

Reverse a Payment Batch Deposit

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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 and on the following pages 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.