How to Cancel a Deposit Posted in SAP

*Compatible with SAP Business One versions 2007a, 8.80, 8.81, 8.82, 9.1

1. Open the Deposit you wish to reverse

2. Note: Here is the Journal Entry created by posting the Deposit
### Journal Entry

<table>
<thead>
<tr>
<th>#</th>
<th>GL Account Code</th>
<th>GL Account Name</th>
<th>Debit</th>
<th>Credit</th>
<th>Remarks</th>
<th>T1</th>
<th>T2</th>
<th>T3</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11220000-01-001-00</td>
<td>Checking Account (HO, USA, GA)</td>
<td>22,819.11</td>
<td>0.00</td>
<td>Deposit 11220000-01-001-00</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>11300000-01-001-00</td>
<td>Checking Account (HO, USA, GA)</td>
<td>0.00</td>
<td>8,791.31</td>
<td>Deposit 11220000-01-001-00</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>11220000-01-001-00</td>
<td>Cash at Bank - Savings (HO, USA, GA)</td>
<td>22,819.11</td>
<td>0.00</td>
<td>Deposit 11220000-01-001-00</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 22,819.11 $  
**Total:** 22,819.11 $
3. Note: In this example when a new Deposit window is open there are no open checks to be deposited in this example.
4. Use the right click menu option ‘Cancel’ or you choose ‘Cancel’ from the Data drop down menu on the top left of the SAP desk top; the following system message will be displayed:

5. Click yes to continue
6. The system will cancel the deposit and a blank Deposit Find window will be displayed
7. You can validate the Journal Entry by going to Financials Journal Entry window and flipping back the last transactions posted:
8. Note: If you open the Deposit that you canceled will see that journal remark now says Canceled
9. Note: If you open a new Deposit Add window you will see that the checks what were included in the canceled Deposit are now shown open and un-deposited.
10. Finally, in the SAP GL Account for the bank account you will see the original deposit and reversal.

If you wish, these 2 transactions can be reconciled together by using the Internal Reconciliation button the GL Balance window:
Hit the Reconcile button after selecting the documents to reconcile together, their total must equal $0 (see the footer total) in order for the reconciliation to process.
You can see the reconciled transactions by highlighting the deposit and then choosing the right click menu option:

Show applied Transactions