

# cash·book

## Reversals

# Reversals

- **Reversal Security**
- **Reversing Single Entries**
- **Reversing Deposits/Single Reference Entries**
- **Reversing Range**

## Reversal Issues

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

# Slide Index

- Reversals Security
- Select Reverse or Reverse Range
- Reverse – Normal Entry
- Reverse – Deposit or Single Reference Entry
- Reverse - Range
- Reverse – Partially Reversed Deposit
- Show Only Reversed
- Error Reversing Entry

# 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**

Users and Security : Security Groups User Authorizations

## Security Groups

Options ⚙️ Create New

Application: Bank Services

Security Group ID:

Security Group Description:

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
- Post Bank Entries

Users and Security : Security Groups User Authorizations

## Security Groups

Options ⚙️ Create New

Application: Cashbook

Security Group ID:

Security Group Description:

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

Delete Save

**Reverse CB Only** - [Click Here for More Info](#)

# Select Reverse

**sage 300** Session Date: Aug 14, 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	9/27/2019	0.00
CF	11/15/2020	52,649.13
BK		0.00

M.	Ref/Chq Number	Description	Amount	S	Reconciled Amount	Variance	Status	Description	Comments	Details
	23001	gain Mart - San Diego	-187.23		0.00	0.00	Unreconciled			
	35001	gain Mart - San Diego	-66.00		0.00	0.00	Unreconciled			
	36001	gain Mart - San Diego	-6.00		0.00	0.00	Unreconciled			
	TR000987	transfer from SEATAC to EUROBA...	-100.00		0.00	0.00	Unreconciled			
	112921	n Industries	-304.02		0.00	0.00	Unreconciled			
	O/BAL	book Opening Balance	-2,108.70		0.00	0.00	Unreconciled			
	INT000000002	rest received	197.50		0.00	0.00	Unreconciled			
	348883	stal Heating of Ottawa	-150.00		0.00	0.00	Unreconciled			
	348887	puter Weekly News	-55.00		0.00	0.00	Unreconciled			
	DP0016102010	y deposits	8,520.00		0.00	0.00	Unreconciled			

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Cashbook  Bank Statement  History

Print Close Bank Close

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**Reverse Current Entry**

**Reverse Range of Entries**

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

# 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

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**

Date Range - Seattle Tacoma Bank  
From: 8/1/2020 To: 10/31/2020  
 Use Period Range  
Apply Close

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

# Reversal – Deposits/Single Reference

## 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

Reference	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

# Reversal - Range

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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

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	Partly Reversed
<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	

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Toggle on/off the entries you want to **reverse**



# Reversal – Partially Reversed Deposit

## 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

### Reversed Individual Entries in Deposit or Single Reference entries

M	Ref/Chq Number	Date	Description	Amount	S	Reconciled Amount	Variance	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	-704.02		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		
	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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# Show Only Reversed

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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

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		

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Select Status **Reversed**

Make sure the **Date Range** includes the reversals.

# Reversal – Errors

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

### C/B Bank Reconciliation

Bank Code: SEATAC

Sort/Search By: Date Direction: Asc

2,765,098.40  
2,752,773.89  
0.00

C/B Bank Reconciliation

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.

M	Ref/Chq Number	Date	Description	Amount	S	Reconciled Amount	Variance	Status Description	Comments	Details
	TR000987	8/13/2020	Transfer from SEATAC to EUROBA...	-100.00		0.00	0.00	Unreconciled		
	112921	8/14/2020	Leon Industries	11.00		0.00	0.00	Unreconciled		
	67412-1	8/15/2020	Mr. Ronald Black	11.00		0.00	0.00	Unreconciled		
	DP0000000006	8/15/2020	Deposits August 1 - 15	16,175.47		0.00	0.00	Unreconciled		
	O/BAL	9/30/2020	Cashbook Opening Balance	-2,108.70		0.00	0.00	Unreconciled		
	INT0000000002	10/15/2020	Interest received	1.00		0.00	0.00	Unreconciled		
	348883	10/16/2020	Coastal Heating of Ottawa	1.00		0.00	0.00	Unreconciled		
	348887	10/16/2020	Computer Weekly News	5.00		0.00	0.00	Unreconciled		
	DP0016102010	10/16/2020	Daily deposits	8,520.00		0.00	0.00	Unreconciled		
	348884	10/17/2020	ABC Stationers	-364.00		0.00	0.00	Unreconciled		

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Cashbook Bank Statement History

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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**

# cash.book

Thank You for Your Support

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