AR 16: Reverse a receipt (Canadian dollars)

Created on 3/2/2018

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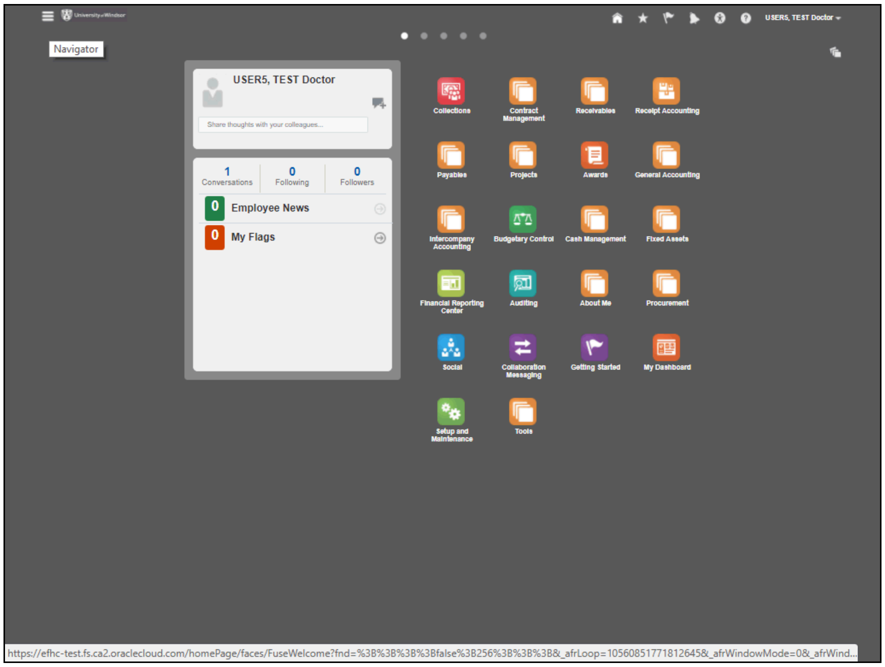
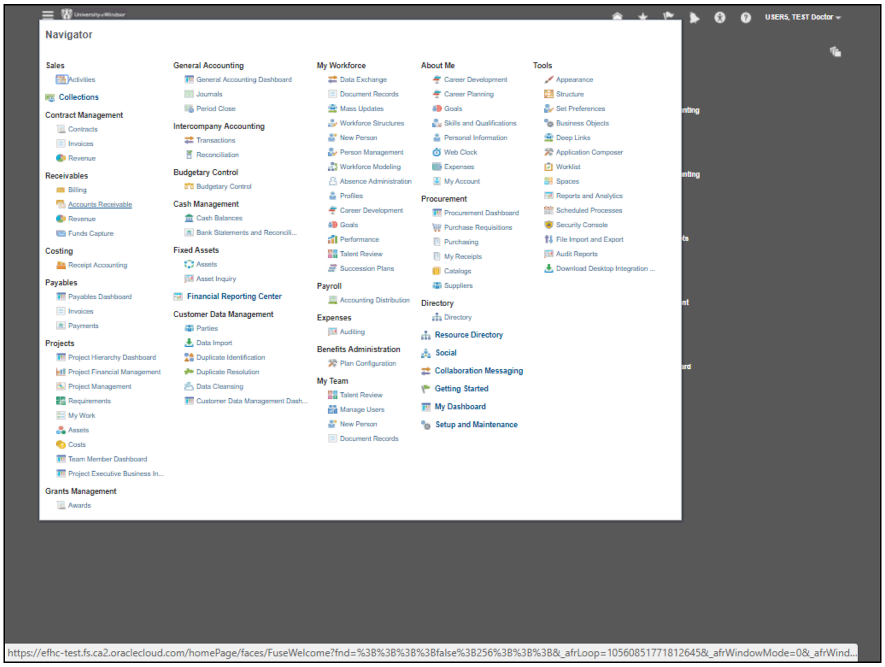
Procedure

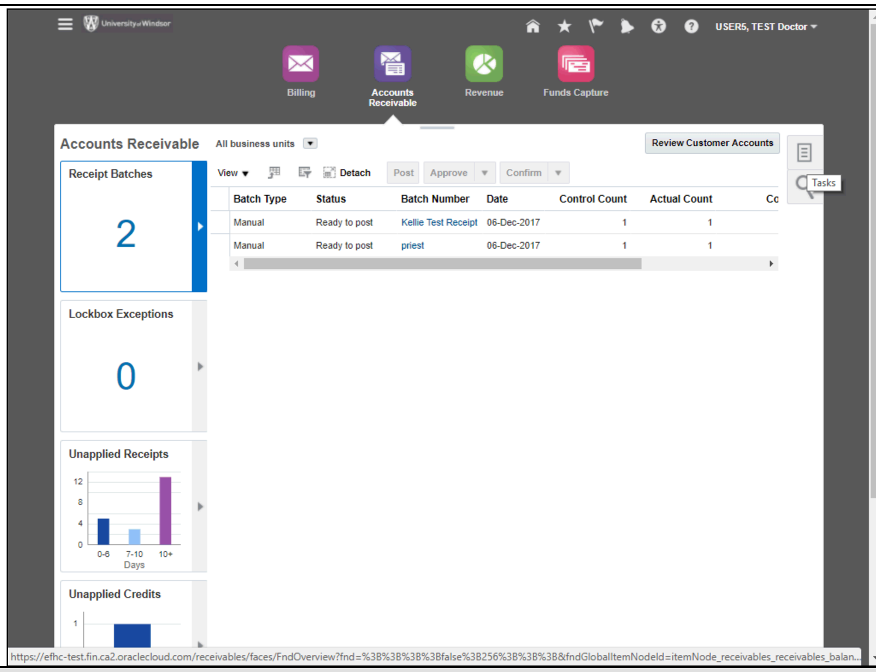
This User Guide outlines the steps required to reverse a receipt (Canadian dollars).



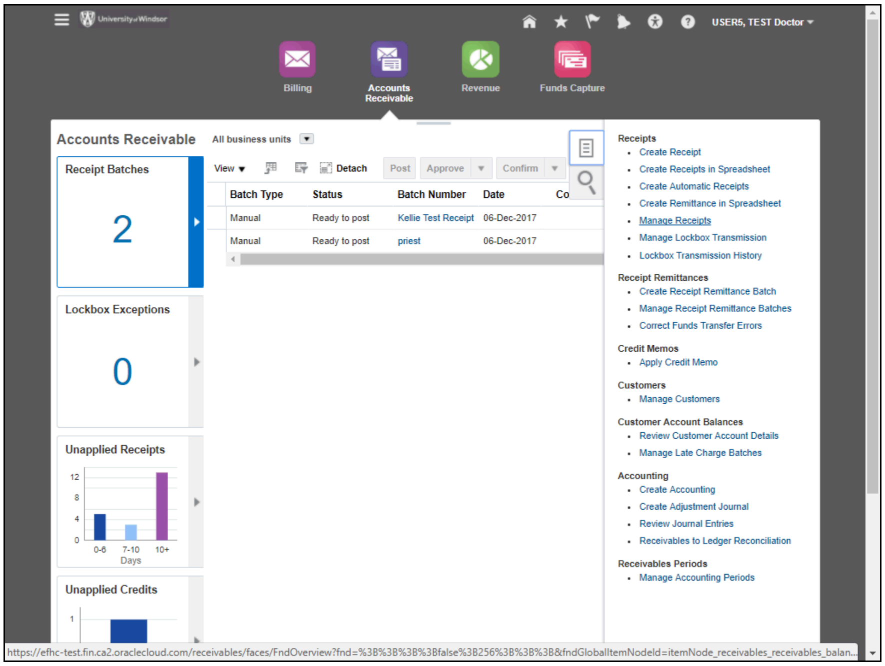
Step	Action
1.	Click the **Navigator** button. 



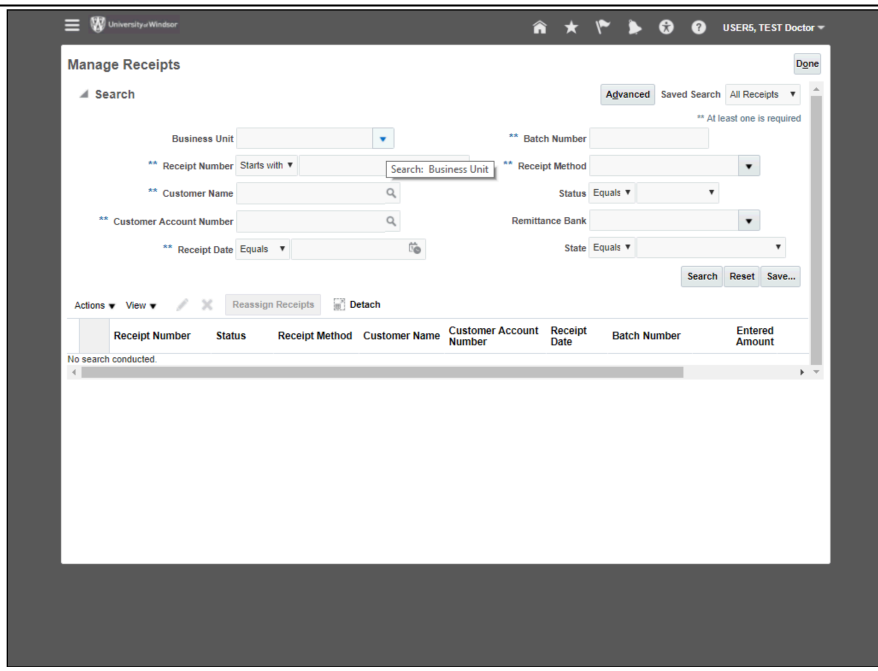
Step	Action
2.	Click the **Accounts Receivable** link. Accounts Receivable



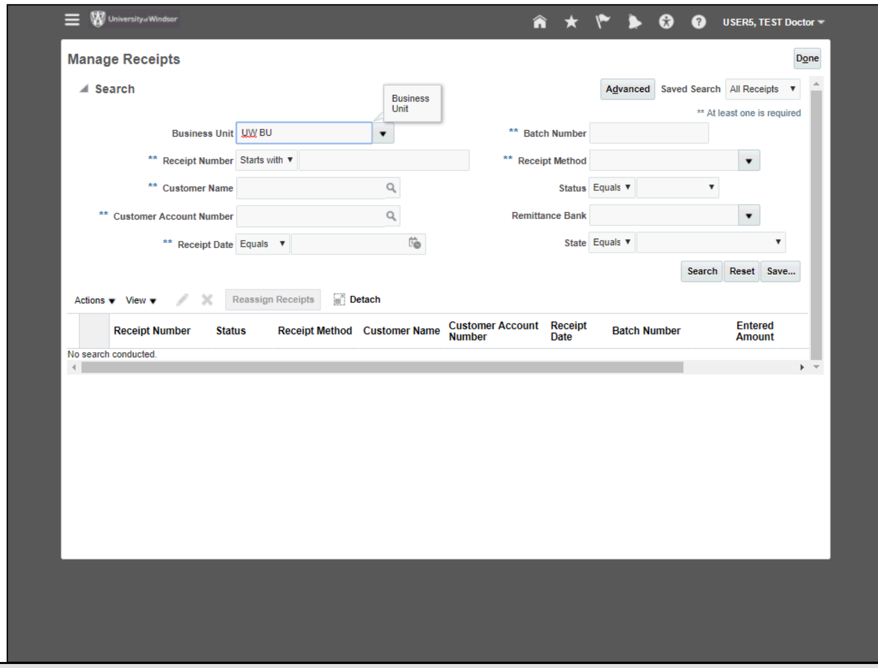
Step	Action
3.	Click the **Task** button. 



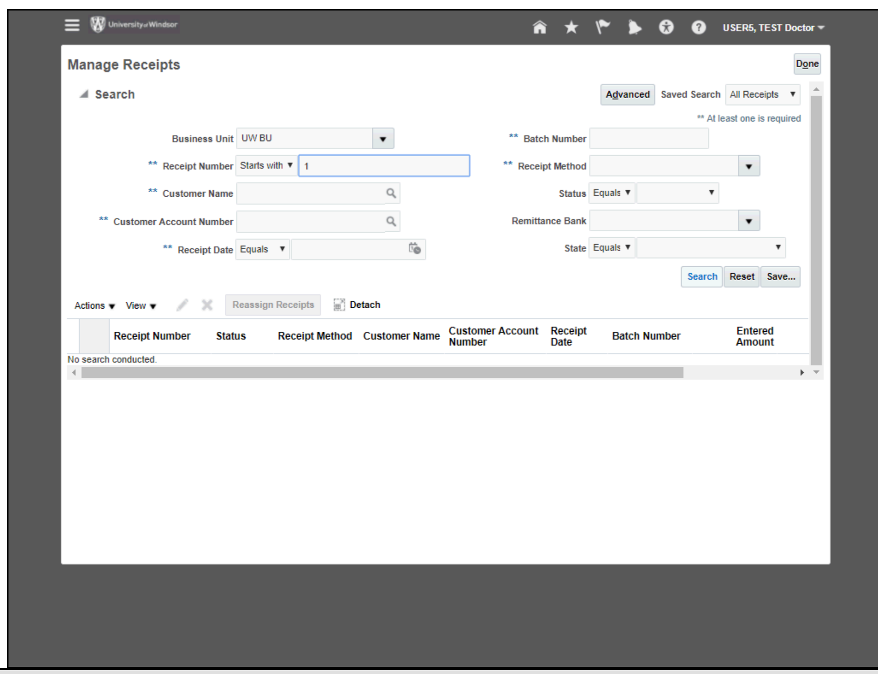
Step	Action
4.	Click the **Manage Receipts** link. Manage Receipts



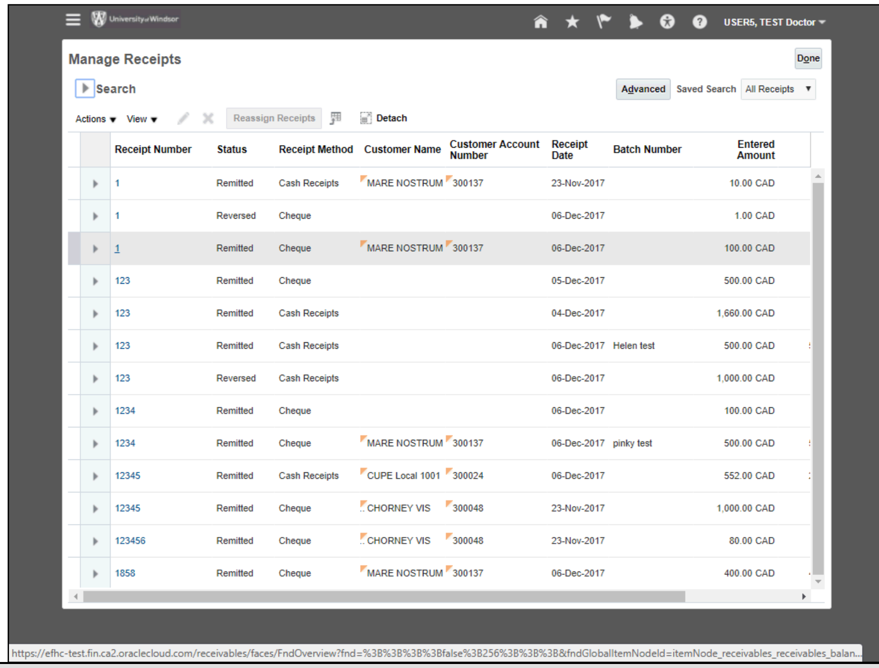
Step	Action
5.	Click the **Business Unit** drop-down button. Select the appropriate option from the drop-down list.



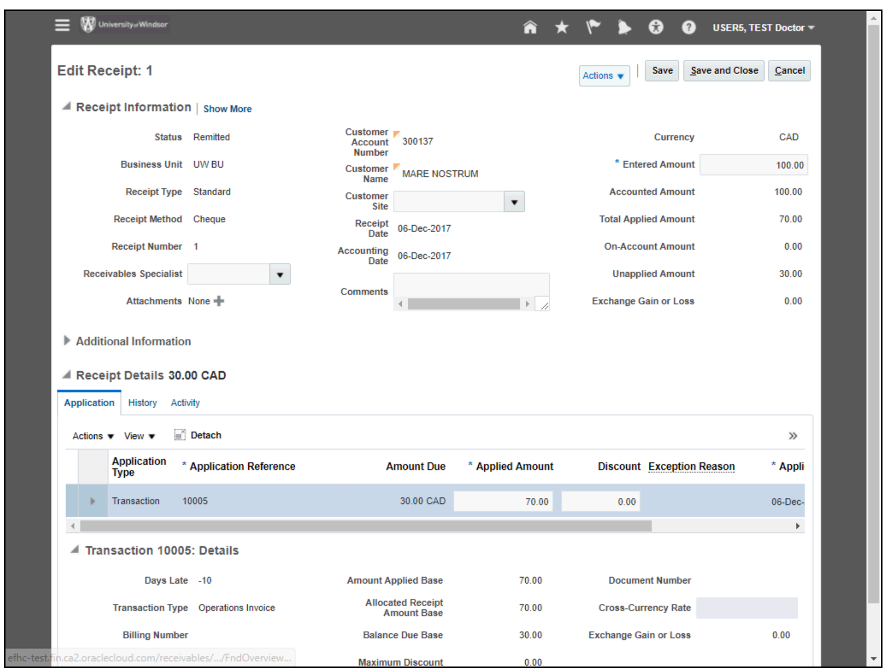
Step	Action
6.	Click in the **Receipt Number** field. Enter the required receipt number in the **Receipt Number** field.



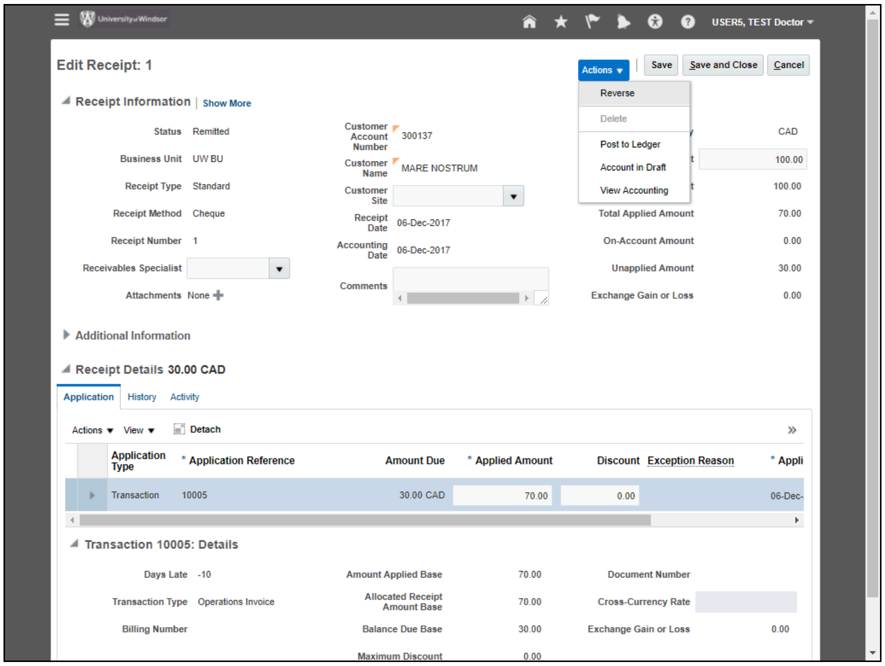
Step	Action
7.	Click the **Search** button. Search



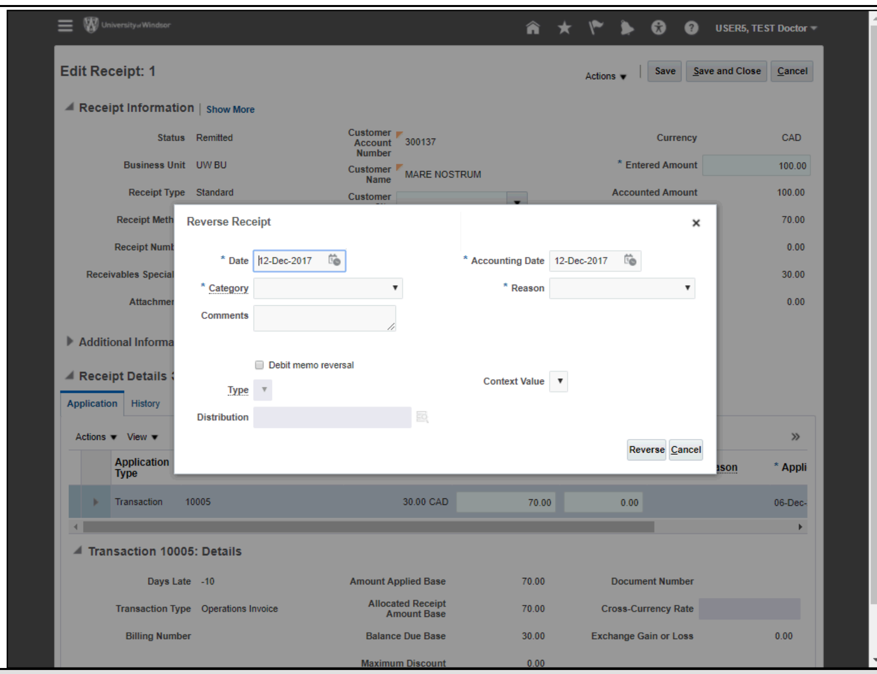
Step	Action
8.	Click the appropriate **Receipt Number**.



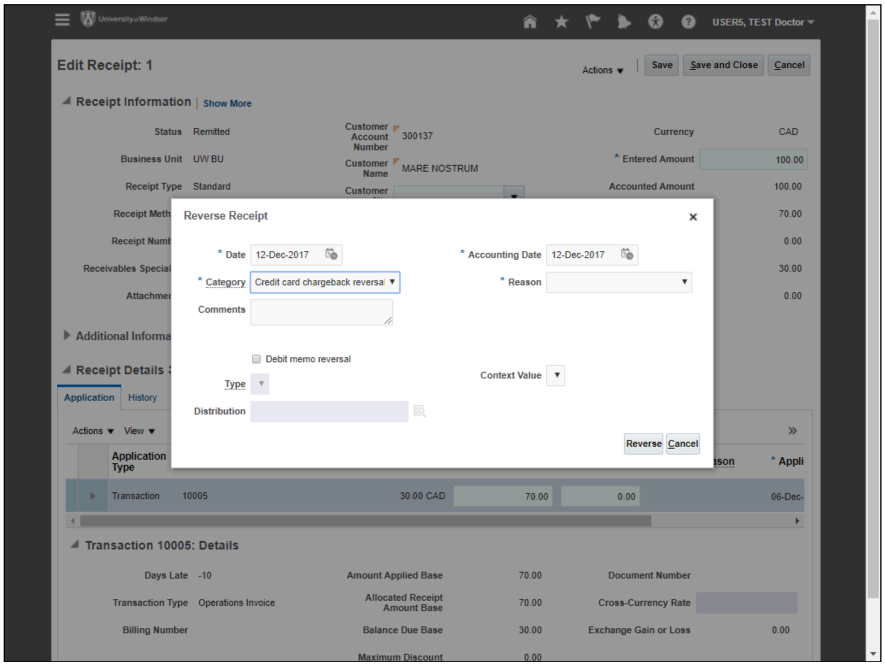
Step	Action
9.	Click the **Actions** drop-down button. 



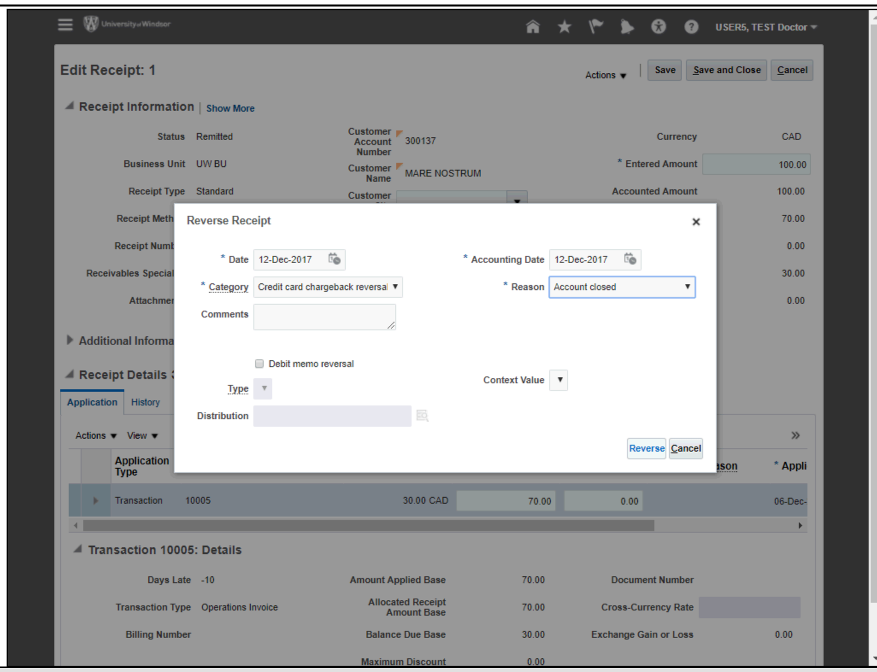
Step	Action
10.	Select the **Reverse** option from the drop-down list.



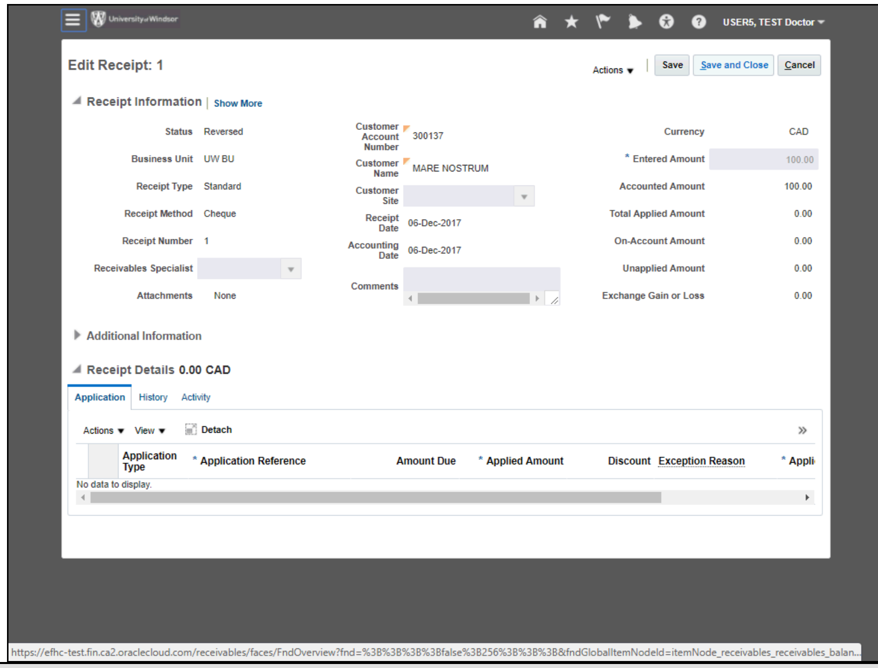
Step	Action
11.	Click the **Category** drop-down button. Select the appropriate option from the drop-down list.



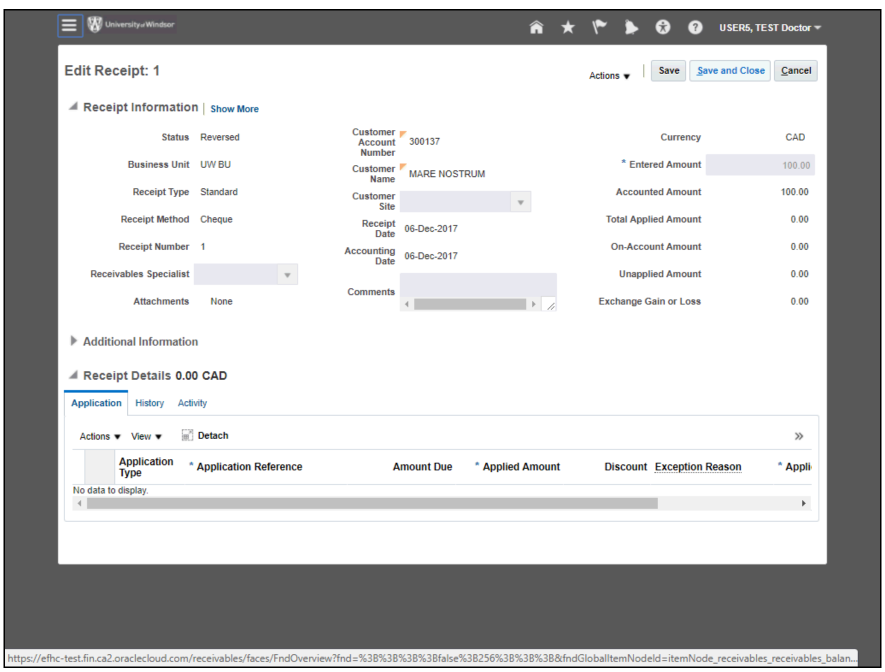
Step	Action
12.	Click the **Reason** drop-down button. Select the appropriate option from the drop-down list.



Step	Action
13.	Click the **Reverse** button. Reverse



Step	Action
14.	Click the **Save** button. Save



Step	Action
15.	**End of Procedure.**