

cash•book

Ukuguqulwa
Reversals

Iimveliso: Cashbook Web UIs

Ukuguqulwa

Reversals

- Ukubuyisela umva uKhuseleko
Reversal Security
- Ukubuyisela umva amaNgeno maNye
Reversing Single Entries
- Ukubuyisela umva iDiphozithi/Ungeniso oluNye lweReferensi
Reversing Deposits/Single Reference Entries
- i-Reversing Range
Reversing Range

Ukubuyisela umva imiba

Reversal Issues

- **Ayifumaneki uNgeno olubuyiselwe umva**
Cannot find Reversed Entry after Reversing
- **Impazamo kwiNgeno alibuyiseki umva**
Error Reversing Entry
- **Ayifumaneki inombolo yothotho kwiiNkonzo zeBhanki**
Cannot find Serial Number in Bank Services

Isalathiso seSilayidi

Slide Index

- iReversals uKhuseleko

Reversals Security

- Khetha uReverse okanye uReverse Range

Select Reverse or Reverse Range

- uReverse – uNgeno oluQhelekileyo

Reverse – Normal Entry

- uReverse – iDiphozithi okanye uNgeno lweReferensi eNye

Reverse – Deposit or Single Reference Entry

- uReverse – iRange

Reverse - Range

- uReverse– iDophozithi ebuyiselwe umva ngokuyinxenye

Reverse – Partially Reversed Deposit

- Bonisa Kuphela Ukuguqulwa

Show Only Reversed

- Impazamo Ukubuyisela uNgeno

Error Reversing Entry

Ukhuseleko lweReversals

Reversals Security

The image displays two screenshots of the Sage 300cloud 'Users and Security' interface, specifically the 'Security Groups' section. The left screenshot shows the 'Bank Services' application with a list of permissions. The right screenshot shows the 'Cashbook' application with a list of permissions. Both screenshots have callout boxes in Zulu providing instructions on how to grant security access for reversals.

Left Screenshot: Bank Services

Application: Bank Services

Security Group ID: [Search]

Security Group Description: [Search]

Select to grant security access

- ☐ Reverse Customer Receipts
- ☐ Import Bank Services Data
- ☐ Export Bank Services Data
- ☐ Transfer Funds
- ☐ Reverse Payments
- ☐ Bank Entries
- ☐ Post Bank Reconciliations
- ☐ Create GL Batch
- ☐ Print Check/Payment Register
- ☐ Reverse Bank Entries

Callout Box (Left): Khetha olu ukhuseleko lulandelayo kwiiNkonzo zeBhanki:

- i-AR Customer Receipts
- i-AP Payments
- i-Bank Entries

Callout Box (Bottom): uReverse CB Only – Cofa Apha ukwazi ufumana ulwazi oluninzi

Right Screenshot: Cashbook

Application: Cashbook

Security Group ID: [Search]

Security Group Description: [Search]

Select to grant security access

- ☐ Bank Reconciliation - Create Adjustments
- ☐ Bank Summary
- ☐ Reverse Cheques and Deposits
- ☐ Transaction Enquiry
- ☐ Reverse C/B Only
- ☐ Print - Batches
- ☐ Print - Posting Journals
- ☐ Print - G/L Transactions
- ☐ Print - Cashbook
- ☐ Print - Cashflow
- ☐ Print - Source Journals

Callout Box (Right): KumaQela oKhuseleko lwe-CB Khetha uReverse Cheques and Deposits

Buttons: Delete, Save

Khetha uReverse

Select Reverse

sage 300 Session Date: Nov 03, 2021 Administrator SAMLTD Search Help Settings 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

Bank Totals

BF	10/1/2030	-2,108.70
CF	11/30/2030	133,582.43
BK		-2,108.70

Edit Columns

- Lock
- Unlock
- Adjust
- Reverse Entry
- Reconcile Range
- Lock/Unlock Range
- Reverse Range
- Filter
- Date Range
- Show Marked
- Clear Marked

Buyisela umva uNgeno lwangoku

Buyisela umva Uluhlu lwamangenelo

M..	Ref/Chq Number	Description	Amount	Balance	Status	Description	Comments	Details
	INT000000002	Interest received	0.00	0.00	(RX)	Matched Amount		
348883		Healing of Ottawa	-150.00	0.00	(RX)	More than One A...		
348887		Water Weekly News	-55.00	0.00	(RX)	Exact Match		
DP0016102010		deposits				le Match in ...		
348884		stationers				Match		
348885		one Company	-272.55	0.00	(RX)	Exact Match		
348889		phen Kershaw	-150.00	0.00	(RX)	More than One A...		
348914A		purtyard	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...		

Page

Cashbook Bank Statement History

Print Close Bank Close

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Ukubuyisela umva – uNgeniso oluQhelekileyo

Reversal – 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

Qinisekisa ukuba i-Reversal Date kunye nePeriod zichanekile. Ukufaka umhla wokubuyisela umva owahlukileyo kuya kubangela ukuba Ubuyiselo luboniswe ngokwahlukileyo kungeniso lokuqala. Ukuba ufuna ukuzibona zombini ukuguqulwa kunye qinisekisa ukuba ufake umboniso ochanekileyo kwi-**Date Range** na kwi-**Bank Reconciliation** yakho kunye ne**Cashbook Reports**.

Iindawo ezifunekayo

Vula unqanaba i-AR/AP leg

Ezi mpazamo zilandelayo ziyakufuna ukuba kukhethwe oku:

Error Reversing Entry – iDiphazithi/amangeno eReferensi enye

Cannot find Serial Number XXX - Ungeniso oluqhelekileyo luthunyelwe okanye lufunyenwe kwi-AR/AP

Izizathu zale mpazamo zinokuba:

- Ikhawudi yeBhanki ye-AR/AP yatshintshwa
- Ungeno lususiwe kwi-AR/AP
- Ukungeniswa kuye kwacinywa kwiiNkonzo zeBhanki

Reverse View Entry Close

Drill down kwiiNkcukacha zentengiselwano ukuqinisekisa ukuba Ukubuyisela umva kukhethwe ngokuchanekileyo

Ukubuyisela umva – iDiphozithi/iReferensi enye

Reversal – Deposits/Single Reference

sage 300 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
☐	1200	Mr. Ronald Black	DP0000000003	DP0000000001	DP0000000001	341.87	
☐	1210	ACME Plumbing	DP0000000003	DP0000000002	DP0000000002	3,179.70	
☒	1240	The Courtyard	DP0000000003	DP0000000003	DP0000000003	21,790.00	
☐	1500	Custom Comfort	DP0000000003	DP0000000004	DP0000000004	93,140.00	

Page 1 of 1 1 - 4 of 4 items

Reverse View Entry Close

Buyisela umva amaNgeno angaMnye kwi-Diphozithi okanye Ungeniso lweReferensi enye

Ukubuyisela umva – iDiphozithi/iReferensi enye

Reversal – Deposits/Single Reference

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

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

Reverse Range - Seattle Tacoma Bank

Reference from To >>

Date from To

Reversal Reason Total Reversal Amount

☐ All On ☒ All Off

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

Page 2 of 3 11 - 20 of 24 items

Reverse View Entry Close

Uyakwazi u-Reverse ngo sebenzisa iReferensi kunye neDate. iDate ozoqala uyibone izoba yiDate ye-Bank Reconciliation ekhethiweyo

Ungeniso oluye lwenziwa alukagqitywa ubuyiswa umva partially reversed

layita/cima amangeniso ofuna ukuwa-reverse

Ukubuyisela umva – iDiphozithi eBuyiswe ngokuyinxenye

Reversal – 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

Bank Totals

BF	8/1/2020	2,765,098.40
CF	10/31/2020	2,738,567.77
BK		-14,206.12

Abuyiselwe umva amaNgeno angaMnye kwiDiphozithi okanye amangenelo aSingqinisiso esinye

M	Ref/Chq Number	Date	Description	AMOUNT	REVERSED AMOUNT	VARIABLE	STATUS 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	0.00	Reversed		
	DP0000000006	8/16/2020	Reversal Batch	-1,543.89	R -1,543.89	0.00	Reversed		
	O/BAL	9/30/2020	Cashbook Opening Balance	-2,108.70	0.00	0.00	Unreconciled		
	INT000000002	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		

Page 1 of 3 1 - 10 of 27 items

☒ Cashbook ☐ Bank Statement ☐ History

Print Close Bank Close

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Bonisa Kuphela Ukuguqulwa

Show Only Reversed

sage 300 Session Date: Aug 17, 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: Status Direction: Asc Reversed

Bank Totals

BF	10/1/1980	0.00
CF	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

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Khetha kwi-status u**Reversed**

Qinisekisa ukuba i**Date Range** iyabandakanya i-reversals.

Ukubuyisela umva – limpazamo

Reversal - Errors

The screenshot displays the Sage 300 C/B Bank Reconciliation window. A modal error message is shown, stating: "Please correct the following issue(s):" followed by two bullet points: "Critical Error: AR Batch cannot be found in Receipt and Adjustment Batches. Entry cannot be reversed." and "Error Reversing Entry." Below the error message, a table of transactions is visible. The table has columns: M, Ref/Chq Number, Date, Description, Amount, S, Reconciled Amount, Variance, Status Description, Comments, and Details. The transactions listed are:

M	Ref/Chq Number	Date	Description	Amount	S	Reconciled Amount	Variance	Status Description	Comments	Details
	TR000987	8/13/2020								/
	112921	8/14/2020								/
	67412-1	8/15/2020								/
	DP0000000006	8/15/2020								/
	O/BAL	9/30/2020								/
	INT0000000002	10/15/2020								/
	348883	10/16/2020								/
	348887	10/16/2020								/
	DP0016102010	10/16/2020								/
	348884	10/17/2020								/

Below the table, there is a pagination bar showing "Page 1 of 3".

Overlaid on the bottom right of the screenshot is a text box with the following content:

Lo myalezo wempazamo unokusebenza kuzo zombini i-AR kunye ne-AP.

- Ngaba iibhetshi zithunyelwe kwi-AR/AP?
- Ngaba iintlawulo zisusiwe kwi-AR/AP?
- Ngaba amangenelo acinyiwe kwiiNkonzo zeBhanki?
- Ngaba ingeniso litshintshiwe ngaphambi kokuba lithunyelwe kwi-AR/AP?

Isisombululo:
Vula uReverse CB Kuphela

cash•book

Enkosi ngenkxaso yakho

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