

## Finance / Creditor

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22 November 07

please ensure this is passed on to the relevant person at your school

### Cancelled Cheque now reflected against Creditor

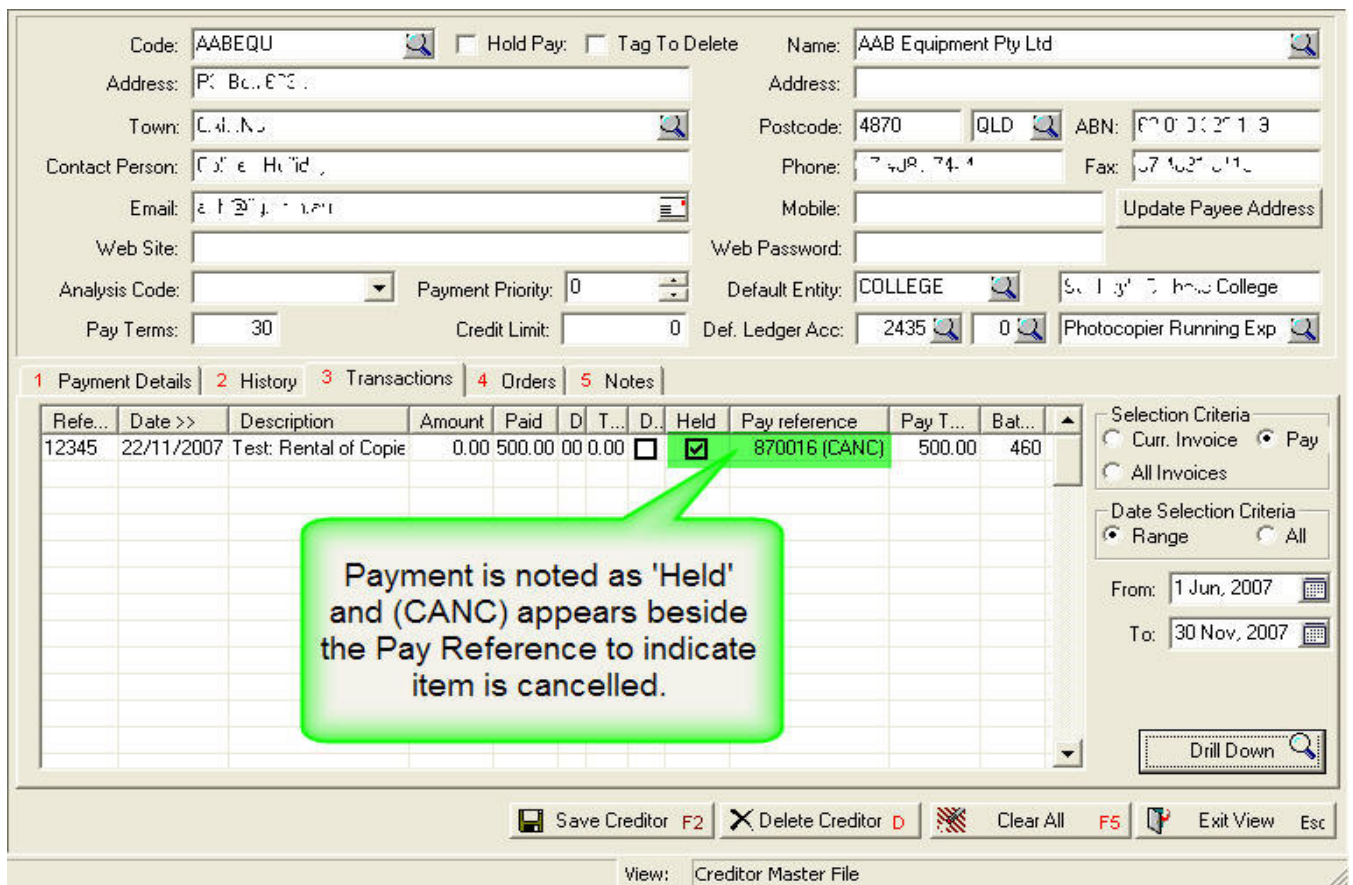
Pathway: **Finance - Creditors - Creditor Master File Information - Transaction Tab**

Previously when cheque payments were cancelled they only affected the General Ledger and not the Creditor.

Now in Version 2005 of PCSchool when cancelling cheques (through General Ledger—Batch Transaction Entry—Pay Cancel) the cancellation is reflected in the transactions of the Creditor Master File as shown below.

This new ability now allows users (and auditors) to see when a payment has been cancelled and re-issued against the Creditor.

**NOTE: this does not reverse the payment and reactivate the invoice. A new invoice will still need to be entered and paid if you wish to re-issue the cancelled payment.**



The screenshot shows the 'Creditor Master File' window for 'AAB Equipment Pty Ltd'. The 'Transactions' tab is active, displaying a table with the following data:

Ref...	Date >>	Description	Amount	Paid	D	T...	D..	Held	Pay reference	Pay T...	Bat...
12345	22/11/2007	Test: Rental of Copie	0.00	500.00	00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	870016 (CANC)	500.00	460

A green callout box with a speech bubble points to the 'Held' and 'Pay reference' columns of the first transaction, containing the text: "Payment is noted as 'Held' and (CANC) appears beside the Pay Reference to indicate item is cancelled."