

How To Reverse a Misc. Receipt:

Reverse a Misc. Receipt when

- A Misc. Receipt is posted to ledger with incorrect information, such as:
 - Bank location
 - COA string distribution
 - Amount

Instructions:

- 1 Ignite – Receivables Tab – Accounts Receivable Tile
- 2 Task Bar icon – Manage Receipts
- 3 Search for the Misc. Receipt to be Reversed, use Receipt number, Customer name and/or date.
- 4 Open the Misc. Receipt. Actions menu – select **Reverse**.
- 5 Complete both Date* fields, Category, Reason & Comments field, click **Reverse**.
*Use the same dates as the original misc. receipt when possible. If original transaction is in a prior accounting period, use the first day of the current accounting period.
- 6 A New Misc. Receipt is created. Notify Dept. Approver to **Post to Ledger**.
- 7 Create a replacement Misc. Receipt with the corrected information. **Task Bar icon – Create Receipt**.
If the reversed transaction is from a prior accounting period, ensure the replacement has an accounting date matching the reversal date. Use the *Create & Submit Misc. Receipt Job Aid*, if necessary.
- 8 Notify Dept. Approver of the replacement Misc. Receipt number to also **Post to Ledger**.