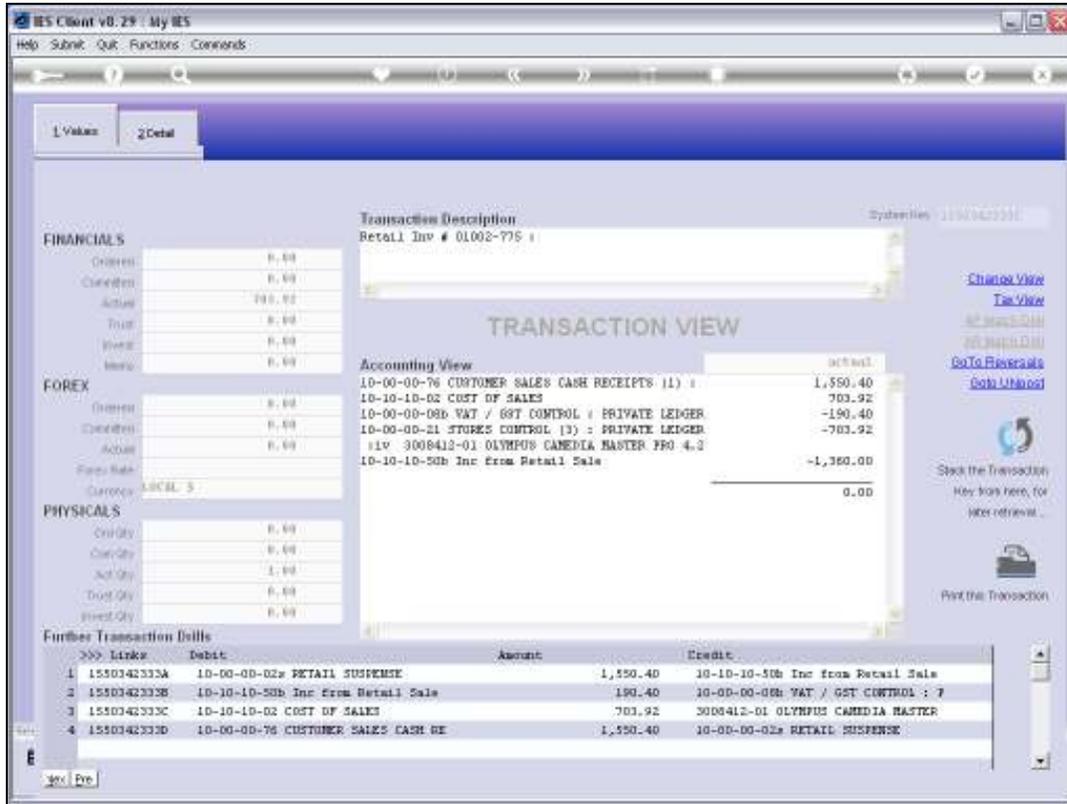


Slide 1

Slide notes: In this tutorial we are going to look at how to perform a Forced Reversal. We start by looking at a Transaction that we have drilled, in this case on a Stock Code Enquiry, and the purpose for starting here is that we wish to show an easy method for storing the Transaction Key that we wish to reverse. Note the system Key of the Transaction that we are looking at. This Key can be found on a Drill and also on an Audit Trail Report.



Slide 2

Slide notes: On the Drill Screen, we actually have a Key Stacking function, where the system will record this Key for us, for later retrieval.

The screenshot displays the IES Client v8.29 interface. At the top, there are menu options: Help, Submit, Quit, Functions, and Comments. Below the menu is a navigation bar with icons for back, forward, and search. The main window is divided into several sections:

- FINANCIALS:** A table showing values for Credit, Debit, Actual, Trust, Invest, and More, all with a value of 0.00.
- FOREX:** A table showing values for Credit, Debit, Actual, and Foreign Rate, all with a value of 0.00.
- PHYSICALS:** A table showing values for Credit Qty, Debit Qty, Act Qty, Trust Qty, and Invest Qty, all with a value of 0.00.
- Transaction Description:** Retail Inv # 01002-775
- Accounting View:** A table with columns for description and amount. The total amount is 0.00.
- Further Transaction Bills:** A table with columns for Link#, Debit, Amount, and Credit, listing four transactions.

On the right side of the interface, there are several buttons and links: Change View, Tax View, Go To Previous, and Go To Next. Below these are icons for 'Stack the Transaction' and 'Print the Transaction'.

Slide 3

Slide notes: Note the message that the Key has been stacked.

**Transaction Description**  
Retail Inv # 01002-775

**FINANCIALS**

Current	0.00
Created	0.00
Actual	703.92
Trust	0.00
Invest	0.00
Bank	0.00

**FOREX**

Current	0.00
Created	0.00
Actual	0.00
Foreign Bill	
Currency	LOCAL \$

**PHYSICALS**

Orig Qty	0.00
Cur Qty	0.00
Act Qty	1.00
Trust Qty	0.00
Invest Qty	0.00

**Accounting View**

	Actual
10-00-00-76 CUSTOMER SALES CASH RECEIPTS (1)	1,550.40
10-10-10-02 COST OF SALES	703.92
10-00-00-08b VAT / GST CONTROL : PRIVATE LEDGER	-190.40
10-00-00-21 STORES CONTROL (3) : PRIVATE LEDGER	-703.92
10-10-10-50b Inc from Retail Sale	-1,360.00
<b>Total</b>	<b>0.00</b>

**Further Transaction Bills**

Link#	Debit	Amount	Credit
1 1550342333A	10-00-00-02a RETAIL SUSPENSE	1,550.40	10-10-10-50b Inc from Retail Sale
2 1550342333B	10-10-10-50b Inc from Retail Sale	190.40	10-00-00-08b VAT / GST CONTROL : F
3 1550342333C	10-10-10-02 COST OF SALES	703.92	3008412-01 OLYMPUS CAMERA MASTER
4 1550342333D	10-00-00-76 CUSTOMER SALES CASH RE	1,550.40	10-00-00-02a RETAIL SUSPENSE

Slide 4

Slide notes: We will now back out of this Transaction Drill and move to Forced Reversals.

**Transaction Description**  
Retail Inv # 01002-775

**FINANCIALS**

Credit	0.00
Debit	0.00
Actual	703.92
Trust	0.00
Invest	0.00
Bank	0.00

**FOREX**

Credit	0.00
Debit	0.00
Actual	0.00
Foreign	0.00
Current	LOCAL \$

**PHYSICALS**

Cred Qty	0.00
Cred Val	0.00
Act Qty	1.00
Trust Qty	0.00
Invest Qty	0.00

**Accounting View**

10-00-00-76 CUSTOMER SALES CASH RECEIPTS (1)	1,550.40
10-10-10-02 COST OF SALES	703.92
10-00-00-08b VAT / GST CONTROL : PRIVATE LEDGER	-190.40
10-00-00-21 STORES CONTROL (3) : PRIVATE LEDGER	-703.92
10-10-10-50b Inc from Retail Sale	-1,360.00
<b>Total</b>	<b>0.00</b>

**Further Transaction Bills**

Line	Link	Debit	Amount	Credit
1	1550342333A	10-00-00-02a RETAIL SUSPENSE	1,550.40	10-10-10-50b Inc from Retail Sale
2	1550342333B	10-10-10-50b Inc from Retail Sale	190.40	10-00-00-08b VAT / GST CONTROL : P
3	1550342333C	10-10-10-02 COST OF SALES	703.92	3008412-01 OLYMPUS CAMERA MASTER
4	1550342333D	10-00-00-76 CUSTOMER SALES CASH RE	1,550.40	10-00-00-02a RETAIL SUSPENSE

Slide 5  
Slide notes:





IES Client v8.29 - My IES

Help Submit Quit Functions Comments

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### STOCK CODE ENQUIRY

Stock Code - Stock: 3008412-01

Stock Code Account: 1039412-01

Unit Of Issue: CASH

Unit Of Cost: CASH

High Class: 53

Priority: AT89

Secondary Dist: D120  
G500

Stock: OLYMPIA CAMERA MASTER PRO 4.0

Last Purch Advice	By	Quantity
1		0.00

[Print Purchase Advice](#)   [Reset P5](#)

Last Worksheet	By	Quantity
1	27/04/2009 Naco	10.00

[Print Worksheet](#)   [Reset Worksheet](#)

### Order History

Last Ord No	18/05/2010 - 99999
Last Received	24/05/2010
Last Ord Price	800.00
Last Ord Qty	1.00
Average Cost Price	994.53
Last In Price	800.00
Est Price	75.38

#### Financial Values

On Order	151,307.00
Received	22,792.68
Issued	9,157,554.68
On Hand	9,126,797.29
Transf. Order	0.00

#### Physical Quantities

On Hand	0.00
On Hand	0.00
Transf. In	0.00
On Order	261.00
Issued	151.00
Issued	7,384.33
<b>ON HAND</b>	<b>9,475.38</b>
Transf. Order	0.00
Pending	0.00
On Receipt	0.00
Transf. Out	0.00
<b>AVAILABLE</b>	<b>9,475.38</b>

**IEWS:**

[Print PO Quote](#)

[Print PO Invoice](#)

[Print PO Receipt](#)

[Print PO Statement](#)

[Print PO Summary](#)

[Print PO Detail](#)

[Print PO Total](#)

When the Stock Values are not what you expected...

Slide 8  
Slide notes:

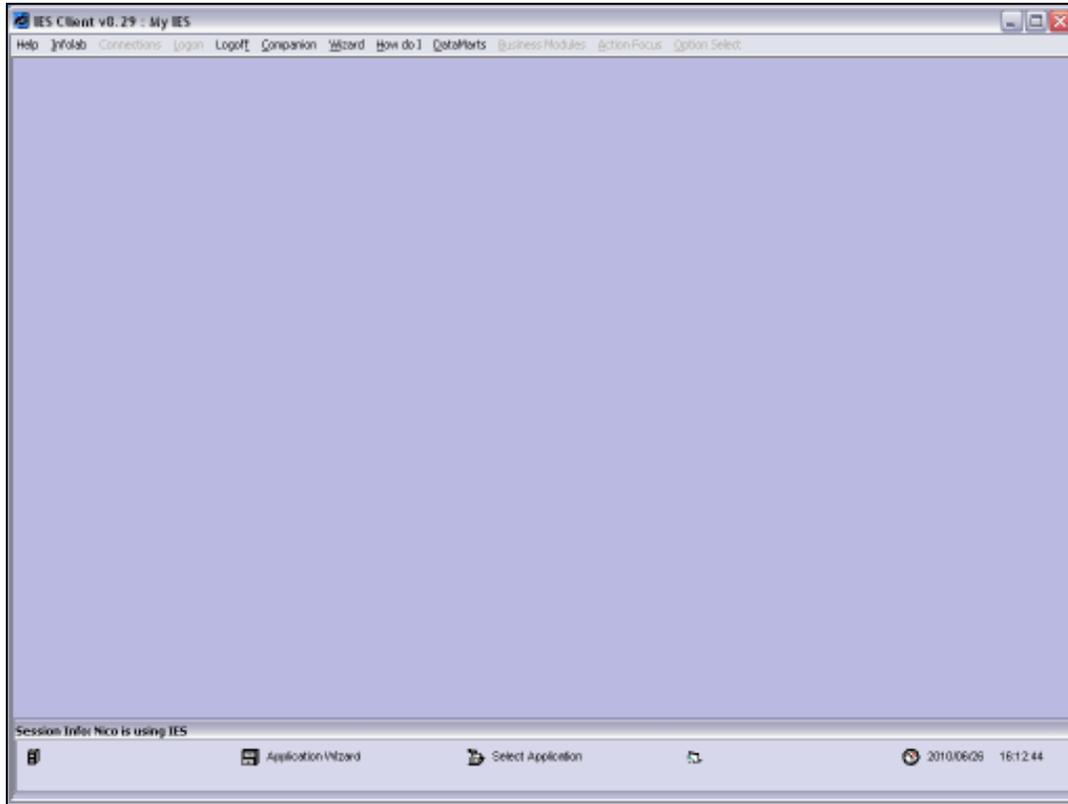




Slide 10  
Slide notes:



Slide 11  
Slide notes:



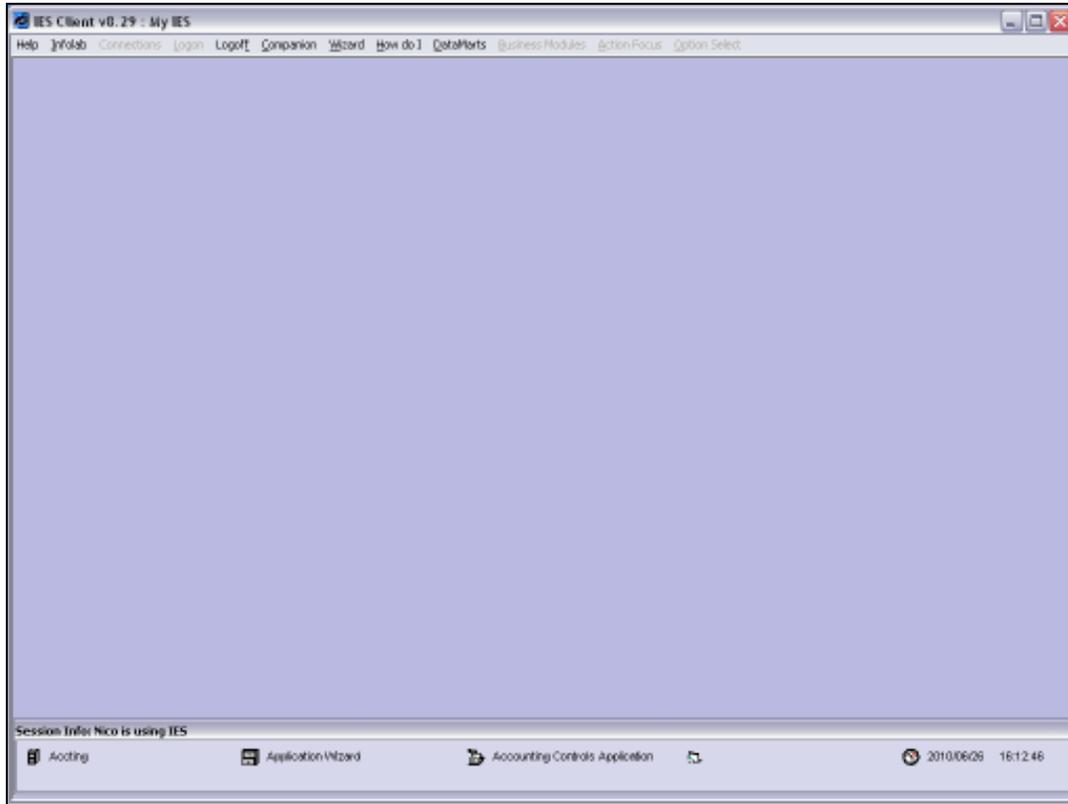
Slide 12

Slide notes:



Slide 13

Slide notes: Forced Reversals are performed from the Problem Management menu in Accounting Controls.



Slide 14

Slide notes:



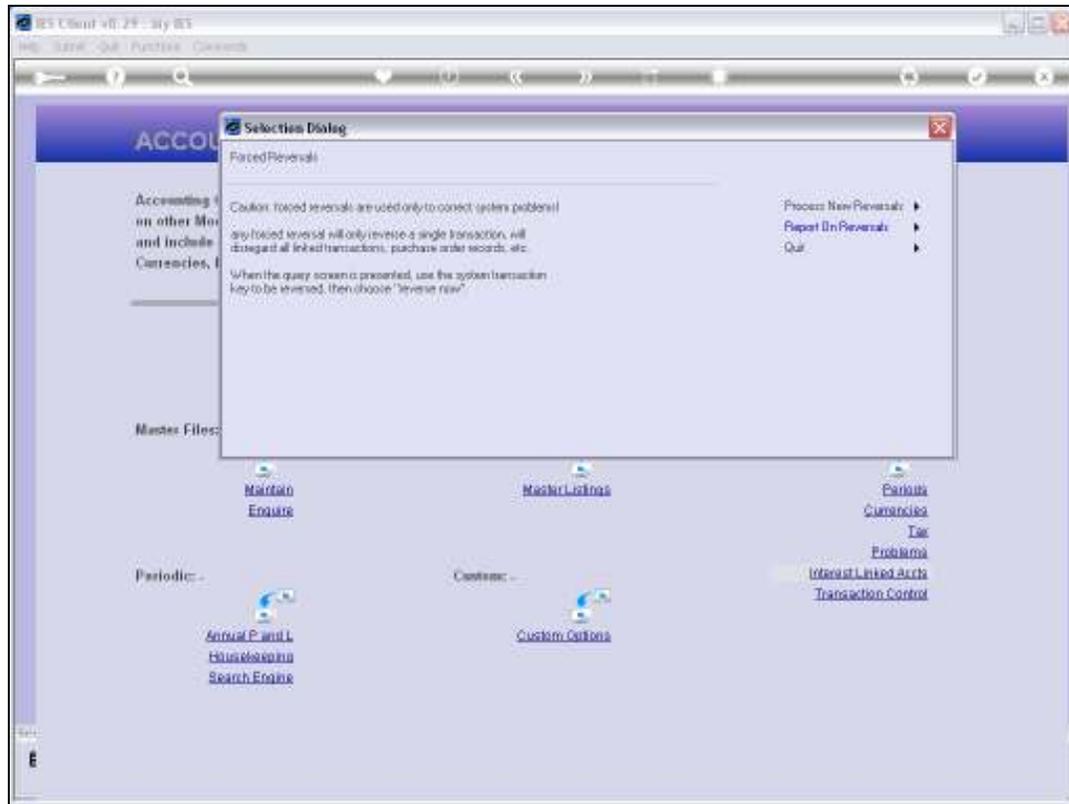
Slide 15  
Slide notes:



Slide 16  
Slide notes:

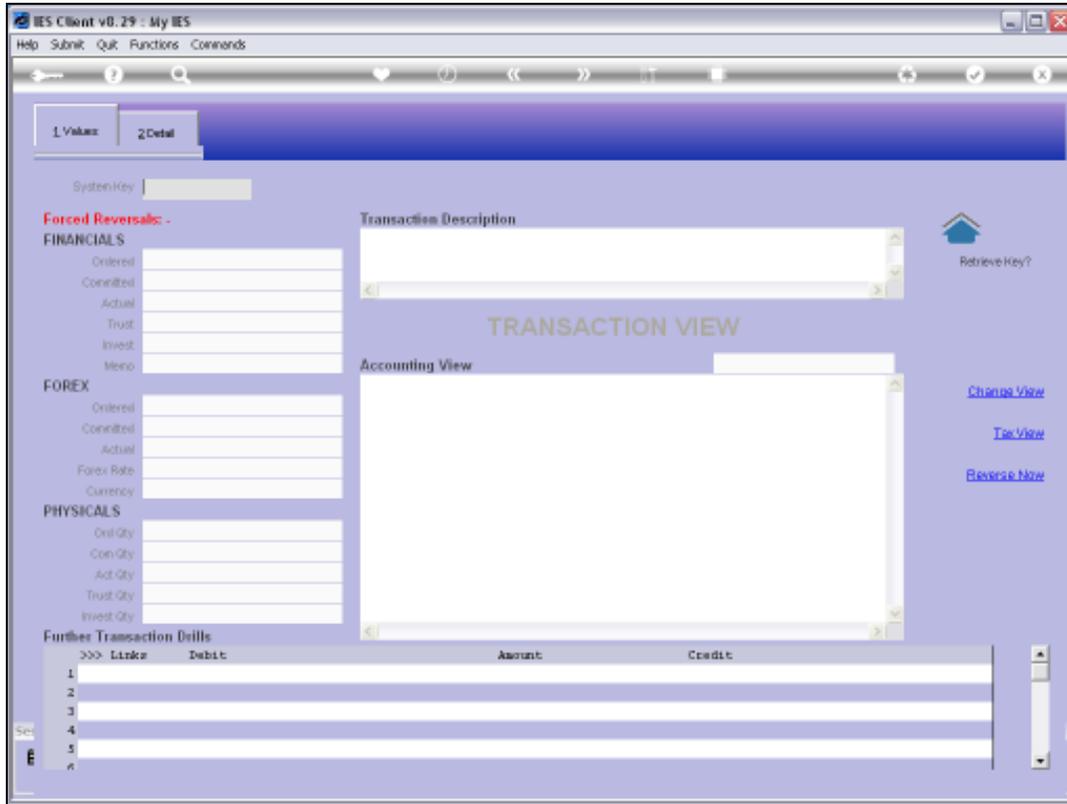


Slide 17  
Slide notes:



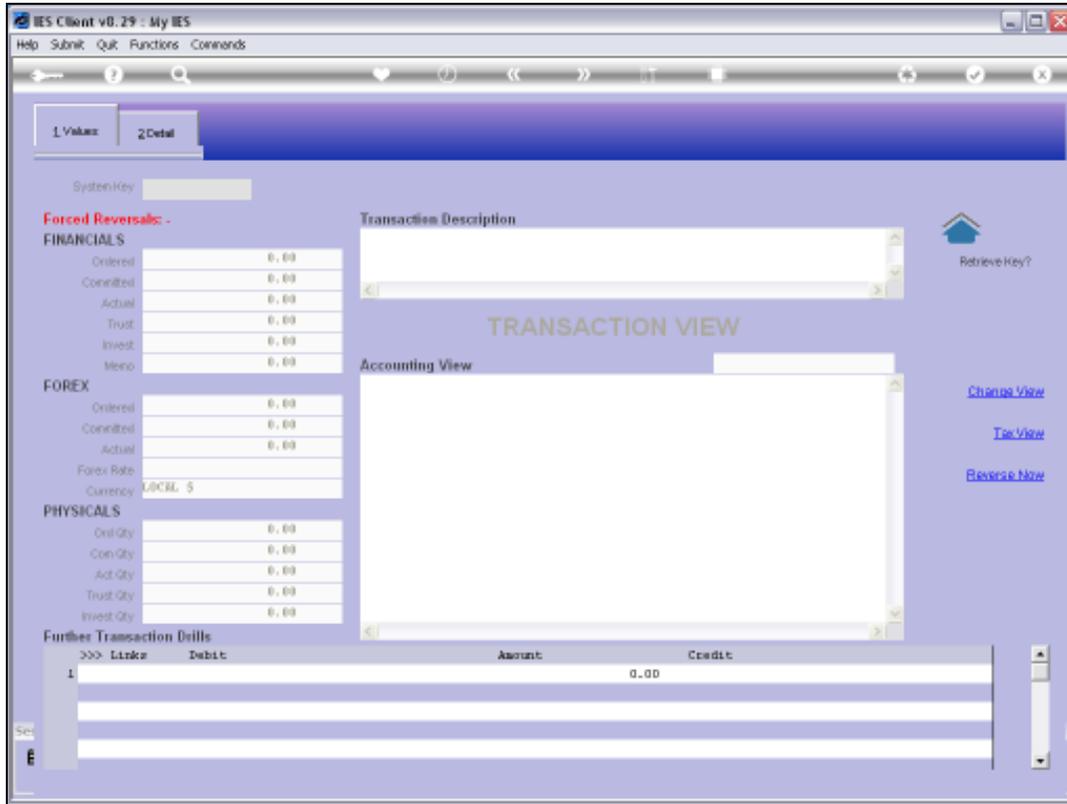
### Slide 18

Slide notes: The system informs that Forced Reversals should not be used in the place of normal Reversals. It is only reserved for fixing a system problem, and as such should only be used by a Support Person who understands what is being done, and also the implications.

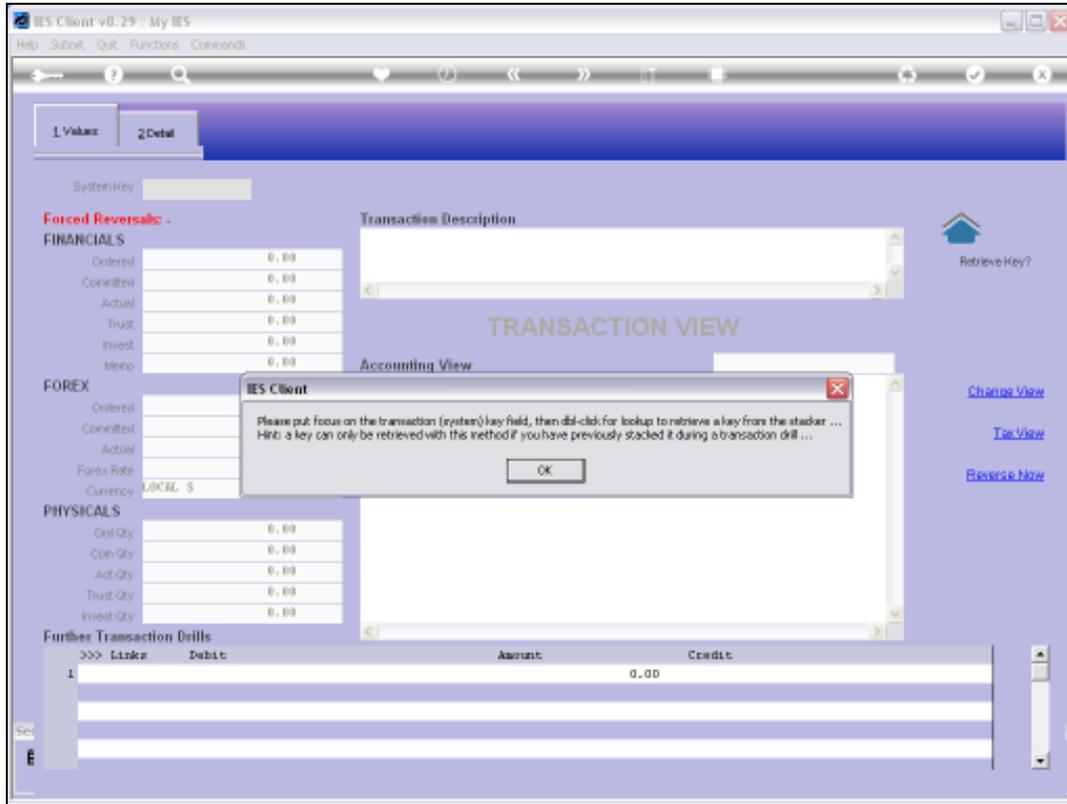


Slide 19

Slide notes: When we are on the Transaction Forced Reversal screen, then we are expected to input or provide the Transaction Key to reverse. This Key could have been noted before and captured now, or we can retrieve it from the lookup function if we have previously stacked it.

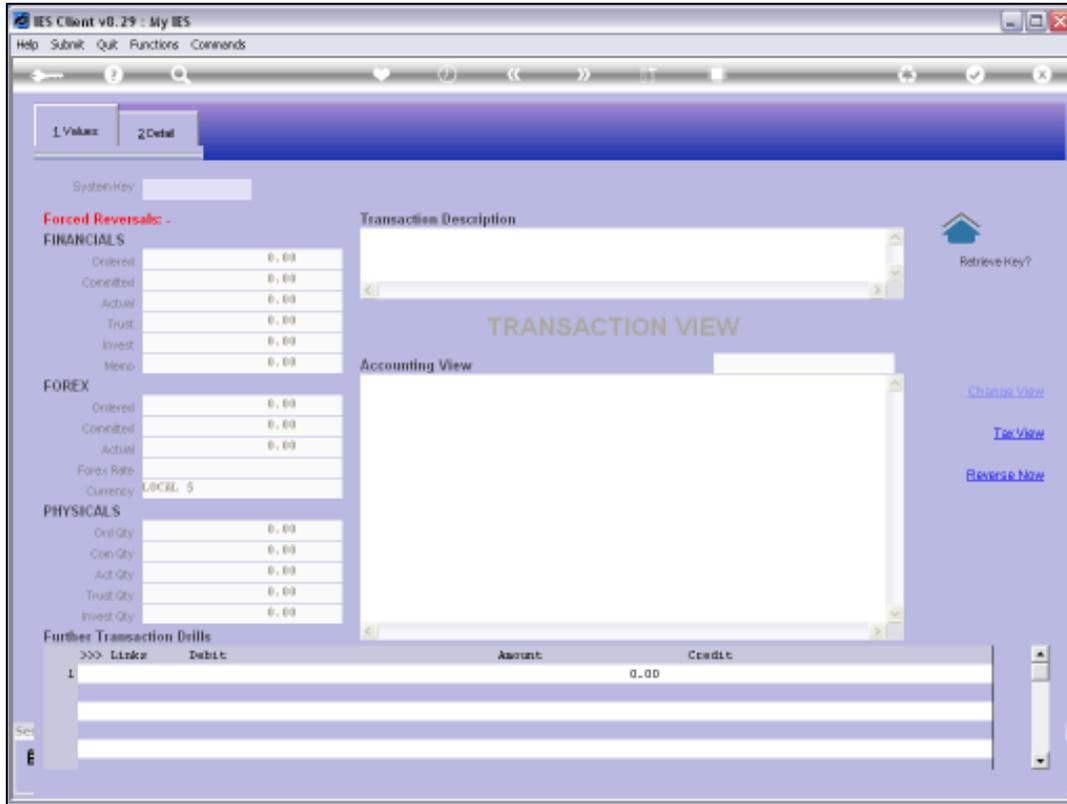


Slide 20  
Slide notes:

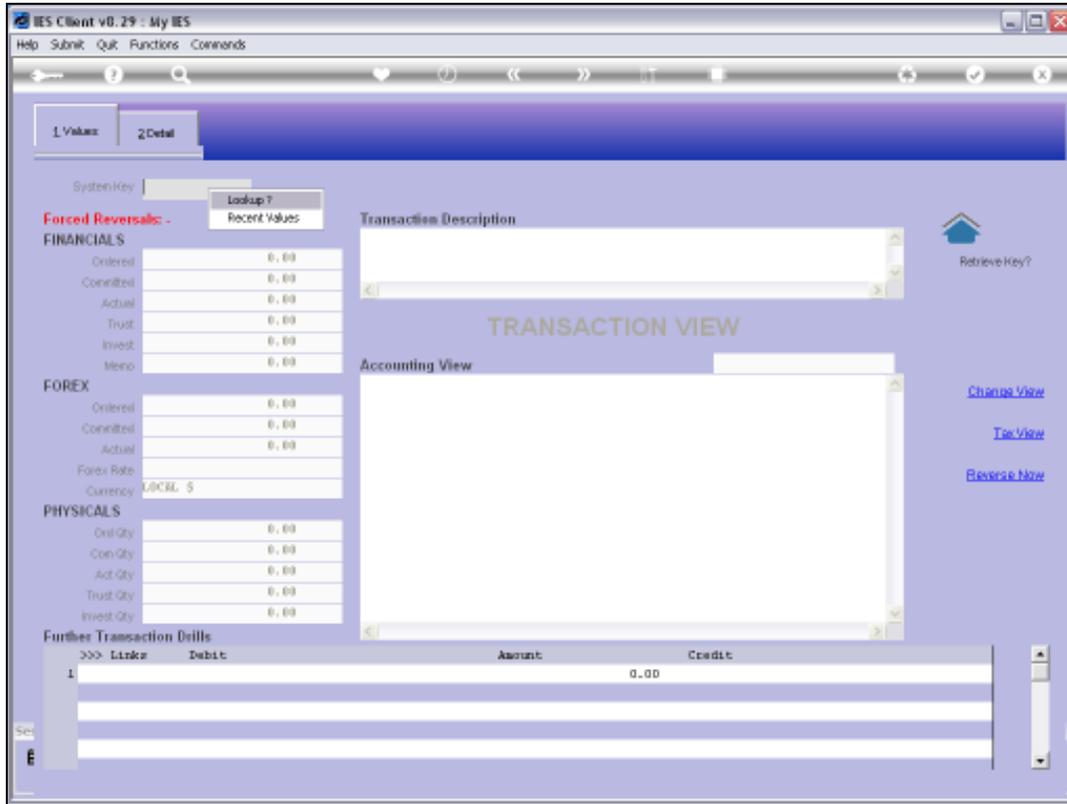


Slide 21

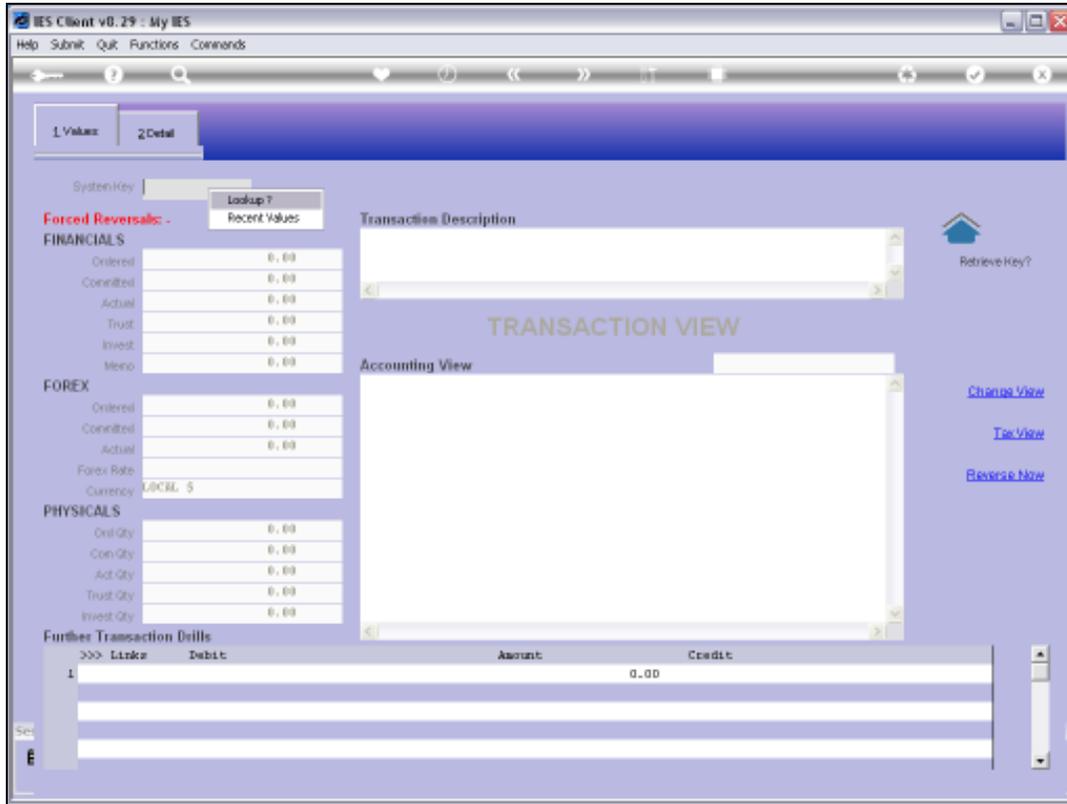
Slide notes: The Help explains that we can just use the lookup function.



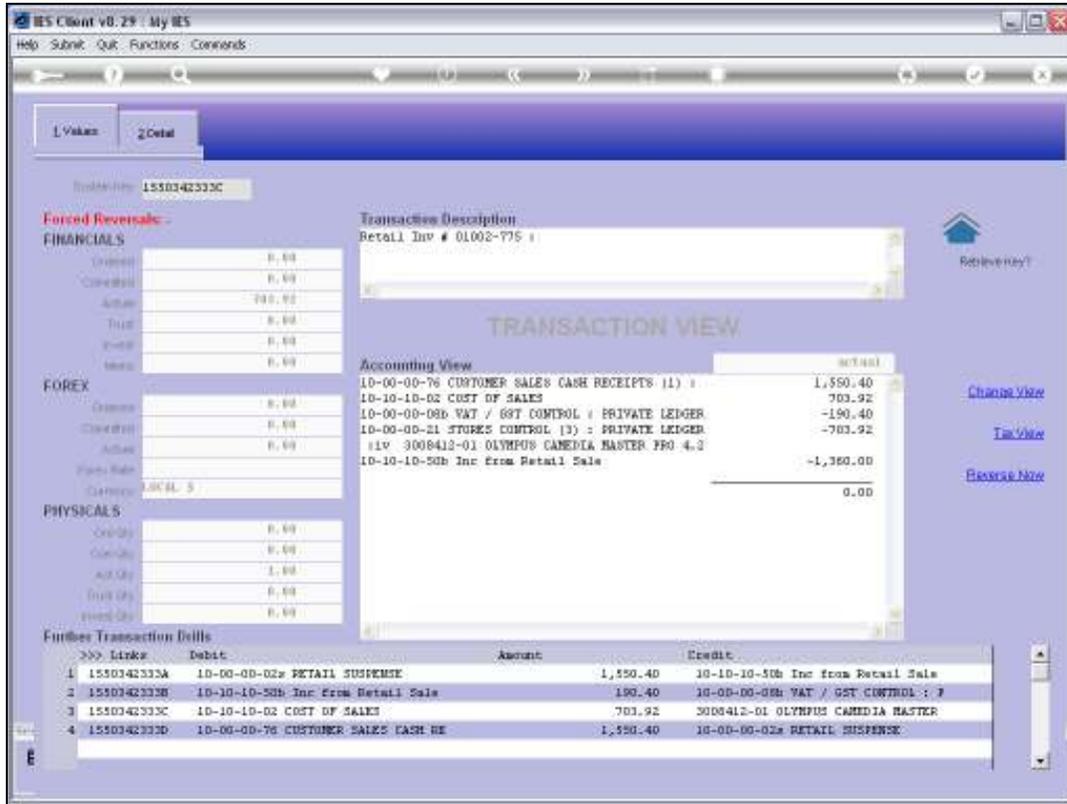
Slide 22  
Slide notes:



Slide 23  
Slide notes:

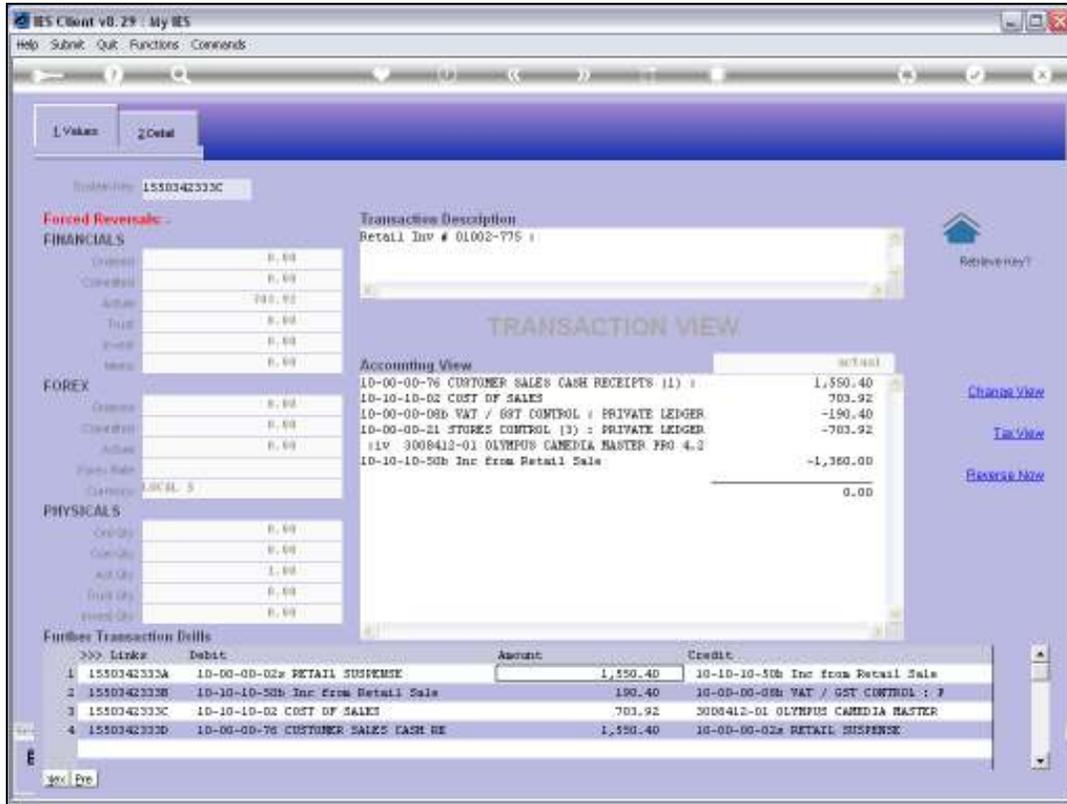


Slide 24  
Slide notes:



Slide 25

Slide notes: The system retrieves the Key from the stack and inputs it to retrieve the Transaction details.



Slide 26

Slide notes: A Forced Reversal does not reverse a Transaction Family with multiple legs as does a standard Reversal. This is a 'system fix' utility and it only reverses the specific Transaction leg indicated by this Transaction Key. We note here that the Amount of 703.92 is the Transaction leg that we are going to reverse in this case.

**Transaction Description:**  
Retail Inv # 01002-775

**Accounting View**

	DEBIT	CREDIT
10-00-00-76 CUSTOMER SALES CASH RECEIPTS (1)		1,550.40
10-10-10-02 COST OF SALES	703.92	
10-00-00-08b VAT / GST CONTROL : PRIVATE LEDGER	-190.40	
10-00-00-21 STORES CONTROL (3) : PRIVATE LEDGER	-703.92	
10-10-10-50b Inc from Retail Sale		-1,360.00
		0.00

**Further Transaction Bills**

Link	Debit	Amount	Credit
1 1550342333A 10-00-00-02a RETAIL SUSPENSE		1,550.40	10-10-10-50b Inc from Retail Sale
2 1550342333B 10-10-10-50b Inc from Retail Sale		190.40	10-00-00-08b VAT / GST CONTROL : P
3 1550342333C 10-10-10-02 COST OF SALES	703.92		3008412-01 OLYMPUS CAMERA MASTER
4 1550342333D 10-00-00-76 CUSTOMER SALES CASH RE	1,550.40		10-00-00-02a RETAIL SUSPENSE

Slide 27

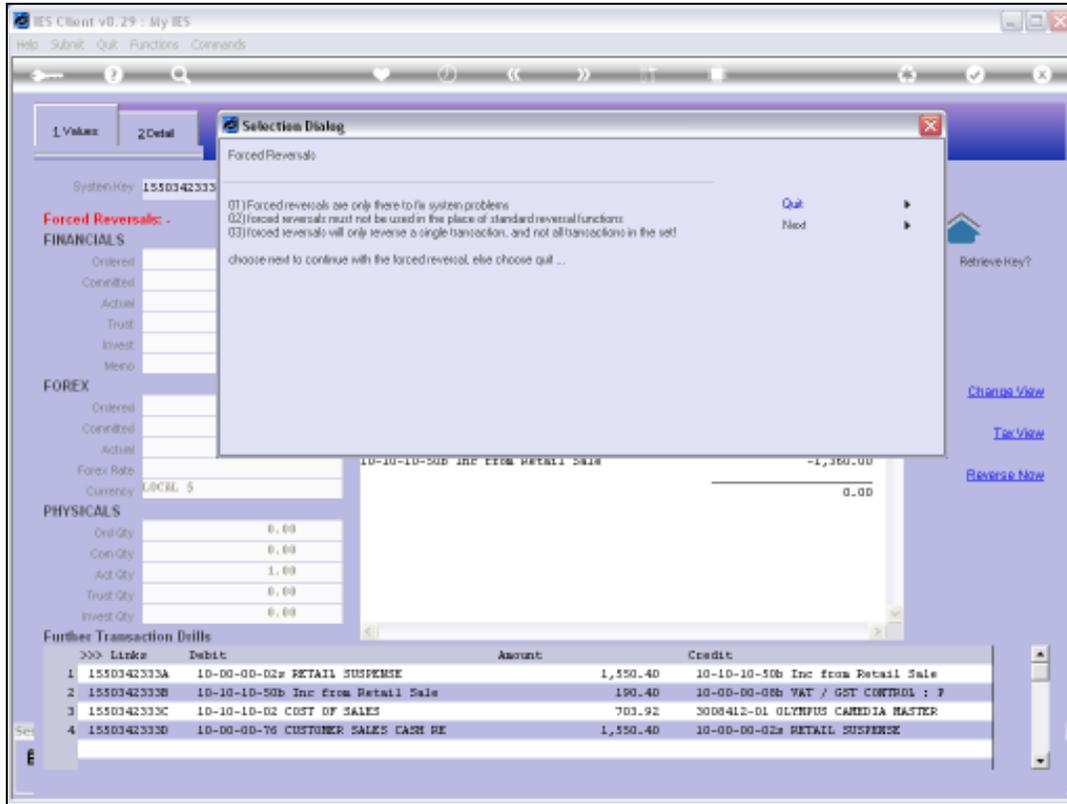
Slide notes: We can also see that by looking at the Financials, where we see the same amount for the current Transaction leg.

The screenshot shows the IES Client v8.29 interface. At the top, there's a menu bar with 'Help', 'Submit', 'Quit', 'Functions', and 'Comments'. Below the menu is a toolbar with navigation icons. The main window has a purple header with '1 Values' and '2 Detail' tabs. The 'Detail' tab is active, showing a transaction ID '1550342333C'. On the left, there are sections for 'FINANCIALS', 'FOREX', and 'PHYSICALS', each with a table of values. The 'FINANCIALS' table shows: Credits: 0.00, Debits: 0.00, Actual: 703.92, Total: 0.00, Used: 0.00, Held: 0.00. The 'FOREX' table shows: Credits: 0.00, Debits: 0.00, Actual: 0.00, Rates Rate: (empty), Currency: LOCAL 3. The 'PHYSICALS' table shows: Cred Qty: 0.00, Cred Val: 0.00, Act Qty: 1.00, Total Qty: 0.00, Used Qty: 0.00. The main area is titled 'TRANSACTION VIEW' and shows a 'Transaction Description' for 'Retail Inv # 01002-775'. Below this is an 'Accounting View' table with columns for 'Accounting View' and 'DETAIL'. The accounting view shows: 10-00-00-76 CUSTOMER SALES CASH RECEIPTS (1) : 1,550.40, 10-10-10-02 COST OF SALES: 703.92, 10-00-00-08b VAT / GST CONTROL : PRIVATE LEDGER: -190.40, 10-00-00-21 STORES CONTROL (3) : PRIVATE LEDGER: -703.92, sIV 3008412-01 OLYMPUS CAMEDIA MASTER PFG 4.0: -1,360.00, 10-10-10-50b Inc from Retail Sale: -1,360.00, and a total of 0.00. On the right side, there are buttons for 'Retrieve Inv?', 'Change View', 'Fin View', and 'Reverse Now'. At the bottom, there is a 'Further Transaction Bills' table with columns for 'Link', 'Debit', 'Amount', and 'Credit'. The table contains four rows of transaction details.

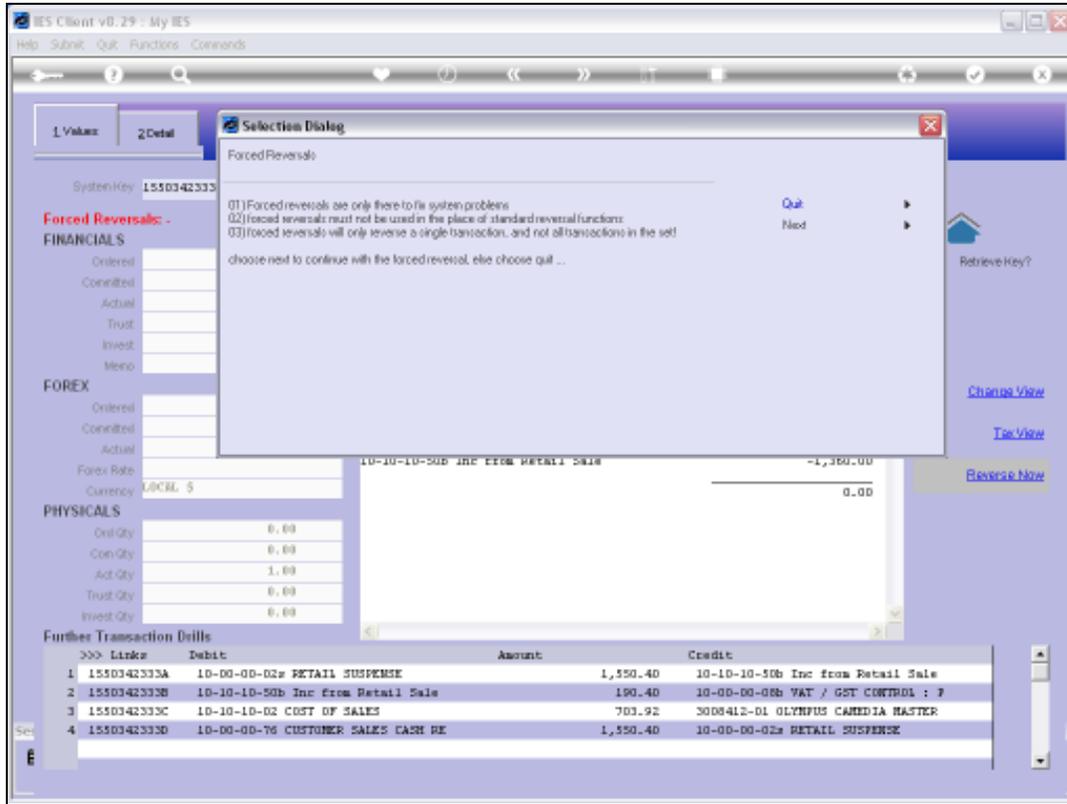
Link	Debit	Amount	Credit
1 1550342333A	10-00-00-02a RETAIL SUSPENSE	1,550.40	10-10-10-50b Inc from Retail Sale
2 1550342333B	10-10-10-50b Inc from Retail Sale	190.40	10-00-00-08b VAT / GST CONTROL : P
3 1550342333C	10-10-10-02 COST OF SALES	703.92	3008412-01 OLYMPUS CAMEDIA MASTER
4 1550342333D	10-00-00-76 CUSTOMER SALES CASH RE	1,550.40	10-00-00-02a RETAIL SUSPENSE

Slide 28

Slide notes: Then we choose 'Reverse Now'.

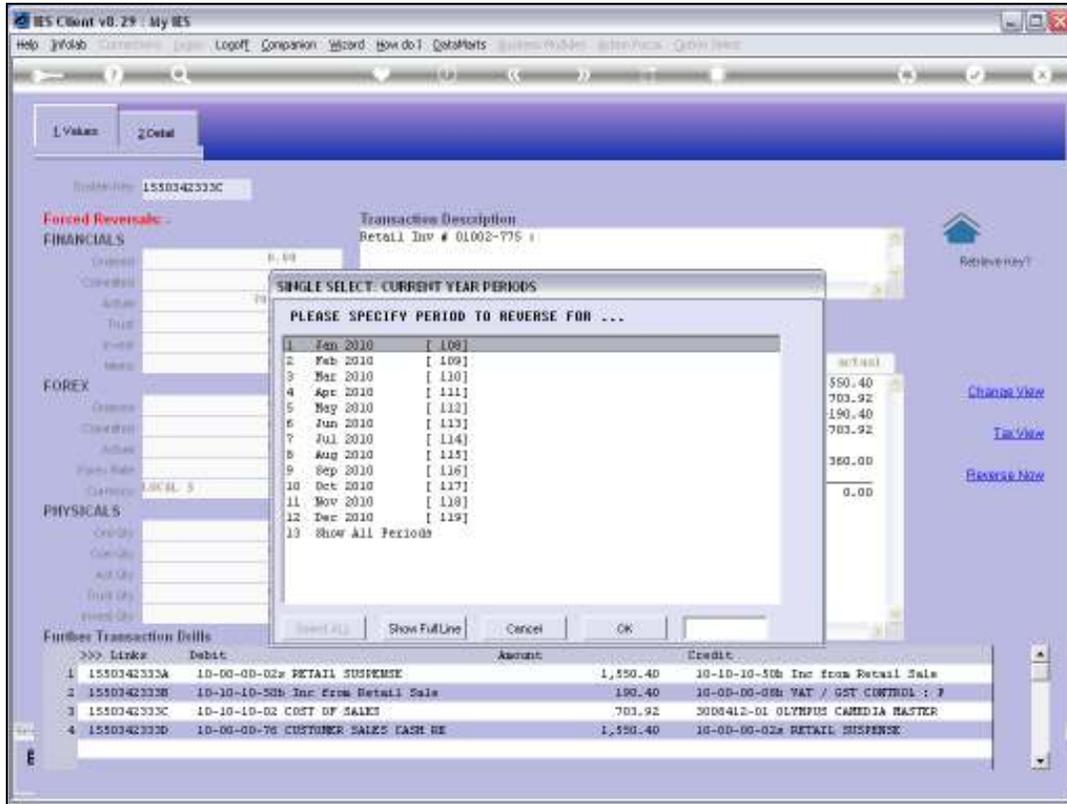


Slide 29  
 Slide notes:



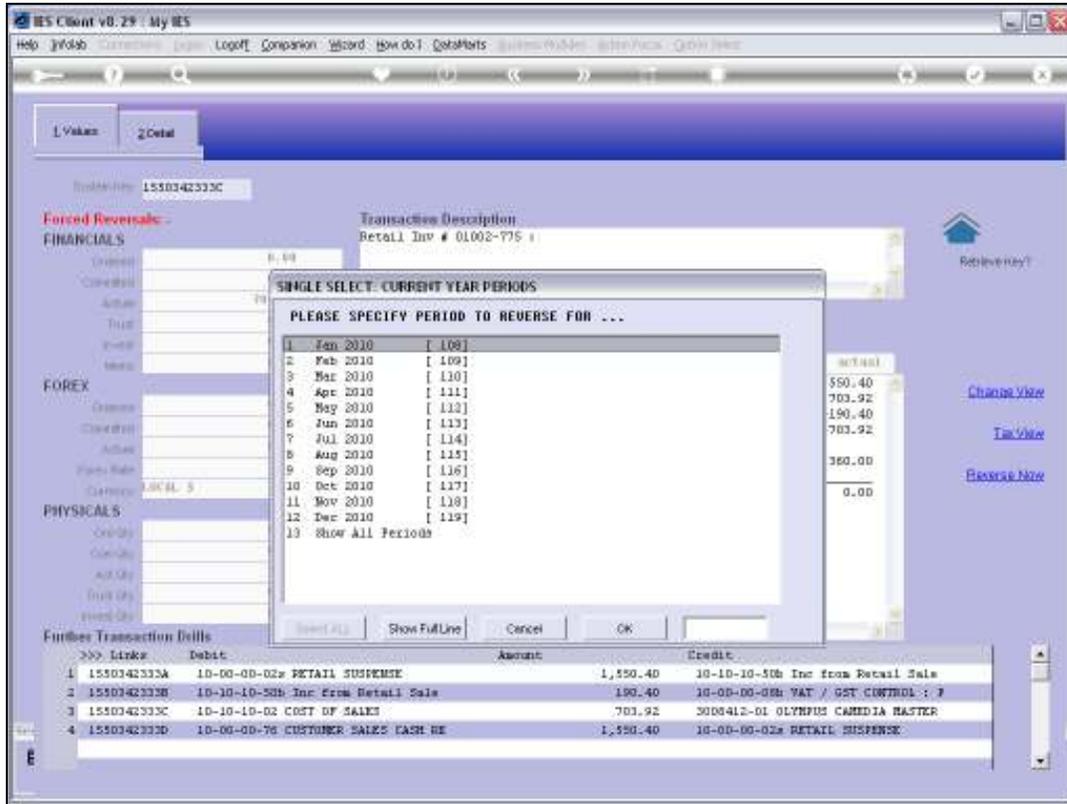
Slide 30

Slide notes: Again, the point is made that this is not a standard reversal.



Slide 31

Slide notes: Next, we choose the Period in which the reversal should be processed.



Slide 32

Slide notes:



Slide 33  
Slide notes:



Slide 34

Slide notes: The Reversal has now been processed and we can continue with another, or quit the process.



Slide 35  
Slide notes:



Slide 36  
Slide notes:



Slide 37  
Slide notes:



Slide 38

Slide notes:



### Slide 39

Slide notes: The system keeps a special log of Forced Reversals, and we can get a Report of Forced Reversals that have been performed in the system.



Slide 40  
Slide notes:

IES Client v8.29 - My IES

Help Submit Quit Functions Comments

### IES REPORTS AND QUERIES: - User Instructions

NAME:

1: - CHOOSE VERSION [Windows](#)

Report Version:

2: - CHOOSE SETTINGS

Format:

Output:

File Type:

Format:

Report Header:

3: - CHOOSE DATA SELECTOR [Advanced Selection](#)

Fixed choice:

4: - TO e-MAIL THE RESULTS. Preset:

Dispatch By E-Mail [Add Custom](#)

Mail To:

Mail Tip:

Message Body:

5: - ADAPT DATA SELECTION (if prompts are present)

How to adapt MY CHOICE

Selection.Tip	By Choice
1 Data >= F	27/05/2010
2 Data <= F	26/06/2010

Rev Prev Add Del Back

6: - Record Select

OPEN/Records Only

CLOSED/Records Only

OTHER

7: - CHOOSE NEXT [Next](#)

Slide 41

Slide notes: We can select the Date Range.



Slide 42  
Slide notes:

```
Q1551059396A.TXT - Notepad
File Edit Format View Help
Dunay Hoops Inc.
14:29:57 26 JUN 2010 page 1

Forced Reversals

FORCED REVS   Ordered   Committed   Actual   Ledger Debit   Ledger Credit   Operator..   Period   Date   Description
1551059422    0.00      0.00      702.92    1000021        10101002      ct          112    26/06/2010  Rev: Techn

1 record(s) listed
```

Slide 43

Slide notes: And in this Report we can see the Forced Reversal that we have performed a moment ago.