rockend

How to Reverse a Creditor Disbursement in Rest Professional

Overview

Rest has the option to cancel a Creditors Disbursement prior to the funds being paid out. This will remove move the funds out of the creditor ledger to be paid and back into the owner ledger they came from.

Steps

- 1. Go to Transactions > Cancel Transactions > Creditor Disbursements
- 2. Enter in the Creditor alpha and press Enter
- 3. Click on Search-F7

X Cancel Creditor Disbursements - Currer	- • -	
Creditor BRONNIE	Creditor details Bronnie's Cleaning Services 9 LIVES STREET FURVILLE NSW 2000 Home Phone: 9567 4655 Work Phone: 9567 4655 Mobile/Fax: 9567 4656	Cancel - ESC
Date Description	Amount	Search - F7

- 4. Click on the disbursement that requires reversing and click OK
- 5. Click OK-F12
- 6. Click Yes to message "Are you sure you want to cancel this transaction?"

🔀 Cancel Cr	- • 💌			
Credit	tor BRONNIE Select Transaction	Creditor details		
	09/07 34 Archer Street 09/07 34 Archer Street	vacate clean Cleaning Expenses	200,00 50.00	Cancel - ESC Clear - F2
Date			OK Cancel	OK - F12

The funds will now be back in the owner ledger

09/10/2019 10:23 am AEDT