

How to Remove a Check entered with an ACH/EFT Deposit

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If a check is entered in an ACH/EFT deposit in error, follow the steps below to remove the check.

Payment Processing

Go to Payment Processing and highlight the deposit that has the check entered in error.

Select "Enter Payments"

When the Batch opens, select "View Checks" in the bottom left corner.

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When the Batch list opens, double-click the Check Entry

When the Customer Payment entry opens, click on the "Delete" Icon on the Tool Bar.

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Confirm you want to delete the check and then close the Deposit.
