

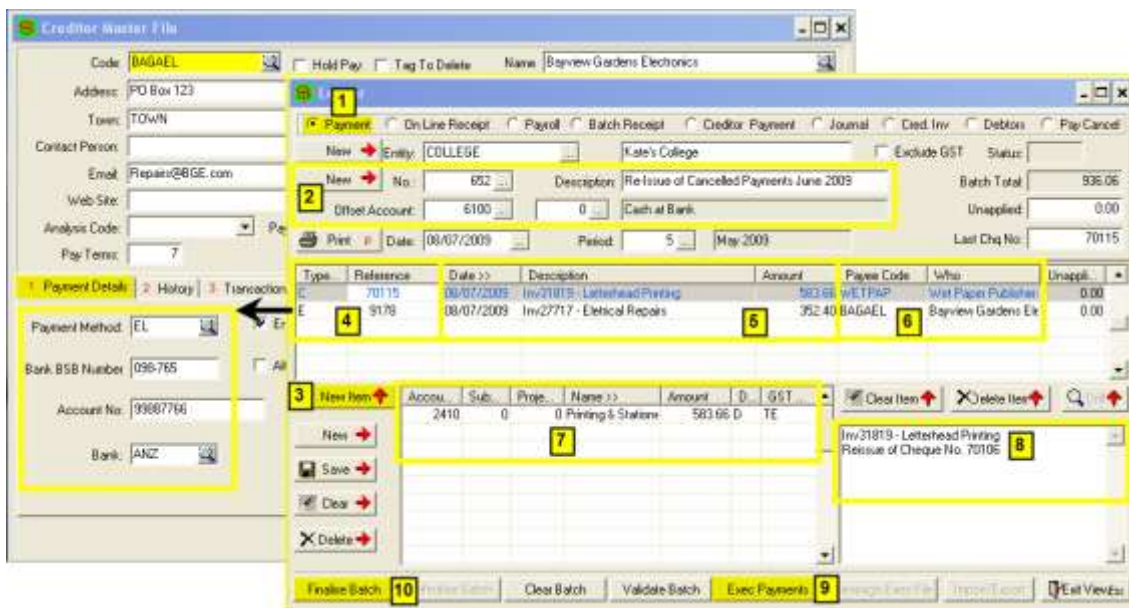


Reissue of a Replacement Cheque / Electronic Payment Tech Tip

Reissue of a Replacement Cheque / Electronic Payment

Cancellation of a payment **will not** place the original invoice back in Outstanding Invoices in the Creditor Payments area; therefore a new cheque or electronic payment can be issued through **General Ledger – Batch Transaction Entry – Payment**.

Path: Gen Ledger → Batch Transaction Entry



1.	Select batch type of Journal .
2.	Create a new batch and enter a description. Select the correct Offset Bank Account.
3.	Click on New Item to create a new item line.
4.	Enter in the Type of payment (C for Cheque, E for Electronic). The Reference will automatically be allocated based on the last cheque number or electronic reference used. This can be edited. NOTE: Type E payments can only be made via Ledger Payments when selecting a Creditor (Payee Code) who has bank account details entered in Creditor Master File Information.
5.	Enter in the invoice / payment details: Date, Description and Amount .
6.	Select the Creditor by typing in the first few letters of the Creditor Code to bring up options or by clicking on the Payee Code column heading.
7.	Dissect the amount to the relevant GL Accounts.
8.	You can add a notation referencing cancelled cheque / electronic number.
9.	After entering in payments, click on Exec Payment to send these entries through to the Execute Payments area where cheques can be printed or electronic file for the bank created. See Execution of Payments for information on this procedure.
10.	Click on Finalise Batch to update Creditor Master File transactions with those in the batch.