

# How to Reverse a Deposit

Last Modified on 09/13/2024 4:11 pm EDT

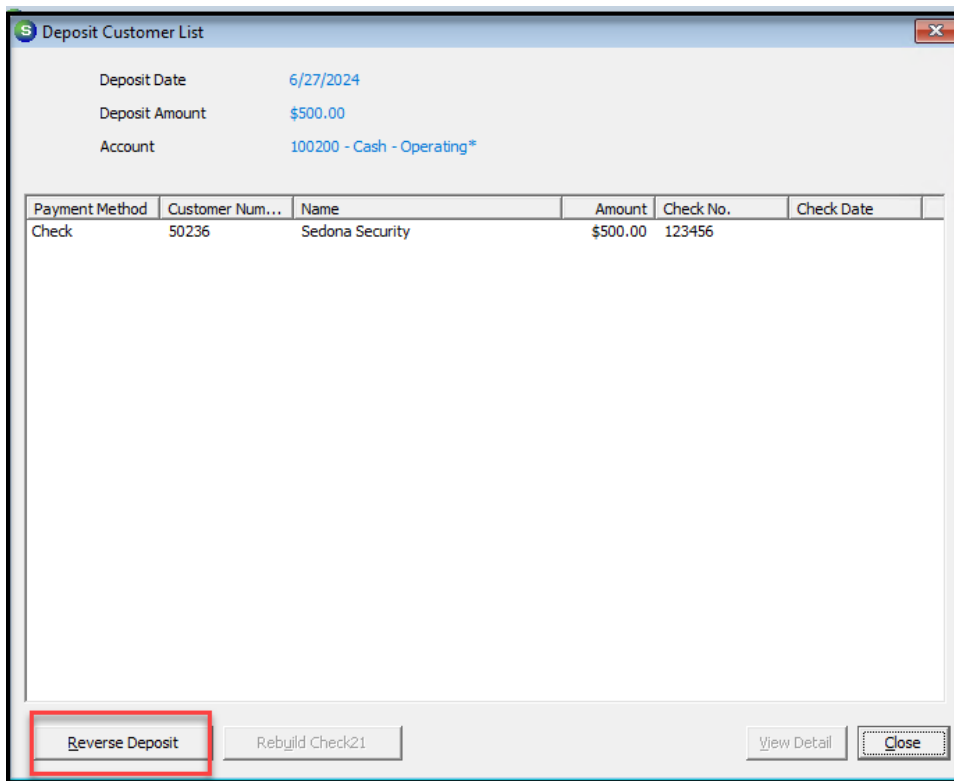
A Deposit can only be Reversed if it is in an Open Accounting Period, or it has not been Reconciled.

## 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."



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
- Show Deposited Batches

Date Range From Date: 6/27/2024  
 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
<input checked="" type="checkbox"/>	6/27/2024	AP Vendor Refund Check	1	500.00	500.00	0.00	**Undeposited**	N	AEB	6/27/2024 5:09:36 AM		
<input type="checkbox"/>	6/23/2024	210778_CC20240623	1	38.49	38.49	0.00	**Undeposited**	N	AEB	6/23/2024 8:00:00 AM		
<input type="checkbox"/>	6/20/2024	250	1	250.00	250.00	0.00	**Undeposited**	N	AEB	6/20/2024 1:30:54 PM		
<input type="checkbox"/>	5/23/2024	210778_CC20240523	5	9410.53	9410.53	0.00	**Undeposited**	N	AEB	5/23/2024 6:29:54 AM		
<input type="checkbox"/>	5/22/2024	210778_AMER20240522	1	1805.44	1805.44	0.00	**Undeposited**	N	asim	5/22/2024 4:00:26 PM		
<input type="checkbox"/>	5/22/2024		0	0.00	0.00	0.00	**Undeposited**	N	AEB	5/22/2024 8:39:37 AM		
<input type="checkbox"/>	5/21/2024	R210778_AMER20240521	16	-3075.59	-3075.59	0.00	**Undeposited**	N	Administrator	5/21/2024 9:36:41 AM		
<input type="checkbox"/>	5/21/2024	R210778_CC20240521	237	-118135.73	-118135.73	0.00	**Undeposited**	N	Administrator	5/21/2024 9:36:39 AM		
<input type="checkbox"/>	5/19/2024	R210778_CC20240519	1	-590.00	-590.00	0.00	**Undeposited**	N	AEB	5/19/2024 7:10:08 AM		
<input type="checkbox"/>	5/15/2024	210778_CC20240515	9	2763.56	2763.56	0.00	**Undeposited**	N		5/15/2024 8:00:01 AM		
<input type="checkbox"/>	5/15/2024	210778_AMER20240515	1	206.80	206.80	0.00	**Undeposited**	N		5/15/2024 8:00:09 AM		
<input type="checkbox"/>	5/13/2024	051324	2	0.00	24618.55	-24618.55	**Undeposited**	N	Administrator	5/13/2024 3:46:55 PM		
<input type="checkbox"/>	5/10/2024	210778_CC20240510	1	53.25	53.25	0.00	**Undeposited**	N	Administrator	5/10/2024 3:01:49 PM		
<input type="checkbox"/>	5/10/2024	Future Payment	1	100.00	100.00	0.00	**Undeposited**	N	ReneeS	5/10/2024 4:15:29 PM		
<input type="checkbox"/>	5/10/2024	210778_AMER20240510	1	25.00	25.00	0.00	**Undeposited**	N		5/10/2024 5:00:01 PM		
<input type="checkbox"/>	5/7/2024	210778_CC20240507	1	186.20	186.20	0.00	**Undeposited**	N	ReneeS	5/7/2024 1:55:50 PM		
<input type="checkbox"/>	5/2/2024	210778_CC20240502	1	31.80	31.80	0.00	**Undeposited**	N		5/2/2024 8:00:01 AM		
<input type="checkbox"/>	4/30/2024	210778_AMER20240430	1	25.00	25.00	0.00	**Undeposited**	N		4/30/2024 12:00:01 PM		
<input type="checkbox"/>	4/25/2024	210778_AMER20240425	2	677.80	677.80	0.00	**Undeposited**	N	SedonaEFT	4/25/2024 4:29:09 PM		
<input type="checkbox"/>	4/19/2024	210778_CC20240419	5	291.71	291.71	0.00	**Undeposited**	N		4/19/2024 12:00:01 PM		
<input type="checkbox"/>	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