## Exercise 12: Make deposits and perform payment reversals

You will deposit funds into a bank and cancel it by using deposit slips.

### Create a deposit slip

1. Navigate to **Accounts receivable > Payments > Customer payment journal**.
2. Select the **New** button to create a new record.
3. In the **Name** field, select journal name **CustPay**.
4. Select the **Lines** button to access the Journal voucher form.
5. From the Journal voucher form, in the **Account** field, select customer **US-003**.
6. In the **Description** field type **Deposit** to attach information about the transaction.
7. In the **Credit** field, type the deposit amount of **4100**.
8. Place a check mark in the **Use a deposit slip** field.
9. In the **Offset account type** field, note that the **Bank** isselected.
10. In the **Offset account** field, note that **USMF OPER** is selected.
11. In the **Currency** field, note that **USD** is selected.
12. In the **Method of payment** field, **Check** is selected.
13. In the **Payment reference** field, enter a reference for the payment such as **DEP001**.
14. Select the **Post** button.
15. Select **Functions**, and then select **Deposit slip**.
16. In the dialog box, enter today’s date in the **Date** field.
17. Select **OK** to generate the deposit slip.
18. Select **OK** to view the deposit slip.
19. Close all pages

### Cancel a Deposit Slip Payment

1. Navigate to **Cash and bank management > Setup > Cash and bank management parameters.**
2. Expand the **General** FastTab, check that the value of the **Use review process for deposit slip payment cancellations** field is set to **Yes**.
3. Navigate to **Cash and bank management > Payment reversals > Deposit slips**.
4. Select the line with the deposit slip with the amount of **4,100.00** to cancel.
5. Select the **Cancel payment** button.
6. In the **Cancel payment** form, select a reason for cancellation from the **Reason code** list such as **ERROR**.
7. Accept the default value or modify the value in the **Reason comment** field.
8. In the **Journal name** field select **DepRev.**
9. Note that If you would have selected **OK** withoutspecifying a journal name**,** you would have posted the cancellation immediately, but since you specified a Journal name, and then select **OK** Dynamics 365 Finance will send the cancellation for review.
10. Navigate to **Cash and bank management > Payment Reversal approvals > Deposit slip payment reversal**
11. Select the journaland select **Post > Post** to complete the deposit slip reversal.