



Electronic and BPay Payment Cancellation Tech Tip

Electronic and BPay Payment Cancellation

Path: Gen Ledger → Batch Transaction Entry

Electronic or BPay payments made via Creditor Payments or Ledger Payments can only be cancelled through a Journal Batch.

1.	Select batch type of Journal .
2.	Create a new batch and enter a description.
3.	Click New Item . This will create a new item line.
4.	Leave the default Reference number or enter your own (you can use the payment reference number). Enter the date of the original payment and a description.
5.	In the dissection DEBIT the bank account the payment was made from and CREDIT the original GL account used when the invoice was entered. Repeat steps 3, 4 & 5 until all cancelled electronic or BPay payments have been entered.
6.	Click Finalise Batch and finalise to the correct ledger period.

NOTE: The journal will create a negative payment in the bank account that will need to be presented on the appropriate sheet in the Bank Reconciliation Entry.