

AR.020.060 – CANCELING A PAYMENT

Purpose	<ul style="list-style-type: none"> To cancel a payment. To identify what is deleted when a payment is canceled.
Description	This process involves accessing the payment and using the Delete Deposit function.
Security Role	BOR_AR_APPLY_PMTS
Dependencies/ Constraints	None
Additional Information	<p>To cancel a payment, use the Delete Deposit button on the Regular Deposit – Totals page.</p> <p>When a payment is canceled, all deposit and payment information associated with the payment is deleted.</p>

Procedure

Below are step by step instructions on how to cancel a payment with the Deposit ID 200111659.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Receivable link.
4.	Click the Payments link.
5.	Click the Online Payments link.
6.	Click the Regular Deposit link.
7.	Click the Search button.
8.	Click an entry in the Deposit ID column.
9.	Click the Payments tab.
10.	Click the Totals tab.
11.	Click the Delete Deposit button.
12.	Click the Yes button.
13.	Click the Return to Search button.
14.	Click the Search button.
15.	Notice that the Deposit and payment information no longer appears.