



## Reversing a Payment Tech Tip

### Reverse a Payment

**Path:** Creditors → Payment Execution

Due to the incorrect creditor being selected or invoice amount being entered you may need to reverse a payment from the Payment Execution screen or there may be an occasion where you may need to reverse an entire payment run.

**First ensure the Creditor Payment batch these payments are in is unfinalised, then follow the steps below.**

Ref No	Date >>	Desc	Amount	Print Now	Printed	Sour...	Batch	Pavee	Add...	To...	PCode	CredCo...	E
70095	15/06/2009	Creditor Payment I	49.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	459	Audio Visions	123 Mc TOWN 4000			AUDVIS	
70102	15/06/2009	Creditor Payment I	596.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	459	Catholic Leader	GPO Bc TOWN 4000			CATLEA	
70103	15/06/2009	Creditor Payment I	6716.20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	459	Ergon Energy	Locked TOWN 4000			ERGENE	
70104	15/06/2009	Creditor Payment I	259.17	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	459	Hillmans Electric	12 Mair TOWN 4000			HAYELE	
70105	15/06/2009	Creditor Payment I	244.51	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	459	Lylldon Agencies	PO Box TOWN 4000			LYNDON	
70106	15/06/2009	Creditor Payment I	583.66	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	459	Bolton Print	PO Box TOWN 4000			BOLINP	

Invoice No	Date >>	Description	Elect Pay Ref	Amount Paid	Disc Claim	Tag All to Print
5354	15/05/2007	Repair VCR		49.50	0.00	<input type="checkbox"/>

Output destination:  Print to Window  Export to File  Print to Printer  HomeStay Trans

Export File Settings: File Name: Bankfile.ABA File Type: Aust - Text with End of File Mark

Buttons: Tag All to Print, Tag to Reprint, Tag NonEMail, Print Successful, Clear All - Don't Print, **Reverse Payment**

1. Highlight the payment you wish to reverse (you can only reverse one payment at a time).
2. Click **Reverse Payment**, this will remove the payment from Payment Executions and the Creditor Payment Batch and return the invoices to the Outstanding Invoices tab in Creditor Payments screen.