Reversing a Misc. Receipt

How To Reverse a Misc. Receipt:

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.


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.


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.

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.


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.


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.