

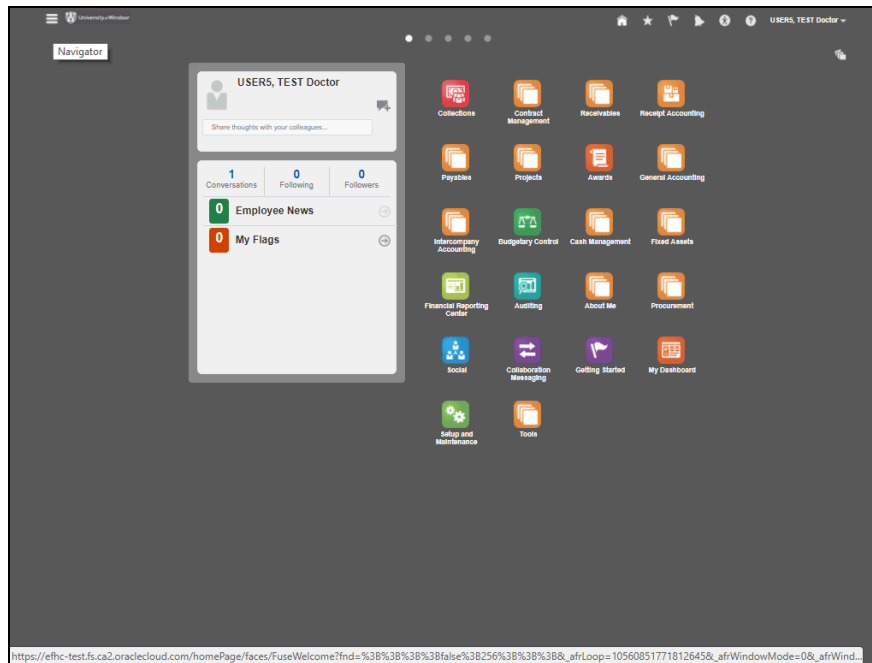
AR 16: Reverse a receipt (Canadian dollars)

Created on 3/2/2018

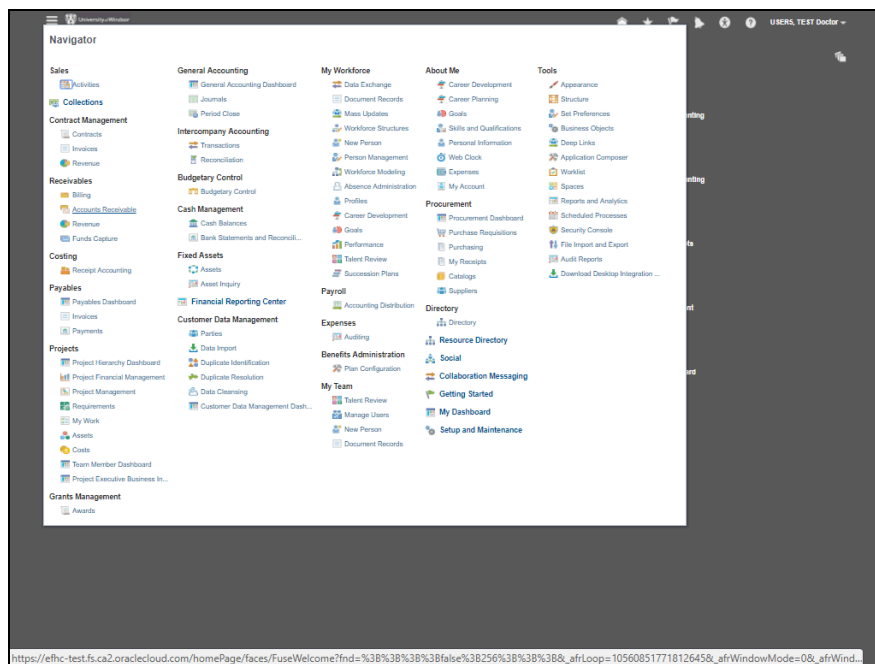
AR 16: Reverse a receipt (Canadian dollars)

Procedure

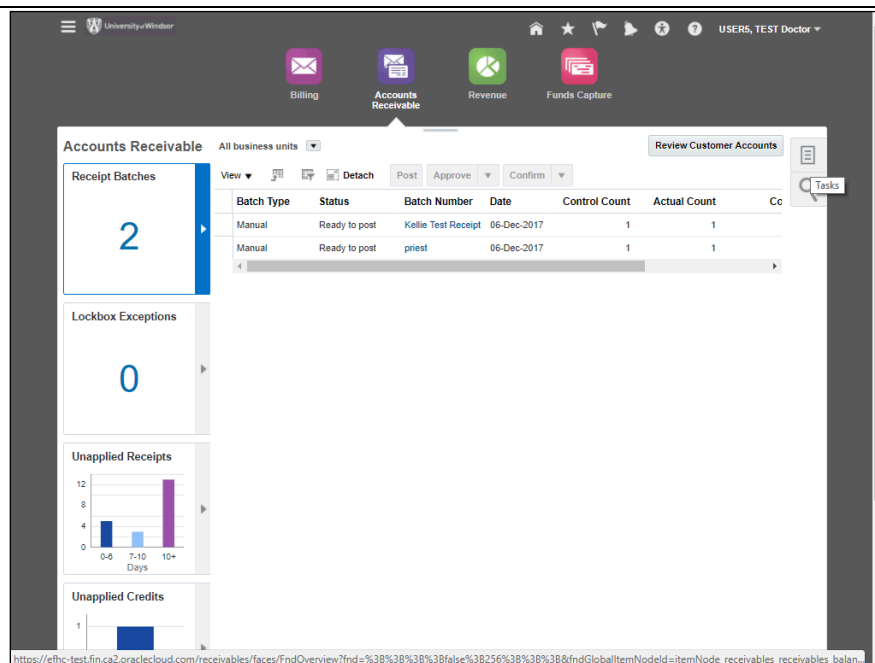
This User Guide outlines the steps required to reverse a receipt (Canadian dollars).



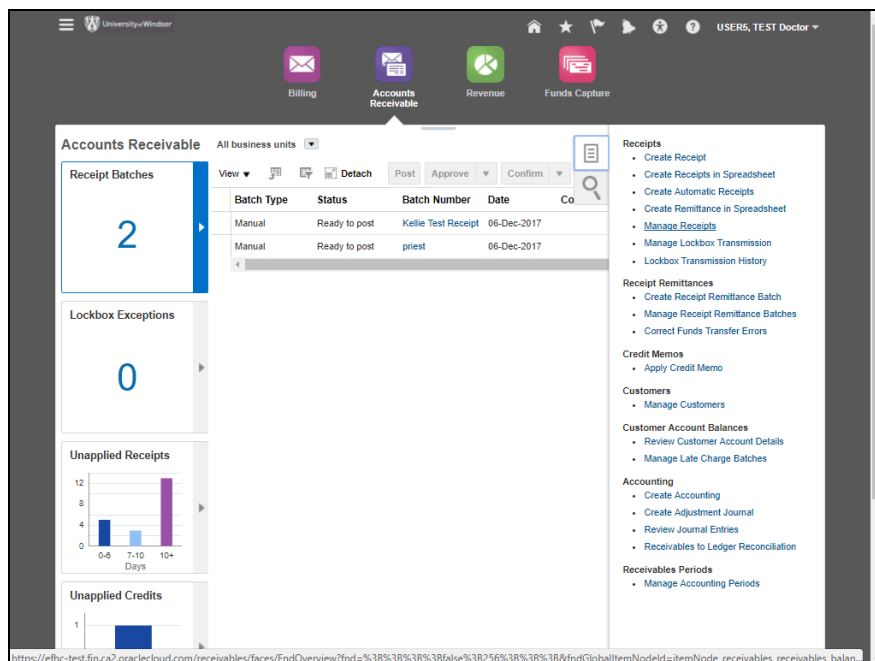
Step	Action
1.	Click the Navigator button. 



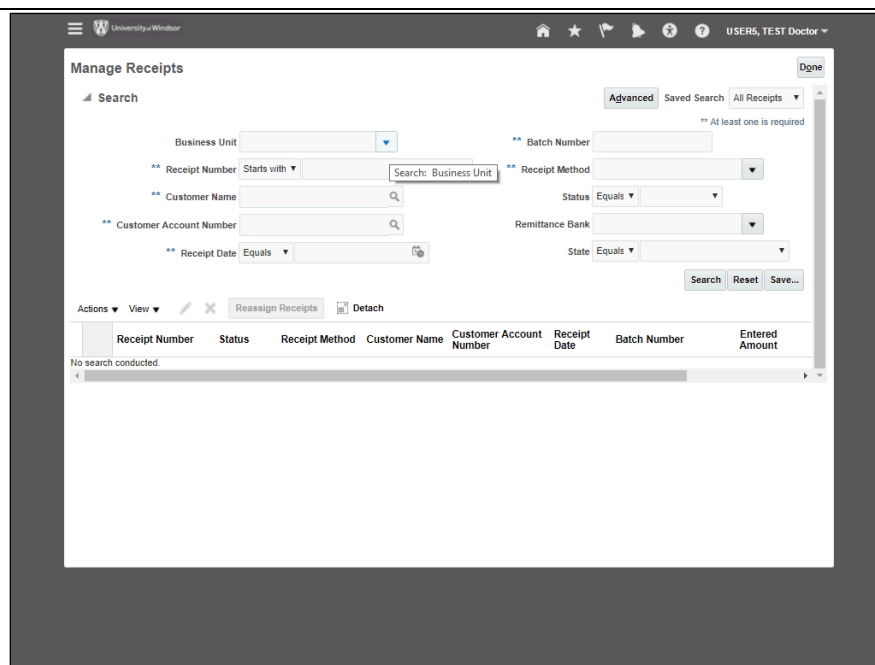
Step	Action
2.	Click the Accounts Receivable link. Accounts Receivable



Step	Action
3.	Click the Task button. 



Step	Action
4.	Click the Manage Receipts link. Manage Receipts



Step	Action
5.	Click the Business Unit drop-down button. Select the appropriate option from the drop-down list.

Step	Action
6.	Click in the Receipt Number field. Enter the required receipt number in the Receipt Number field.

Step	Action
7.	Click the Search button. Search

Receipt Number	Status	Receipt Method	Customer Name	Customer Account Number	Receipt Date	Batch Number	Entered Amount
1	Remitted	Cash Receipts	MARE NOSTRUM	300137	23-Nov-2017		10.00 CAD
1	Reversed	Cheque			06-Dec-2017		1.00 CAD
1	Remitted	Cheque	MARE NOSTRUM	300137	06-Dec-2017		100.00 CAD
123	Remitted	Cheque			05-Dec-2017		500.00 CAD
123	Remitted	Cash Receipts			04-Dec-2017		1,660.00 CAD
123	Remitted	Cash Receipts			06-Dec-2017	Helen test	500.00 CAD
123	Reversed	Cash Receipts			06-Dec-2017		1,000.00 CAD
1234	Remitted	Cheque			06-Dec-2017		100.00 CAD
1234	Remitted	Cheque	MARE NOSTRUM	300137	06-Dec-2017	pinky test	500.00 CAD
12345	Remitted	Cash Receipts	CUPE Local 1001	300024	06-Dec-2017		552.00 CAD
12345	Remitted	Cheque	CHORNEY VIS	300048	23-Nov-2017		1,000.00 CAD
123456	Remitted	Cheque	CHORNEY VIS	300048	23-Nov-2017		80.00 CAD
1858	Remitted	Cheque	MARE NOSTRUM	300137	06-Dec-2017		400.00 CAD

Step	Action
8.	Click the appropriate Receipt Number .

Application Type	Application Reference	Amount Due	Applied Amount	Discount	Exception Reason	Appl
Transaction	10005	30.00 CAD	70.00	0.00		06-Dec-

Step	Action
9.	Click the Actions drop-down button.

Edit Receipt: 1

Receipt Information | Show More

Status: Remitted
Business Unit: UW BU
Receipt Type: Standard
Receipt Method: Cheque
Receipt Number: 1
Receivables Specialist: [Dropdown]
Attachments: None

Customer Account Number: 300137
Customer Name: MARE NOSTRUM
Customer Site: [Dropdown]
Receipt Date: 06-Dec-2017
Accounting Date: 06-Dec-2017
Comments: [Text Area]

Actions | Save | Save and Close | Cancel

- Reverse
- Delete
- Post to Ledger
- Account in Draft
- View Accounting

Additional Information

Receipt Details 30.00 CAD

Application | History | Activity

Application Type: Transaction 10005
Amount Due: 30.00 CAD
Applied Amount: 70.00
Discount: 0.00
Exception Reason: 06-Dec-

Transaction 10005: Details

Days Late: -10
Transaction Type: Operations Invoice
Billing Number: [Text Area]

Amount Applied Base: 70.00
Allocated Receipt Amount Base: 70.00
Balance Due Base: 30.00
Maximum Discount: 0.00

Document Number: [Text Area]
Cross-Currency Rate: [Text Area]
Exchange Gain or Loss: 0.00

Step	Action
10.	Select the Reverse option from the drop-down list.

Edit Receipt: 1

Reverse Receipt

* Date: 12-Dec-2017
* Accounting Date: 12-Dec-2017
* Category: [Dropdown]
* Reason: [Dropdown]
Comments: [Text Area]

☐ Debit memo reversal
Context Value: [Dropdown]

Type: [Dropdown]
Distribution: [Text Area]

Reverse | Cancel

Step	Action
11.	Click the Category drop-down button. Select the appropriate option from the drop-down list.

Step	Action
12.	Click the Reason drop-down button. Select the appropriate option from the drop-down list.

Step	Action
13.	Click the Reverse button. Reverse

Edit Receipt: 1

Actions: Save, Save and Close, Cancel

Receipt Information | Show More

Status: Reversed
Business Unit: UW BU
Receipt Type: Standard
Receipt Method: Cheque
Receipt Number: 1
Receivables Specialist: [Dropdown]
Attachments: None

Customer Account Number: 300137
Customer Name: MARE NOSTRUM
Customer Site: [Dropdown]
Receipt Date: 06-Dec-2017
Accounting Date: 06-Dec-2017
Comments: [Text Area]

Currency: CAD
Entered Amount: 100.00
Accounted Amount: 100.00
Total Applied Amount: 0.00
On-Account Amount: 0.00
Unapplied Amount: 0.00
Exchange Gain or Loss: 0.00

Additional Information

Receipt Details 0.00 CAD

Application | History | Activity

Actions: View, Detach

Application Type	Application Reference	Amount Due	Applied Amount	Discount	Exception Reason	Applied
No data to display.						

Step	Action
14.	Click the Save button.

Edit Receipt: 1

Actions: Save, Save and Close, Cancel

Receipt Information | Show More

Status: Reversed
Business Unit: UW BU
Receipt Type: Standard
Receipt Method: Cheque
Receipt Number: 1
Receivables Specialist: [Dropdown]
Attachments: None

Customer Account Number: 300137
Customer Name: MARE NOSTRUM
Customer Site: [Dropdown]
Receipt Date: 06-Dec-2017
Accounting Date: 06-Dec-2017
Comments: [Text Area]

Currency: CAD
Entered Amount: 100.00
Accounted Amount: 100.00
Total Applied Amount: 0.00
On-Account Amount: 0.00
Unapplied Amount: 0.00
Exchange Gain or Loss: 0.00

Additional Information

Receipt Details 0.00 CAD

Application | History | Activity

Actions: View, Detach

Application Type	Application Reference	Amount Due	Applied Amount	Discount	Exception Reason	Applied
No data to display.						

Step	Action
15.	End of Procedure.

