned to the Payment Processing Batches list.

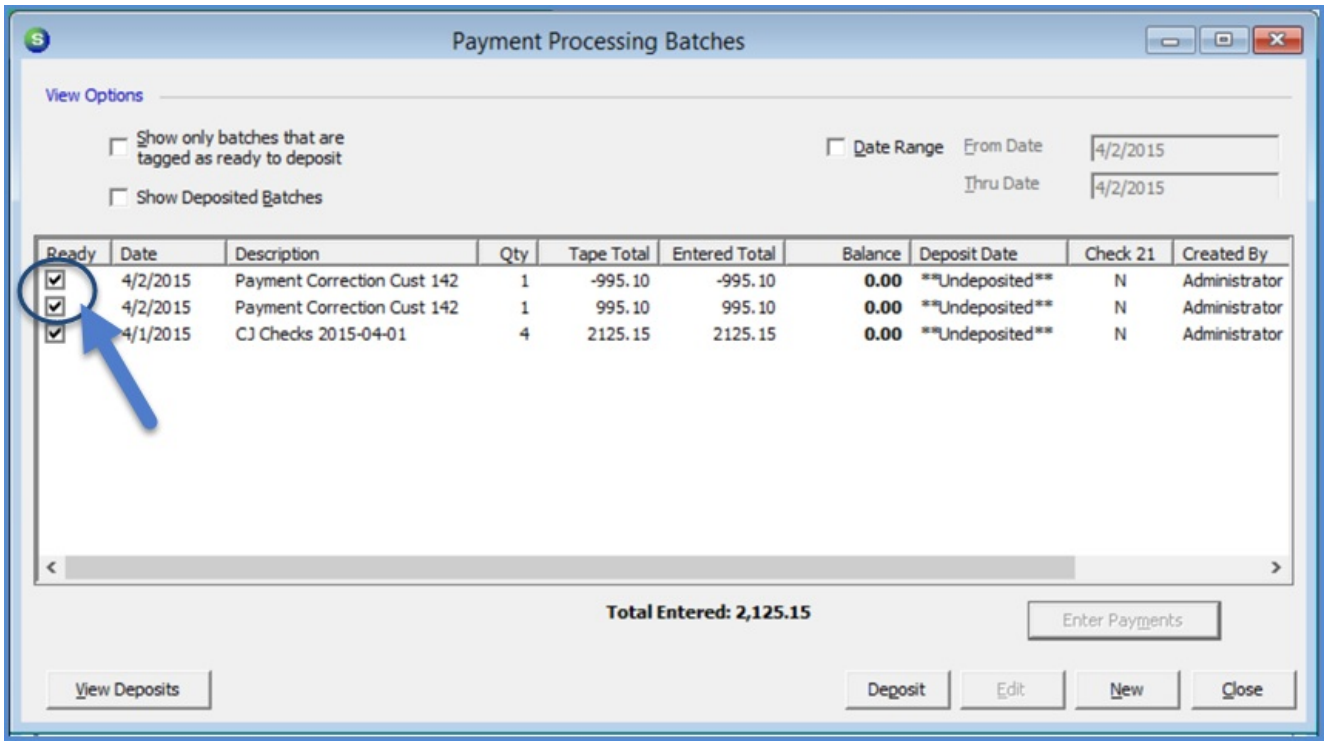


9. Double-click on the Positive Payment batch. Enter the payment information and apply to the appropriate invoice or other application method. When finished, click on the Save button at the lower right.



10. Once both the Negative and Positive Payments have been entered, mark both batches as Ready to deposit.

11. Click on the Deposit button located at the lower right.



12. The Make Deposit form opens. Fill in the required fields in the header area then check the box to the left of both the Negative and Positive Payment Batches. When the Deposit Report appears on the screen the bottom line total should show as zero.

