

Correcting Error in a Payment Batch (previously deposited)

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If corrections need to be made to one or more payments within a payment batch and the batch has already been deposited, the deposit may be reversed so that corrections can be made. After making corrections the batch will be re-deposited with the original posting date. Reversing a Deposit is only possible if the following two conditions are true:

- The Deposit date is in an open accounting period
- The Payment Batch has not been reconciled using Bank Reconciliation process in SedonaOffice

Follow the instructions below to reverse a payment batch deposit.

1. From the main application menu, navigate to Accounts Receivable/Payment Processing.
2. The Payment Processing Batches list will be displayed. Click on the View Deposits button located at the lower left.
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3. The Deposits Made list will be displayed. Locate the Payment Batch in need of correction.
 - In the Cleared column, if the status is "N", then you will be able to reverse the deposit, if the cleared status is "Y", you may not reverse the deposit; you would need to use a negative payment batch to make any corrections to payments in the batch.

Click once on the batch then click the View Checks button located at the lower right.

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4. The Deposit Customer List will be displayed. To make certain you have selected the correct batch, scroll through the list of payments to locate the check that needs to be corrected. If this is the correct batch, click on the Reverse Deposit button located at the lower left. A message will be displayed confirming you want to reverse the deposit; click on the Yes button to proceed.
 5. Close out of the Deposit Customer List by clicking the Close button at the lower right or clicking on the red "X" at the upper right.
 - Make certain to write down the original Deposit Date of the batch - once corrections have been made and you are ready to re-deposit the batch, you will want to use the original deposit date.
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 6. You will now see the Reversed Batch listed in the Payment Processing Batches list. Double-click on the batch to open; make the necessary corrections. When finished, mark the batch as Ready to deposit and then Deposit the batch using the original posting date.
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