

cash·book

Reversals

Products: Cashbook Web UIs

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Reversals Security

Select the following security in Bank Services:

- AR Customer Receipts
- AP Payments
- Bank Entries

In CB Security Groups Select Reverse Cheques and Deposits

Reverse CB Only – Click Here for More Info

The screenshot shows the 'Security Groups' configuration page in Sage 300cloud. The left panel is for the 'Bank Services' application, and the right panel is for the 'Cashbook' application. In the 'Bank Services' panel, the following options are highlighted with green boxes: 'Reverse Customer Receipts', 'Reverse Payments', and 'Reverse Bank Entries'. In the 'Cashbook' panel, the following options are highlighted with green boxes: 'Reverse Cheques and Deposits' and 'Reverse C/B Only'. The 'Reverse C/B Only' option is also highlighted with a callout box that says 'Reverse CB Only – Click Here for More Info'. The 'Cashbook' application dropdown is highlighted with a yellow box. The interface includes a navigation sidebar on the left, a top navigation bar, and a right sidebar with utility icons. At the bottom right, there are 'Delete' and 'Save' buttons.

Select Reversals

The screenshot displays the Sage 300 C/B Bank Reconciliation interface. At the top, the Sage 300 logo is on the left, and session information (Nov 03, 2021) and user details (Administrator, SAMLTD) are on the right. The main header shows 'C/B Bank Reconciliation' with sub-headers for 'Reconcile Cashb...', 'Bank Summary', and 'Transaction Enqu...'. Below this, the 'Bank Code' is set to 'SEATAC' and the 'Bank Name' is 'Seattle Tacoma Bank'. A 'Bank Totals' box shows a balance forward (BF) of -2,108.70, a current forward (CF) of 133,582.43, and a balance backward (BK) of -2,108.70. The main table lists transactions with columns for 'M.', 'Ref/Chq Number', 'Description', 'Amount', 'Status Description', 'Comments', and 'Details'. A context menu is open over the table, with 'Reverse Range' highlighted. Callouts point to 'Reverse Current Entry' and 'Reverse Range of Entries'. At the bottom, there are radio buttons for 'Cashbook' (selected), 'Bank Statement', and 'History', along with 'Print', 'Close Bank', and 'Close' buttons.

M.	Ref/Chq Number	Description	Amount	Status Description	Comments	Details
	INT000000002	0.00	(RX) Matched Amount	/
	348883	... Healing of Ottawa	-150.00	0.00	(RX) More than One A...	/
	348887	... Weekly News	-55.00	0.00	(RX) Exact Match	/
	DP0016102010	... deposits	...	0.00	(RX) Multiple Match in ...	/
	348884	... tationers	...	0.00	(RX) Exact Match	/
	348885	... one Company	-272.55	0.00	(RX) Exact Match	/
	348889	... phen Kershaw	-150.00	0.00	(RX) More than One A...	/
	348914A	... uryard	655.00	0.00	(RX) Multiple Match in ...	/
	DP0019102010	... aneous Cash sales	4,520.00	0.00	(RX) Matched Amount	/
	DP0020102010	... ansfer from Pine Supply ...	7,250.00	0.00	(RX) More than One A...	/

Reversals – Normal Entries

Reverse Entry - Seattle Tacoma Bank

Reference: 112921 Date: 8/14/2020 Fiscal Year/FiscalPeriod: 2020 - 08

Misc Code: 4540 Leon Industries

Reversal Date: 8/15/2020 Year/Period: 2020 - 8

Reversal Reason: Check Returned

Reverse CB Only

Ensure the Reversal Date and Period are correct. Entering a **different** reversal date will cause the reversal to be displayed separately to the original entry. If you want to see both reversals together ensure you have entered the correct display **Date Range** in you **Bank Reconciliation** and **Cashbook Reports**

Required Field

Toggle on to ignore the AR/AP leg.

The following errors will require this to be selected:
Error Reversing Entry - Deposit/Single Reference entries
Cannot find Serial Number XXX - Normal entries sent to or retrieved from AR/AP

Causes for this error can be:

- AR/AP Bank code was changed
- Entry has been cleared in AR/AP
- Entry has been cleared in Bank Services

Reverse **View Entry** Close

Drill down to transaction details to confirm reversal has been selected correctly

Reversals – Deposits/Single Reference

Session Date: Aug 11, 2020 Administrator SAMLTD Search Help Tools

C/B Bank Reconciliation : Reconcile Cashb... Bank Summary Transaction Enqu...

Reverse Entry - Seattle Tacoma Bank

Reference: DP0000000003 Date: 11/5/2020 Fiscal Year/FiscalPeriod: 2020 - 11

Reversal Date: 11/5/2020 Year/Period: 2020 - 11

Reversal Reason: The Courtyard Returned

Total Reversal Amount: 21,790.00 Total Amount: 118,451.57

Select All Clear All

Reverse	Customer Number	Customer Name	Reference	Receipt Reference No	Customer Cheque Number	Amount	Reversal Reason
<input type="checkbox"/>	1200	Mr. Ronald Black	DP0000000003	DP0000000001	DP0000000001	341.87	
<input type="checkbox"/>	1210	ACME Plumbing	DP0000000003	DP0000000002	DP0000000002	3,179.70	
<input checked="" type="checkbox"/>	1240	The Courtyard	DP0000000003	DP0000000003	DP0000000003	21,790.00	
<input type="checkbox"/>	1500	Custom Comfort	DP0000000003	DP0000000004	DP0000000004	93,140.00	

Reverse Individual Entries in **Deposit** or **Single Reference** entries

Page 1 of 1 1 - 4 of 4 Items

Reverse View Entry Close

Reversals – Deposits/Single Reference

Reverse Range - Seattle Tacoma Bank

Reference from: [] To: ZZZZZZZZZZZZ

Date from: 8/1/2020 To: 10/31/2020

Reverse Range of Entries by Reference and Date. The Date defaults to the selected Bank Reconciliation Date Range

Reversal Reason: Invalid Transfers Total Reversal Amount: 8,081.50

All On All Off

Entry that has been **partially reversed**

Reverse	Reference	Date	Description	Amount	Reversal Date	Fiscal Year	Period	Reversal Reason
<input type="checkbox"/>	348914A	10/19/2020	The Courtyard	655.00	10/19/2020	2020	10	
<input type="checkbox"/>	TR000987	8/13/2020	Transfer from SEATAC to EUROBANK	-100.00	8/13/2020	2020	08	
<input checked="" type="checkbox"/>	BC0000000002	10/26/2020	Statement charges for October	-136.00	10/26/2020	2020	10	
<input checked="" type="checkbox"/>	DP0000000006	8/15/2020	Deposits August 1 - 15	16,175.47	8/15/2020	2020	08	
<input type="checkbox"/>	DP0016102010	10/16/2020	Daily deposits	8,520.00	10/16/2020	2020	10	
<input checked="" type="checkbox"/>	DP0019102010	10/19/2020	Miscellaneous Cash sales	4,520.00	10/19/2020	2020	10	
<input type="checkbox"/>	DP0020102010	10/20/2020	Auto transfer from Pine Supply Furnit...	7,250.00	10/20/2020	2020	10	
<input checked="" type="checkbox"/>	DP0021102010	10/21/2020	Loan repayment	3,500.00	10/21/2020	2020	10	
<input checked="" type="checkbox"/>	INT0000000002	10/15/2020	Interest received	197.50	10/15/2020	2020	10	
<input type="checkbox"/>	PC0000000024	10/30/2020	Petrol Card charges	-360.00	10/30/2020	2020	10	

Partly Reversed

Toggle on/off the entries you want to reverse

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Reverse View Entry Close

Reversals – Partially Reversed Deposit

sage 300 Session Date: Aug 16, 2020 Administrator SAMLTD Search Help Tools

C/B Bank Reconciliation : Reconcile Cashb... Bank Summary Transaction Enqu...

C/B Bank Reconciliation

Options

Bank Code: SEATAC Bank Name: Seattle Tacoma Bank

Sort/Search By: Date Direction: Asc All

Reversed Individual Entries in Deposit or Single Reference entries

M	Ref/Chq Number	Date	Description			Description	Comments	Details
	TR000987	8/13/2020	Transfer from SEATAC to EUROB...	-100.00	0.00	0.00	Unreconciled	
	112921	8/14/2020	Leon Industries	-304.02	0.00	0.00	Unreconciled	
	67412-1	8/15/2020	Mr. Ronald Black	11.00	11.00	0.00	Reversed	
	DP0000000006	8/15/2020	Deposits August 1 - 15	16,175.47	0.00	0.00	Unreconciled	
	DP0000000006	8/16/2020	Reversal Batch	-12,662.23	R	-12,662.23	Reversed	
	DP0000000006	8/16/2020	Reversal Batch	-1,543.89	R	-1,543.89	Reversed	
	O/BAL	9/30/2020	Cashbook Opening Balance	-2,108.70	0.00	0.00	Unreconciled	
	INT0000000002	10/15/2020	Interest received	197.50	0.00	0.00	Unreconciled	
	348883	10/16/2020	Coastal Heating of Ottawa	-150.00	0.00	0.00	Unreconciled	
	348887	10/16/2020	Computer Weekly News	-55.00	0.00	0.00	Unreconciled	

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Cashbook Bank Statement History

Print Close Bank Close

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Show Only Reversed

The screenshot shows the Sage 300 C/B Bank Reconciliation interface. At the top, the Sage 300 logo is on the left, and session information (Session Date: Aug 17, 2020, Administrator, SAMLTD) is on the right. The main title is "C/B Bank Reconciliation". Below this, there are input fields for "Bank Code" (SEATAC) and "Bank Name" (Seattle Tacoma Bank). A "Sort/Search By" section is highlighted with a green box, showing "Status" set to "Reversed", "Direction" set to "Asc", and a search filter set to "Reversed". To the right, a "Bank Totals" box shows a date range from 10/1/1980 to 10/31/2999, also highlighted with a green box. Below these are several callout boxes: "Select Status Reversed" pointing to the "Status" dropdown, and "Make sure the Date Range includes the reversals." pointing to the date range in the "Bank Totals" box. The main table displays a list of transactions with columns for M, Ref/Chq Number, Date, Description, Amount, S, Reconciled Amount, Variance, Status Description, Comments, and Details. The table shows 6 items, all with a status of "Reversed". At the bottom, there are radio buttons for "Cashbook" (selected), "Bank Statement", and "History", along with "Print", "Close Bank", and "Close" buttons.

Bank Code: SEATAC Bank Name: Seattle Tacoma Bank

Sort/Search By: Status Direction: Asc Reversed

Bank Totals: 10/1/1980 0.00, 10/31/2999 2,835,092.00, BK 0.00

M	Ref/Chq Number	Date	Description	Amount	S	Reconciled Amount	Variance	Status Description	Comments	Details
	36001	4/9/2020	Bargain Mart - San Diego	-6.00	R	-6.00	0.00	Reversed		/
	36001	8/17/2020	Reverse - Bargain Mart - San Diego	6.00	R	6.00	0.00	Reversed		/
	2211223	8/17/2020	Gould Manufacturing Ltd.	-187.23	R	-187.23	0.00	Reversed		/
	2211223	8/17/2020	Reverse - Gould Manufacturing Ltd.	187.23	R	187.23	0.00	Reversed		/
	12121265	8/17/2020	Mr. Ronald Black	11.00	R	11.00	0.00	Reversed		/
	3243313223	8/17/2020	Mr. Ronald Black	11.00	R	11.00	0.00	Reversed		/

Page 1 of 1 1 - 6 of 6 items

Cashbook Bank Statement History

Print Close Bank Close

Reversal - Errors

The screenshot shows the Sage 300 C/B Bank Reconciliation interface. A dialog box titled "C/B Bank Reconciliation" is open, displaying the following error message:

Please correct the following issue(s):

- Critical Error: AR Batch cannot be found in Receipt and Adjustment Batches. Entry cannot be reversed.
- Error Reversing Entry.

The background interface shows the "C/B Bank Reconciliation" screen with the following details:

- Bank Code: SEATAC
- Sort/Search By: Date, Direction: Asc, All
- Table with columns: M, Ref/Chq Number, Date, Description, Amount, S, Reconciled Amount, Variance, Status Description, Comments, Details
- Table data (partial):

M	Ref/Chq Number	Date	Description	Amount	S	Reconciled Amount	Variance	Status Description	Comments	Details
	TR000987	8/13/2020	Transfer from:							/
	112921	8/14/2020	Leon Industries							/
	67412-1	8/15/2020	Mr. Ronald Bla							/
	DP0000000006	8/15/2020	Deposits Augu							/
	O/BAL	9/30/2020	Cashbook Ope							/
	INT0000000002	10/15/2020	Interest receiv							/
	348883	10/16/2020	Coastal Heatin							/
	348887	10/16/2020	Computer Wee							/
	DP0016102010	10/16/2020	Daily deposits							/
	348884	10/17/2020	ABC Stationers							/
- Page 1 of 3
- Options: Cashbook (selected), Bank Statement, History
- Buttons: Print, Close Bank, Close

The error message dialog box is highlighted with a green border. A text box is overlaid on the dialog box, providing a solution:

This error message can apply to both AR and AP.

- Are the batches posted in AR/AP?
- Have the payments been cleared in AR/AP?
- Have the entries been cleared in Bank Services?
- Was the entry changed before posting in AR/AP?

Solution:
Toggle on **Reverse CB Only**

Reversals Option not Available

Transactions cannot be reversed under the following circumstances:

- User has not been assigned Reverse, Cheques and Deposits Security rights
- The transaction is matched in RecXpress and has not been posted
- The matched RecXpress transaction has been posted but not cleared in RecXpress
- Entry has already been reversed
- Entry is Reconciled
- Entry is Reconciled in Error
- Cheque/Receipt has been printed but not posted

Reversals Issues

- Cannot find Reversed Entry after Reversing
- Error Reversing Entry
- Cannot find Serial Number in Bank Services

cash·book

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