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4 15503423330	10-10-10-02 C057 DF	CALLS CARD OF		1 557 40	10-00-02-02	. DETAIL CARDIA RA	DIEK
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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.

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3 15503423330	10-10-10-02 COST DF 54	NCT .		703,92	3008412-01	OLYNYUS CAMIDIA R	ASTER
4 1550342333D	10-00-0D-76 CUSTURER S	ALES CASH RE		1,550.40	10-00-00-0	2.8 RETAIL SUSPENSE	1

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.

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

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

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Slide 10 Slide notes:



Slide 11 Slide notes:

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

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Slide 14 Slide notes:



Slide 15 Slide notes:



Slide 16 Slide notes:



Slide 17 Slide notes:

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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.

Index       Q <th>ES Client v8.29 : My IES</th> <th></th> <th></th> <th></th>	ES Client v8.29 : My IES			
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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.





Subnik Quit Functions	Commends				
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Slide notes: The Help explains that we can just use the lookup function.













Submit Vol. 29 My III Submit: Quit: Functions	a Connends						15/b
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4.0.44	6.99	11V 3008412-01	OLYMPUS CAME	DIA MASTER FRO	4.3	-792-24	12.98
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2 15503423338	10-10-10-58b Inc from	Setati Sale		190.40	10-0D-00-05b	VAT / GST CONTROL	1.1.7
3 15503423330	10-10-10-02 COST DF 54	1153		703,92	3008412-01 0	LYNNUS CAMIDIA MAS	TTER
4 15503423330	10-00-00-76 CUSTONER S	ALES FASH HE		1,550.40	10-00-00-02#	RETAIL SUSPENSE	

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

Subnik Quit Functions	Connends						
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4 15503423330	10-00-00-76 CUSTONER	SALES CASH HE		1,550.40	10-00-00-02#	RETAIL SUSPENSE	8

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.

Subnik Quik Functions	Connends						
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2 15503423338	10-10-10-58b Inc from	Retail Sale		190.40	10-00-00-08b VAT / 1	GST CONTROL : 7	
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4 15503423330	10-00-00-76 CUSTONER	SALES CASH HE		1,550.40	10-00-00-02s RETAIL	SUSPENSE	

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

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-ine a state	0.00	10-00-00-21 510	ALS CONTROL (a)	- PRIVATE LA.	DGER.	-703-92	Tacvie
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Slide notes: Then we choose 'Reverse Now'.

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2 15503423338	10-10-10-50b Inc from	Retail Sale		190.40	10-00-00-085 WAT / GST	CONTROL : P	
3 15503423330	10-10-10-02 COST OF 54	112		703.92	3008412-01 0LYNFUS CAR	HDIA HASTER	_
4 15503423330	1D-DO-OD-76 CUSTOMER 5	ALES CASH RE		,550.40	10-0D-00-02# RETAIL 50	ISVENSE	

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

NS Client v0.29 My NS No [Wolds Logof] C	onipanion "Wizard How do I QataMarts" (1999) "Steel (1997)	cs: gow/Hez
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Slide notes: Next, we choose the Period in which the reversal should be processed.

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3 15503423330 10-10-10-0	02 COST DF SALES 703.92 3008412-0	OL OLYNFUS CAMIDIA MASTER
4 1550342333D 10-00-0D-1	76 CUSTONER SALES EACH RE 1,550.40 10-00-00-	-OZ# RETAIL SUSPENSE

Slide 32 Slide notes:



Slide 33 Slide notes:

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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:



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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:



Slide notes: We can select the Date Range.





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