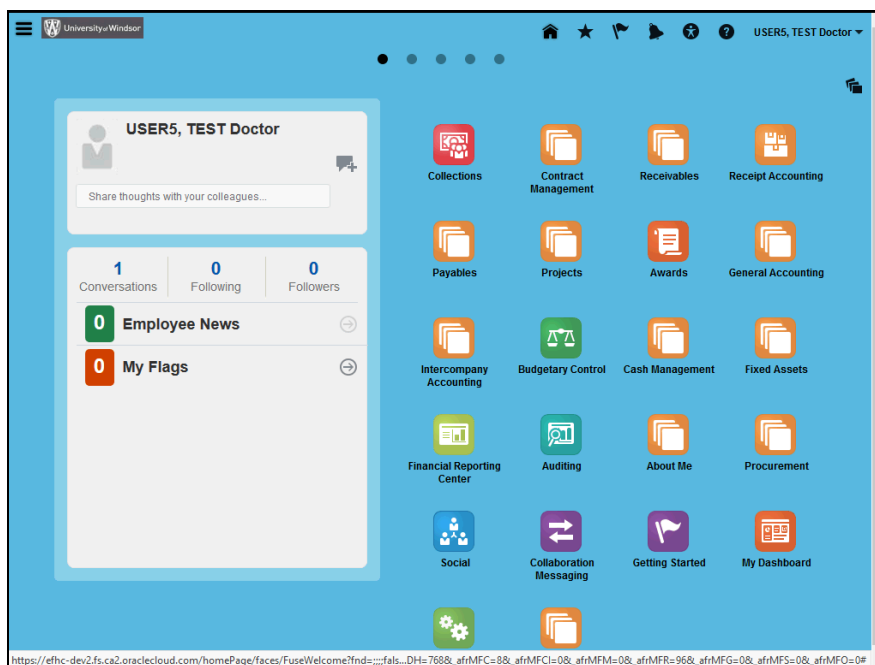



AR 17: Reverse a receipt (US dollars)
Created on 3/5/2018

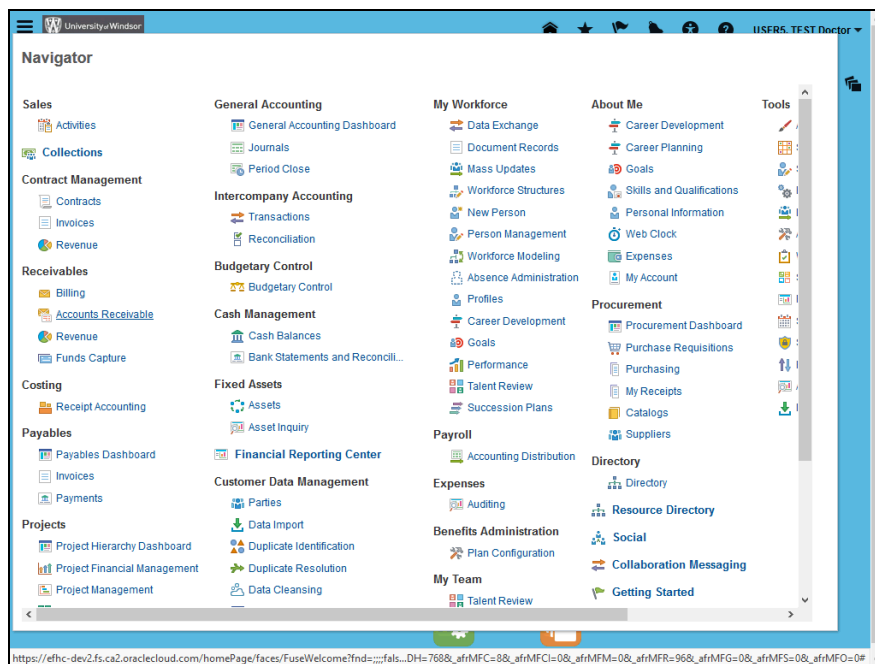
AR 17: Reverse a receipt (US dollars)

Procedure

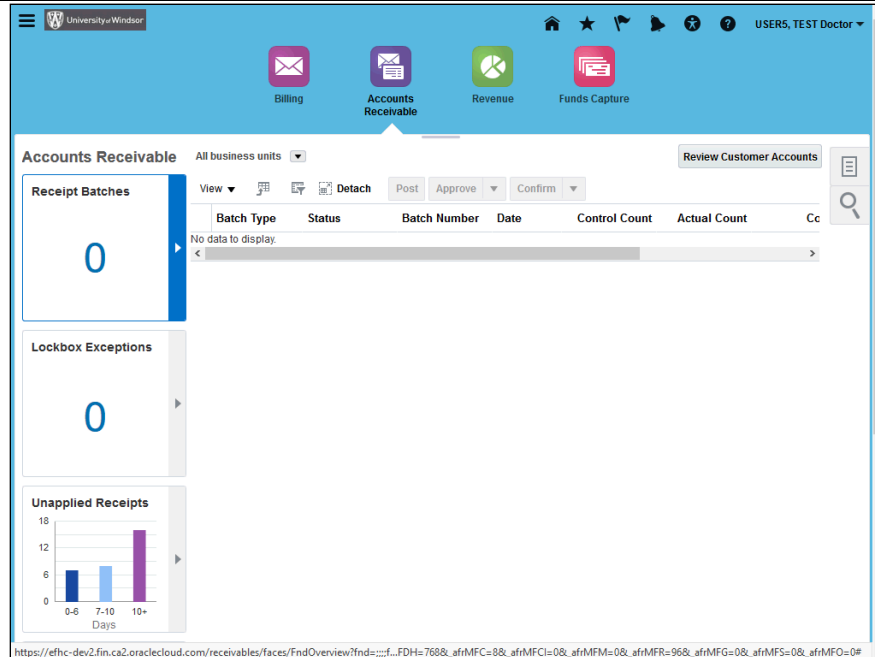
This User Guide outlines the steps required to reverse a receipt (US dollars).




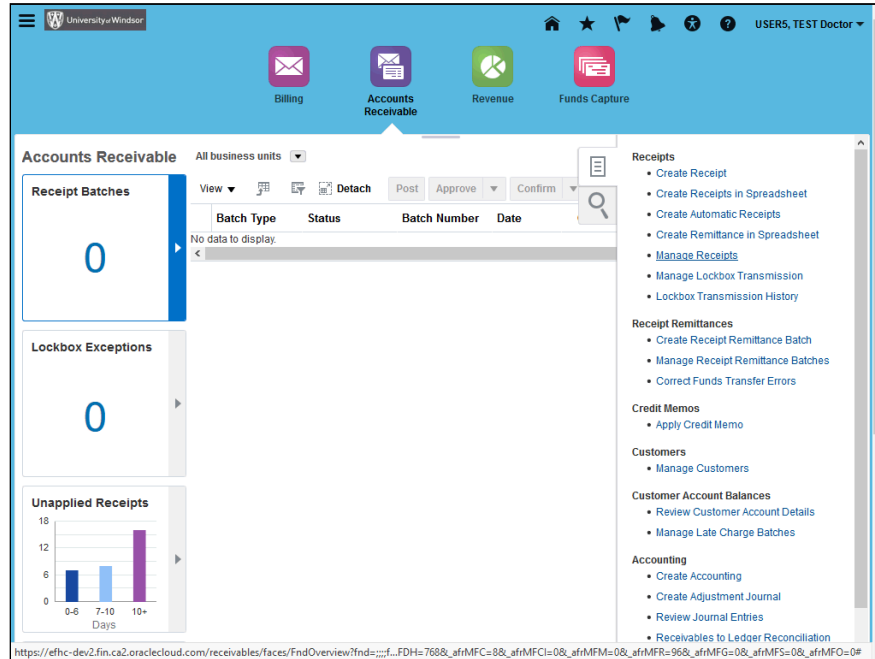
Step	Action
1.	Click the Navigator button. 



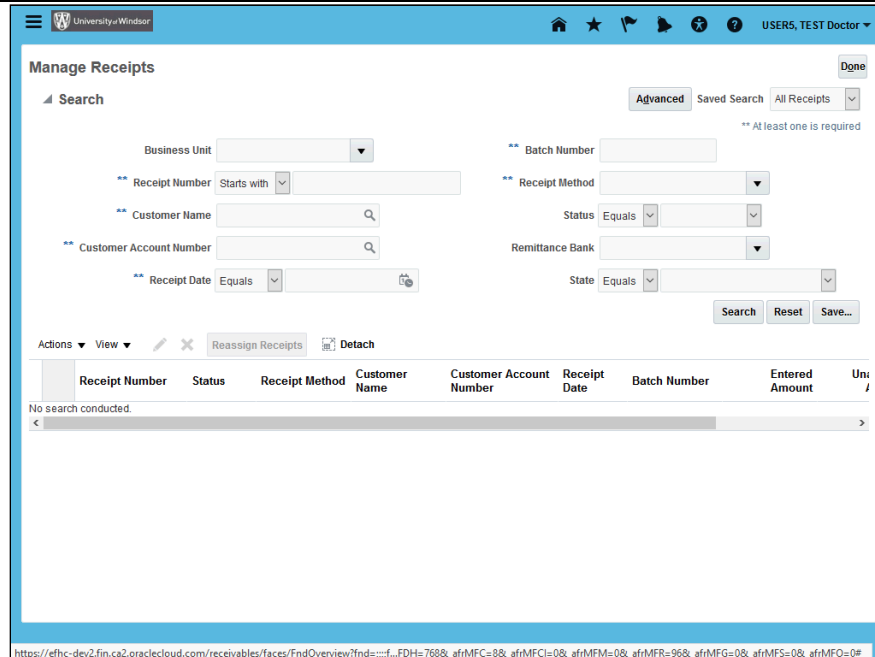
Step	Action
2.	Click the Accounts Receivable link. Accounts Receivable



Step	Action
3.	Click the Tasks button. 



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



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

The screenshot shows the 'Manage Receipts' interface. At the top, there's a header with 'University of Windsor' and user information 'USERS, TEST Doctor'. Below this is a 'Search' section with various filters. The 'Receipt Number' filter is set to 'Starts with #101010'. Other filters include 'Batch Number', 'Receipt Method', 'Status', 'Remittance Bank', and 'State'. A 'Search' button is located at the bottom right of the search filters. Below the search filters is a table with columns: Receipt Number, Status, Receipt Method, Customer Name, Customer Account Number, Receipt Date, Batch Number, Entered Amount, and Unit. The table currently shows 'No search conducted.'

Step	Action
6.	Click the Search button. Search

The screenshot shows the 'Manage Receipts' interface after a search. The table now displays one result. The columns are: Receipt Number, Status, Receipt Method, Customer Name, Customer Account Number, Receipt Date, Batch Number, Entered Amount, and Unit. The data row shows: #101010, Remitted, Cash Receipts, MARE NOSTRUM, 300137, 15-Dec-20..., 100.00 USN, and 100.

Step	Action
7.	Click the appropriate Receipt Number .

Edit Receipt: #101010

Receipt Information | Show More

Status: Remitted
Business Unit: UW BU
Receipt Type: Standard
Receipt Method: Cash Receipts
Receipt Number: #101010
Receivables Specialist: [Dropdown]
Attachments: None

Customer Account Number: 300137
Customer Name: MARE NOSTRUM
Customer Site: [Dropdown]
Receipt Date: 15-Dec-2017
Accounting Date: 15-Dec-2017
Comments: [Text Area]

Currency: USN
Entered Amount: 100.00
Accounted Amount: 122.00 CAD
Total Applied Amount: 0.00 USN
On-Account Amount: 0.00 USN
Unapplied Amount: 100.00 USN
Exchange Gain or Loss: 0.00 CAD

Additional Information

Receipt Details 100.00 USN

Application | History | Activity

Actions: View, Detach, Add Application, Unapply Application, Add Open Receivables, View Remittance Reference Detail, View Exception Trends

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

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

Edit Receipt: #101010

Receipt Information | Show More

Status: Remitted
Business Unit: UW BU
Receipt Type: Standard
Receipt Method: Cash Receipts
Receipt Number: #101010
Receivables Specialist: [Dropdown]
Attachments: None

Customer Account Number: 300137
Customer Name: MARE NOSTRUM
Customer Site: [Dropdown]
Receipt Date: 15-Dec-2017
Accounting Date: 15-Dec-2017
Comments: [Text Area]

Currency: USN
Entered Amount: 100.00
Accounted Amount: 122.00 CAD
Total Applied Amount: 0.00 USN
On-Account Amount: 0.00 USN
Unapplied Amount: 100.00 USN
Exchange Gain or Loss: 0.00 CAD

Additional Information

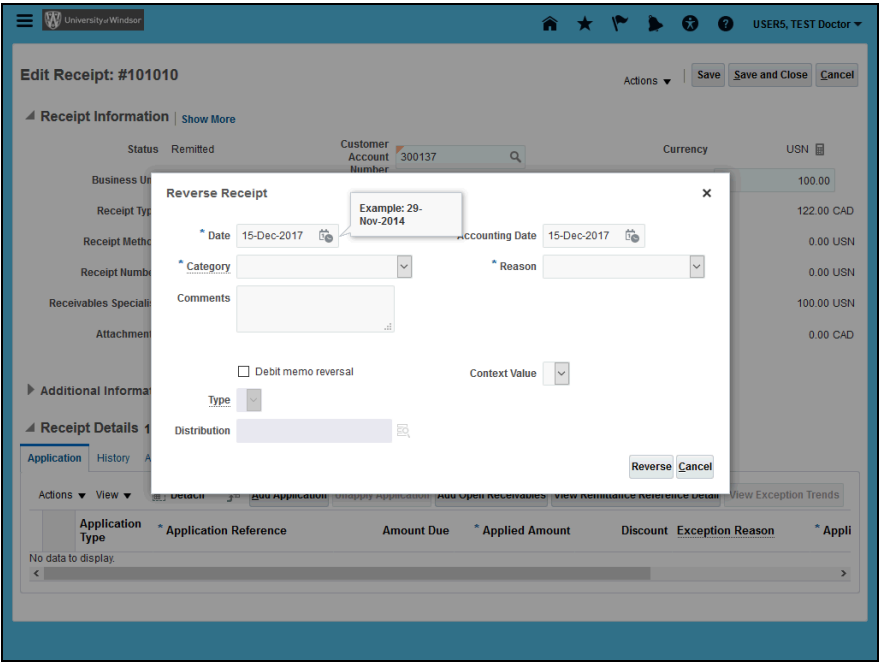
Receipt Details 100.00 USN

Application | History | Activity

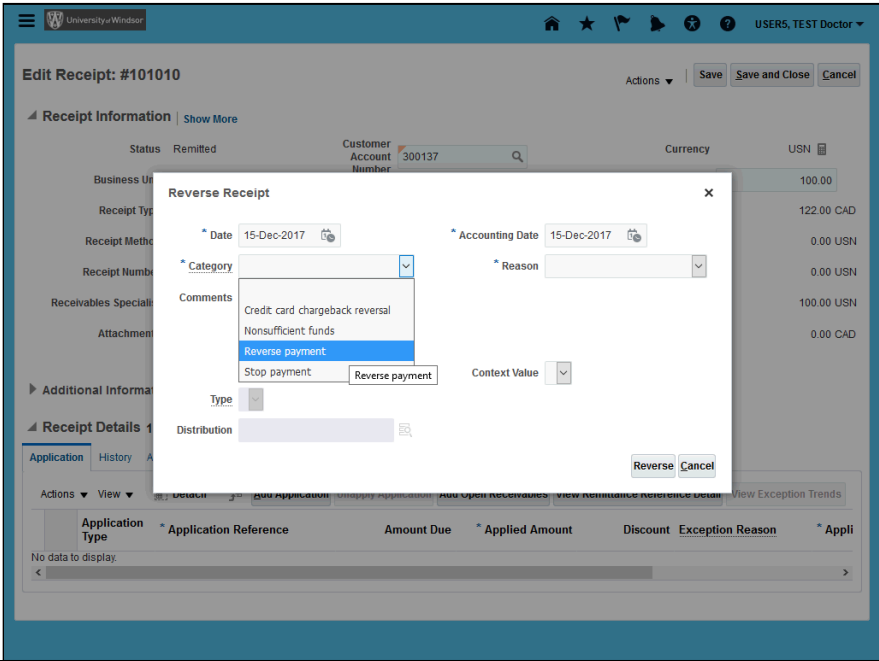
Actions: View, Detach, Add Application, Unapply Application, Add Open Receivables, View Remittance Reference Detail, View Exception Trends

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

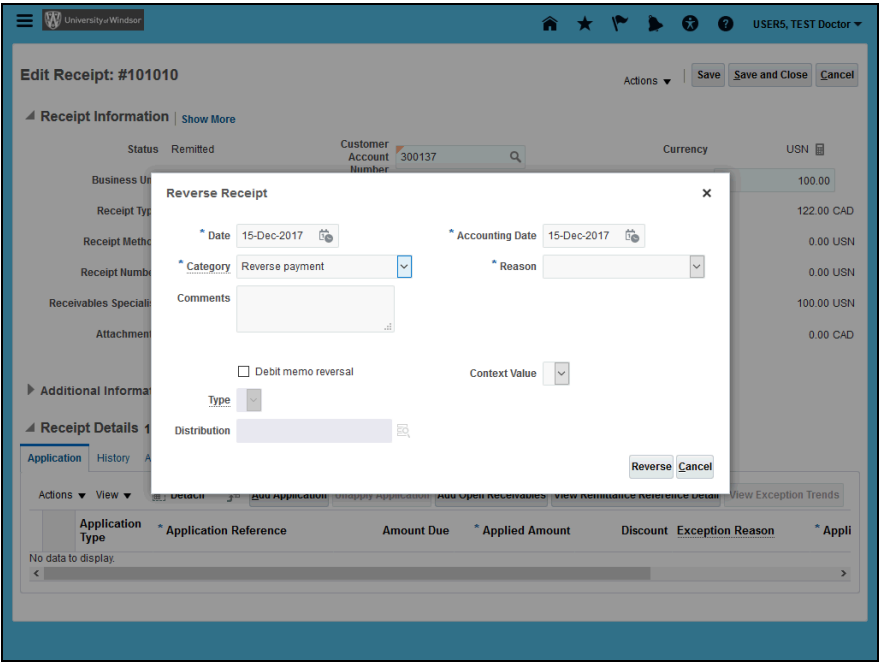
Step	Action
9.	Select the Reverse option from the drop-down list.




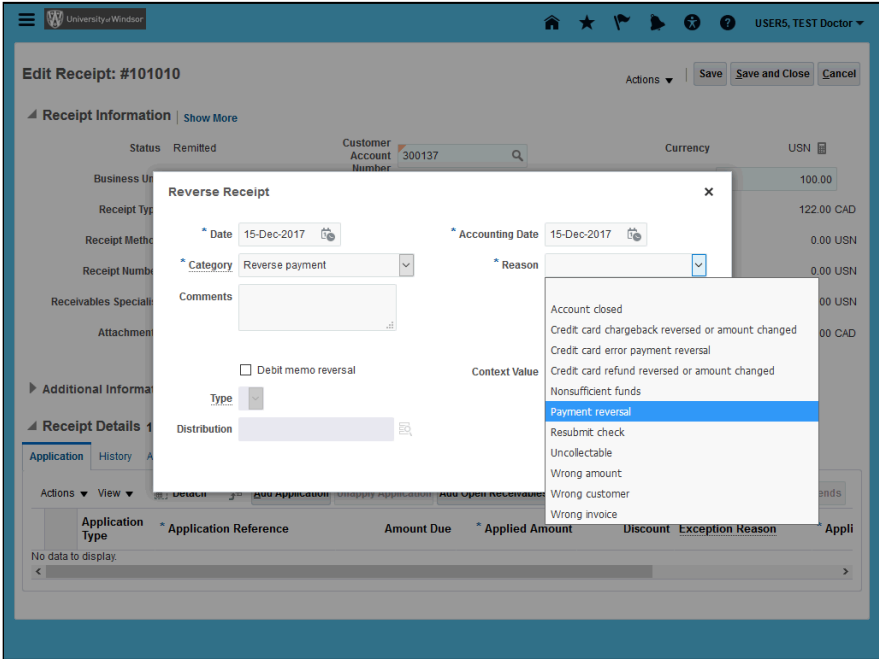
Step	Action
10.	Click the Category drop-down button.



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



Step	Action
12.	Click the Reason drop-down button. 



Step	Action
13.	Select the appropriate option from the drop-down list.

Step	Action
14.	Click the Reverse button. Reverse

Step	Action
15.	Click the Save button. Save

Edit Receipt: #101010

Actions: Save, Save and Close, Cancel

Receipt Information [Show More](#)

Status	Reversed	Customer Account Number	300137	Currency	USD
Business Unit	UW BU	Customer Name	MARE NOSTRUM	Entered Amount	100.00
Receipt Type	Standard	Customer Site		Accounted Amount	122.00 CAD
Receipt Method	Cash Receipts	Receipt Date	15-Dec-2017	Total Applied Amount	0.00 USD
Receipt Number	#101010	Accounting Date	15-Dec-2017	On-Account Amount	0.00 USD
Receivables Specialist		Comments		Unapplied Amount	0.00 USD
Attachments	None			Exchange Gain or Loss	0.00 CAD

Additional Information

Receipt Details 0.00 USD

Application History Activity

Actions: View, Detach, Add Application, Unapply Application, Add Open Receivables, View Remittance Reference Detail, View Exception Trends

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

Step	Action
16.	End of Procedure.