

# Reversing a "Remitted" and "Cleared" Receipt

If you have applied a receipt to an incorrect customer or entered it for the wrong amount you will need to reverse it and then re-enter it. Only reverse receipts when the status field reads 'Remitted'.

# Navigate: Receipt → Batch Summary

### **Step 1: Recall the Remitted Receipt**

Using the Batches Summary window retrieve the receipt to be 'Reversed':

- a) Click on the **torch icon**
- b) In the find batches screen (see below) enter your batch number in both fields. Alternatively you can search using any of the other criteria.
- c) Click Find.

Find Batches Main More					L	
	Batch Source Batch Numbers	AG/10/01/14/01		 - AG/10/01/14/01		
	Batch Dates GL Dates Deposit Dates		-   -   -			
(		Clear		New	Find	$\supset$

- d) In the receipts *Batches Summary* screen, click on **Receipts**. This will take you to the individual receipts within the batch called the Receipts Summary screen.
- e) Place the cursor in the receipt line you wish to reverse

#### **Step 2: Reversing the Receipt**

<mark>O</mark> Rec	ceipts Summary (Cambridge U	niversity : GBP) - AG/10/0	1/14/01					
<b>3</b>								<u> </u>
	Operating Unit	State	Receipt Number	Туре	Receipt Date	Currer	Receipt Amount	Unapplied Amount
	Cambridge University	Applied	AG/AK/10/01/14/	Standard 🔹	10-JAN-2014	GBP	100.00	0. 📤
				-				
	(4) 5555							Þ
	Confirm 1	Reverse 1	Search and Ap	oply	Apply		New	<u>O</u> pen

a) Click on the Reverse button



- b) In the reverse dialogue box you will need to enter the following information.
  - Category : Reverse Payment (defaults in).
  - **Reason** : <u>ALWAYS</u> select **Payment Reversal** from the list of values.
  - Comment :

•

•

This is a free text field to outline any specific reasons for the

	rev	/ersal.					
Reverse							
Data	13. JANL2014	1		GI	Date	13-JAN-2017	1
Category	Reverse Payment		Reverse Pay	rment	Date	10 0/11 201-	
Reason	Payment Reversal		The paymen	t was reverse	ed		
Comment	INCORRECT RECE	IPT AMOUNT					
Debà Merre D							
	eversal			_			
Туре				Documen	t Num		
Account							
			Reve	~		Cancel	

- c) Click on the **Reverse** button and **save** your work.
- d) Adjust the amounts on the batch header accordingly so the control count and amount balance and batch have a status of closed.

🖸 Receipt Batches (Cambridge University)										
Batch	Type 🛛	1anual-Regula	r	-		Manual Receipts				
Batch Nu	mber 🗛	G/10/01/14/01				GBP				
l	Batch Da	te <mark>10-JAN-2</mark>	014	Receipt Class			Manual Receipts			
GL Date 10-JAN-2014			Pay	Cash/Cheque						
Deposit Date 10-JAN-2014		Bank Name Barclays Bank				ank				
	Commen	ts			Bank Ac	count Number	10921084			
Totals —		Count		Amount			Count	Amount		
	Control	0		0.00		Applied		0.00		
-	Actual	1		100.00		Unapplied	0	0.00		
+	Reversed	1		100.00		On Account		0.00		
	Difference			0.00		Cash Claims	0	0.00		
					Prepayments		0.00			
						Unidentified		0.00		
					1	vliscellaneous	0	0.00		
						Returned		0.00		
 Transmis	Transmission									
	Name [			•	Status	Closed	🗆 🗆 Par	tially Purged		
Lo	ckbox				Operating Unit	Cambridge Un	iversity	[]		
	Batch							-		
								Receipts		



## **Reversing a Cleared Receipt**

A receipt can be reversed if the STATUS box is marked '**remitted**' by following the process detailed above.

If the receipt is marked **cleared** it <u>must not</u> be reversed without prior action from <u>Cash</u> <u>Management</u>. This is because the receipt has already been reconciled to an entry on the bank statement.

Receipts (Cambridge Universit)	ty : GBP) - AG/22/08/13/01				
					✓
Receipt				Balances	0.00
Receipt Method	BACS	Receipt Date	22-AUG-2013	Unidentified	0.00
Receipt Number	AG/OML/22/08/13/01/5	GL Date	22-AUG-2013	Applied	141,000.00
Receipt Amount	GBP 141.000.00	Maturity Date	22-AUG-2013	On Account	0.00
Receint Tyne	Standard	Eunctional Amount	141 000 00	Unapplied	0.00
State	Cleared			Cash Claims	0.00
Jiale		Do not reverse if	[[]]	Prepayments	0.00
Main Man		status is cleared			
Main More					
Detail				Customer Bank	
Trana Number		Earned Discounts	0.00		
Trans Number		Unearned Discounts	0.00	Name	
Customer				Account	
Name	CAMBRIDGE ASSESSMEI	Bank Charges	0.00	Account	
Number	118843			Remittance Bank	
Location	DG-CAMBRIDGE			Name	Barclays Bank
Taxpaver ID				Branch	201719 Cambridge
				Account	10921084
Reference			Comments	BACS LINE 44 14/08/13	
Postmark Date					
		Descript History			
Confirm 1	Reverse 1	Receipt History	) ( <u>S</u> ea	rcn and Apply	Арріу )

#### Contact the Helpdesk

Ask if Cash Management will un-match the receipt from the bank statement so the receipt status will return to **Remitted**.

Once this has been done

- a) Reverse the receipt using the steps outlined above.
- b) Then re-enter the receipt against the correct customer/transaction.
- c) If the receipt relates to a BACS payment, then inform Cash Management (via the Helpdesk) of the new receipt number.