



Coffee Break & Learn: Tip of the Week – May 11, 2017
Canceling Payments Gets Easier
Available starting SAP Business One 9.0

Canceling Payments

In previous versions, canceling incoming payments and checks was time consuming and required canceling and/or reopening the source and destination documents.

In incoming payments, users must:

- Cancel deposit
- Cancel incoming payment
- Reopen A/R invoice

Example

We create an A/R Invoice for Microchips:

A/R Invoice

Customer	C30000	No.	Primary	398
Name	Microchips	Status		Closed
Contact Person	Judy Brown	Posting Date		05/01/2017
Customer Ref. No.		Due Date		05/31/2017
Local Currency		Document Date		05/01/2017

Contents		Logistics	Accounting	Attachments		
Item/Service Type	Item	Summary Type	No Summary			
#	Item No.	Item Description	Quantity	Unit Price	Discount %	Pr...
1	A00002	J.B. Officeprint 1111	1	250.00 \$	0.000	

Sales Employee	Bill Levine	Total Before Discount	250.00 \$
Owner		Discount	%
		Total Down Payment	
		Freight	
		<input type="checkbox"/> Rounding	
		Tax	20.63 \$
		Total	270.63 \$
		Applied Amount	270.63 \$
		Balance Due	

Payment Order Run

Remarks

We create an incoming payment for this invoice. Microchips enjoys a 2% cash discount for paying within thirty days. Microchips pays using a check.

Incoming Payments

Code: C30000
 Name: Microchips
 Bill To: 4962 Rosewood St, Suite 100, Bronx NY 10467, USA
 Contact Person: Judy Brown

Customer
 Vendor
 Account

No. Primary: 240
 Posting Date: 05/01/2017
 Due Date: 05/01/2017
 Document Date: 05/01/2017
 Reference:
 Transaction No.: 2809

Selected	Documen...	Installment	Date	*	Overdue ...	Total	Balance Due	Blo...	Cash Discount %	Documen...	Total Roundi...	Total Payment	Bra...
<input checked="" type="checkbox"/>	398	1 of 1	05/01/2017		-30	270.63 \$			2.000	IN		265.22 \$	

Payment on Account 0.00

Total Amount Due: 265.22 \$
 Open Balance:

Remarks:
 Journal Remarks: Incoming Payments - C30000

We deposit this check into our cash account:

Deposit

Deposit No.: 19 Series: Primary

Deposit Currency: US Dollar
 G/L Account: 11100000-01-001-01

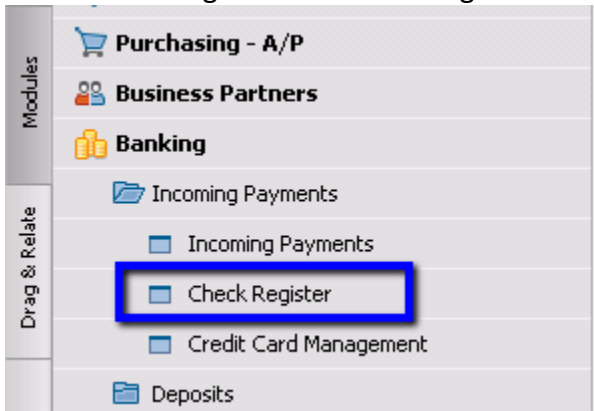
Checks | Credit Card | Cash

Display Checks From: All
 Find Check No.:

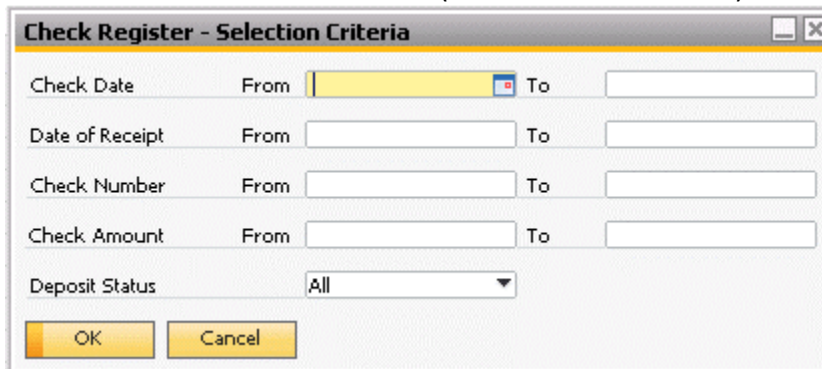
Date	Check	Bank	Branch	Account No.	Customer	Check Amount
1 05/01/2017	1	Citibank	567	67-90887-9999	C30000	265.22 \$

Starting version 9.0, users can cancel the deposit or deposit and incoming payment through the following steps:

1. Go to Check Register within Banking > Incoming Payment:



2. Enter the check selection criteria (leave blank to view all):



3. Right click on the relevant line and select Cancel Deposit and Payment or Cancel Deposit

