

How to Manually Reverse an EFT Payment from a Bulk ABA file

Overview

You may have processed a bulk creditor/owner payment and discover that an account number was wrong, and now you have a discrepancy between the amount that has been processed and what is showing in REST in unrepresented cheques.

NOTE: You cannot reverse an ABA file that has been processed in your banking software, been overwritten or if it's from a previous period. In these circumstances you would need to manually reverse the EFT payment.

Manually Reversing EFT Payments includes the following steps:

- Present the Automatic Deposit Payments in the Bank Reconciliation
- Sundry Receipts Funds back into REST

Present the Automatic Deposit Payments in the Bank Reconciliation

1. Go to Cashbook > Bank Reconciliation
2. Click on Unpresented Cheques-F5
3. Tick the Automatic Deposit Payments as presented then
4. Click on Save-F12
5. Click on Exit-ESC

Unpresented Cheque status for 19/11/14

Manual selection
Unpresented number Present Unpresent

Filter
Unpresented
Presented
Both

Presentation Date 19/11/14

Date	Details	Reference	Amount	Presented	
31/10/14	Automatic Deposit Payments	00000169	\$83,074.56		<input type="checkbox"/>
05/11/14	Automatic Deposit Payments	00000170	\$9,900.00		<input type="checkbox"/>
05/11/14	Automatic Deposit Payments	00000171	\$3,248.67		<input type="checkbox"/>
18/11/14	Automatic Deposit Payments	00000172	\$4,677.90	19/11/14	<input checked="" type="checkbox"/>
31/10/14	Own Pymt: Ben Affleck & Jennifer Game	00005059	\$3,511.31		<input type="checkbox"/>
31/10/14	Own Pymt: Tom Cruise	00005060	\$754.11		<input type="checkbox"/>

Exit - ESC
Refresh - F2
Report - F3
Save - F12

Sundry Receipt Funds back into REST

The funds will need to be receipted back into REST into the Property Card or alternatively, you may wish to receipt this into an internal owner account so this can be paid out again. We would recommend you use the internal owner account AAJOURNAL as this is where cancelled cheques from a previous period go.

1. Go to Transactions > Sundry Receipt and enter the details:

- Property - enter the property alpha index and press ENTER
- Amount - enter the amount and zero out the GST
- Description - enter the description i.e. "Returned owner payment - End of month Nov 2014"
- Account Code - Use account code N/A for returned owner payments or if funds are going into AAJOURNAL

NOTE: If the returned payment is a creditor payment and you wish to sundry receipt it back to the property you will need to use the same account code used as the original transaction.

2. Click OK-F12

Sundry Receipts - [Last Receipt:00009326] - [Printing: OFF]

Property ARCH34

Property details
34 Archer Street
ANNANDALE NSW 2038

Patrick Dempsey
Mr Dempsey
02 9517 4589
02 9238 4785

Balance	Owner Sundry	Prop Sundry
7886.15	0.00	0.00

Incl GST \$677.00 GST \$0.00 Excl GST \$677.00

Description Returned owner payment - End of month Nov 2014

Account code N/A Not Applicable

Manage fee %

Cancel - ESC

Clear - F2

Comment - F4

OK - F12

3. Complete the details on the Banking details screen:

- Payment method - this must be Direct Deposit
- Received from - this will be who the original payment was made to i.e. owner or creditor

4. Click OK-F12

Banking Details

Total \$677.00

Payment method
Direct deposit

Received from Patrick Dempsey

Drawer

Bank

Branch

Amount

Banked date 25/11/14

OK - F12 Cancel - ESC