

# TRAMS BACK OFFICE

## *Tip of the month*

*Efficiency rules! Trams Back Office is rich with functionality to assist with making every work hour a productive hour. Perhaps there are more features that you may not yet be aware of that can improve efficiencies? Tip of the month is a series designed to open new doors that could just make that work hour even more productive!*

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*Problem:*

I forgot to change my bank account when I entered a payment received. So I queried the payment but the bank account is dimmed, I am not allowed to change it. So I voided the payment and now I have to re-enter everything all over again.

*Solution:*

Reapply Payments!! It works with all types of payments too (received, made, deposits and withdrawals).

No need to re-enter information into the payment, just follow these steps:

1. Query the payment
2. Right click on the payment
3. Select re-apply payment

Now watch what happens:

1. The previous payment is voided

2. A new payment screen is presented

3. But even better! All of the data from the voided payment is re-inserted into the new payment automatically and ANY of the information can be changed before saving the payment.

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