



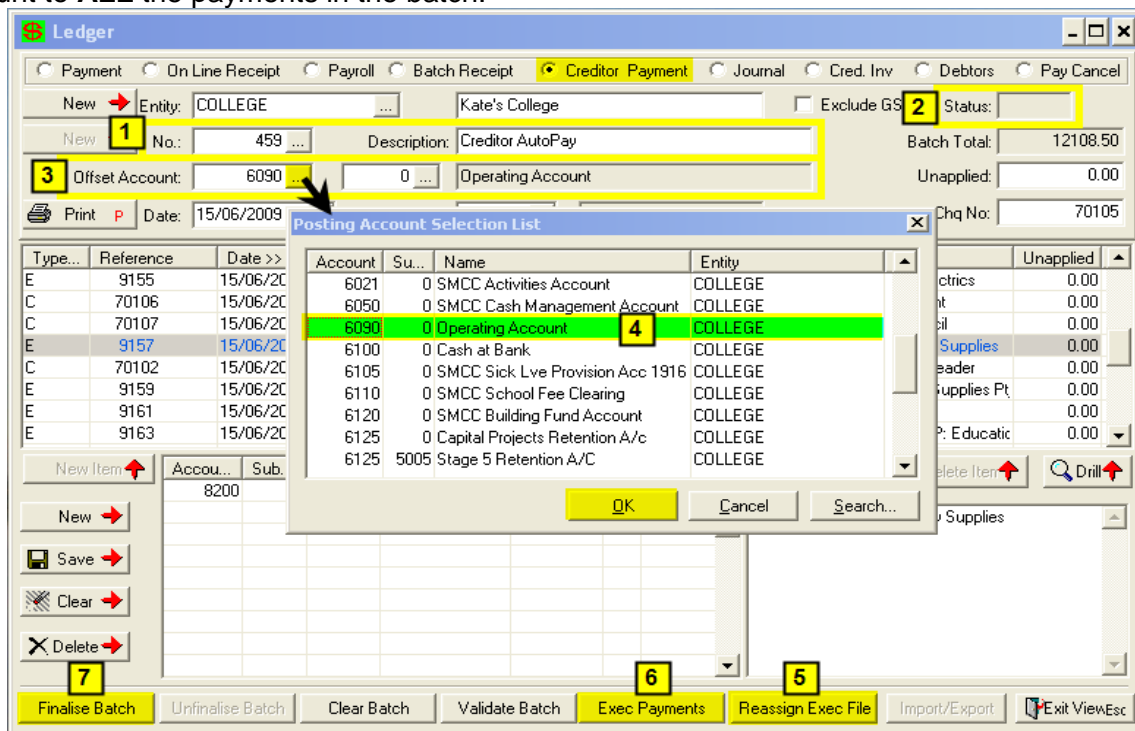
## Payments Generated from the Incorrect Bank Account Tech Tip

### Payments Generated from the Incorrect Bank Account

**Path:** Gen Ledger → Batch Transaction Entry

If the bank account number used in Payment Criteria (tab 1) in the Creditor Payments process was incorrect, meaning payments will be issued from the wrong bank account, the correct bank account can be reassigned to the payments.

**NOTE:** This process is done via the Creditor Payments batch and will reassign an alternate bank account to **ALL** the payments in the batch.



1.	Select the <b>Creditor Payment Batch</b> you wish to reassign a new Bank Account to.
2.	Ensure the batch is <b>UNFINALISED</b> (does not have a P or F in the Status field).
3.	To change the <b>Offset Account</b> click on the Posting Account Lookup button.
4.	<b>Select the alternate Bank Account</b> you wish to use from the Selection List, click <b>OK</b> .
5.	Click <b>Reassign Exec File</b> to save the change to the new Offset Account.
6.	<b>Option:</b> This step is only necessary if the payments have been cleared from the Execute Payments view. Click <b>Exec Payments</b> to send these entries through to the Execute Payments area where cheques can be printed or electronic file for the bank created from the new Bank Account (see image below). Refer to Execution of Payments for information on this procedure.
7.	Click on <b>Finalise Batch</b> to update Creditor Master File transactions with those in the batch.

Payment Execution											
Entity: COLLEGE		Account: 6090		Sub: 0		Source			Payment Method		
ame: Operating Account						<input checked="" type="radio"/> All <input type="radio"/> Creditor <input type="radio"/> Payroll			<input checked="" type="radio"/> Cheque <input type="radio"/> Electronic <input type="radio"/> Home Stay <input type="radio"/> BPay <input type="radio"/> Direct Debit		
Ref No	Date >>	Desc	Amount	Print Now	Printed	Source	Batch	Payee	Address	Address	Tc
70102	15/06/2009	Creditor Payment C	596.25	<input type="checkbox"/>	<input type="checkbox"/>	A	459	Catholic Leader	GPO Box 282		BR
70103	15/06/2009	Creditor Payment E	6716.20	<input type="checkbox"/>	<input type="checkbox"/>	A	459	Ergon Energy	Locked Bag E		MA
70104	15/06/2009	Creditor Payment H	259.17	<input type="checkbox"/>	<input type="checkbox"/>	A	459	Haymans Electric	147 Lyons St.		CAI
70105	15/06/2009	Creditor Payment L	244.51	<input type="checkbox"/>	<input type="checkbox"/>	A	459	Lyndon Agencies	PO Box 620N		CAI

