

Reversing Receipts
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Reversing Receipts

Reversing Receipts Overview

If a receipt has been entered incorrectly, it is possible to reverse the receipt.

Scenario 1: The receipt has been entered, but cannot be posted because it has failed budget checking

Contact State Accounting by via their web-site and click on the "O Batches" mail-in database link.

Scenario 2: The receipt has been entered and posted, but no Voucher batch has been entered.

1. Reverse the receipt
2. Post the reverse receipt batch
3. Either re-receipt the Purchase Order correctly or Cancel the lines on the PO
4. If the Purchase Order is re-received, post the receipt batch. If the lines on the Purchase Order are cancelled, no further action is required

Scenario 3: The receipt has been entered and posted, and a voucher batch has been entered, but is not posted.

1. Delete the unposted voucher with PO
2. Reverse the receipt
3. Post the reverse receipt batch
4. Either re-receipt the Purchase Order correctly or Cancel the lines on the PO
5. If the Purchase Order is re-received, post the receipt batch. If the lines on the Purchase Order are cancelled, no further action is required

Scenario 4: The receipt has been entered and posted and a voucher batch has been posted but is unpaid.

1. Void the voucher batch
2. Immediately post the void in the general ledger
3. Reverse the receipt
4. Post the reverse receipt batch
5. Either re-receipt the Purchase Order correctly or Cancel the lines on the PO
6. If the Purchase Order is re-received, post the receipt batch. If the lines on the Purchase Order are cancelled, no further action is required

Scenario 5: The receipt has been entered and posted and a voucher batch has been posted and paid.

1. Void the warrant - contact State Accounting
2. Void the voucher batch
3. Immediately post the void in the general ledger

Training Guide

Reversing Receipts

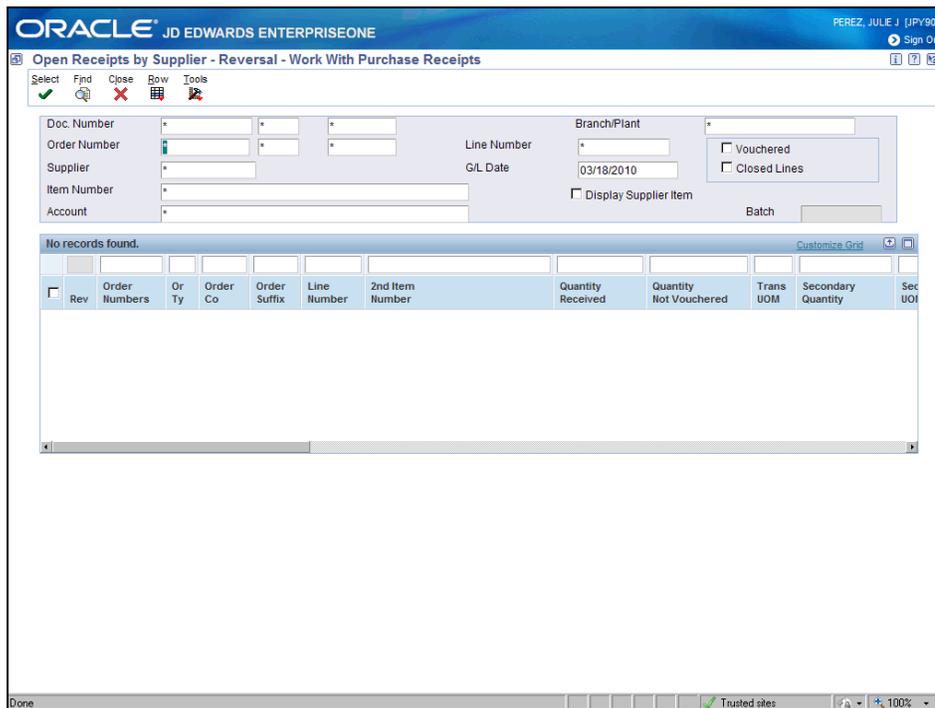


4. Reverse the receipt
5. Post the reverse receipt batch
6. Either re-receipt the Purchase Order correctly or Cancel the lines on the PO
7. If the Purchase Order is re-received, post the receipt batch. If the lines on the Purchase Order are cancelled, no further action is required

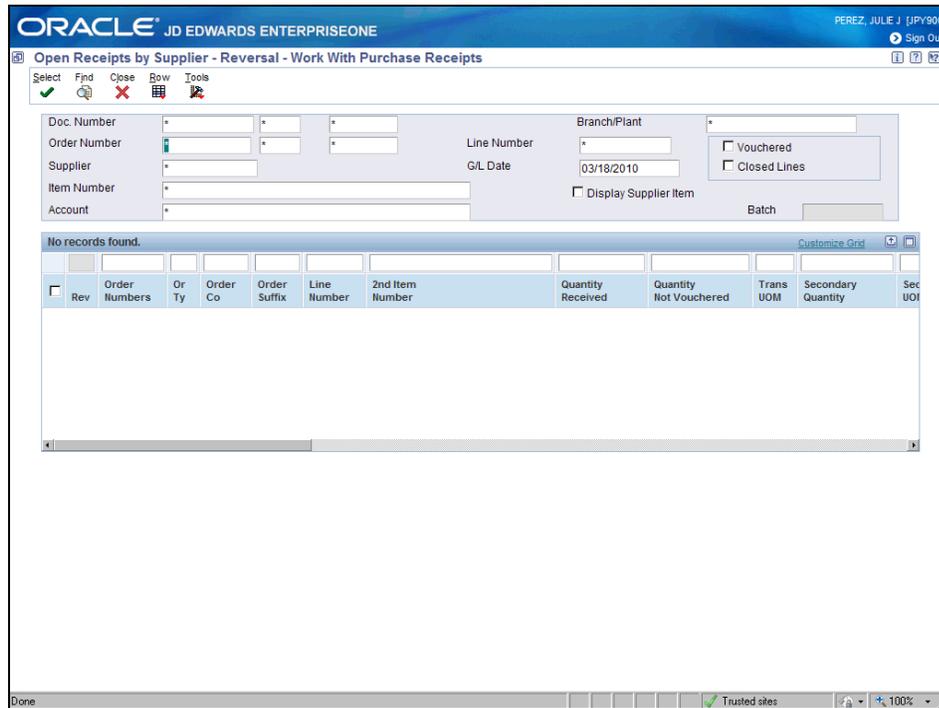
Reversing Receipts Lesson

Procedure

Step	Action
1.	All related receipt batches must be posted in order to create a reverse receipt batch.
2.	Click the State of Nebraska link. State of Nebraska
3.	Click the Purchasing - Agencies link. Purchasing - Agencies
4.	Click the Receiving link. Receiving
5.	Click the Open Receipts by Supplier - Reversal link. Open Receipts by Supplier - Reversal



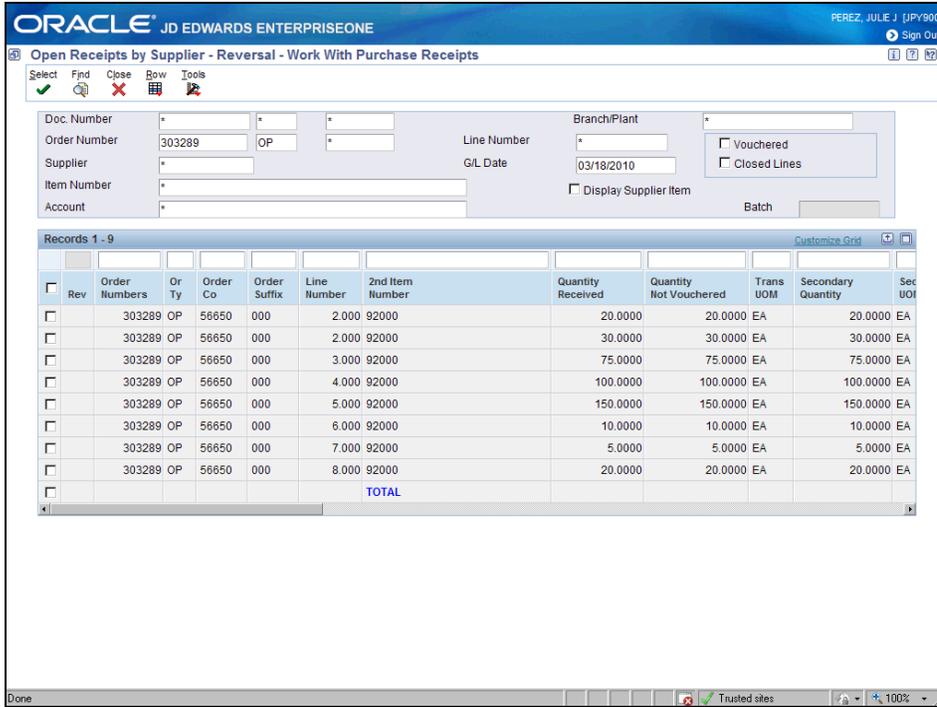
Step	Action
6.	Narrow search for the Purchase Order using the field in the header or and the Query by Example (QBE) line.



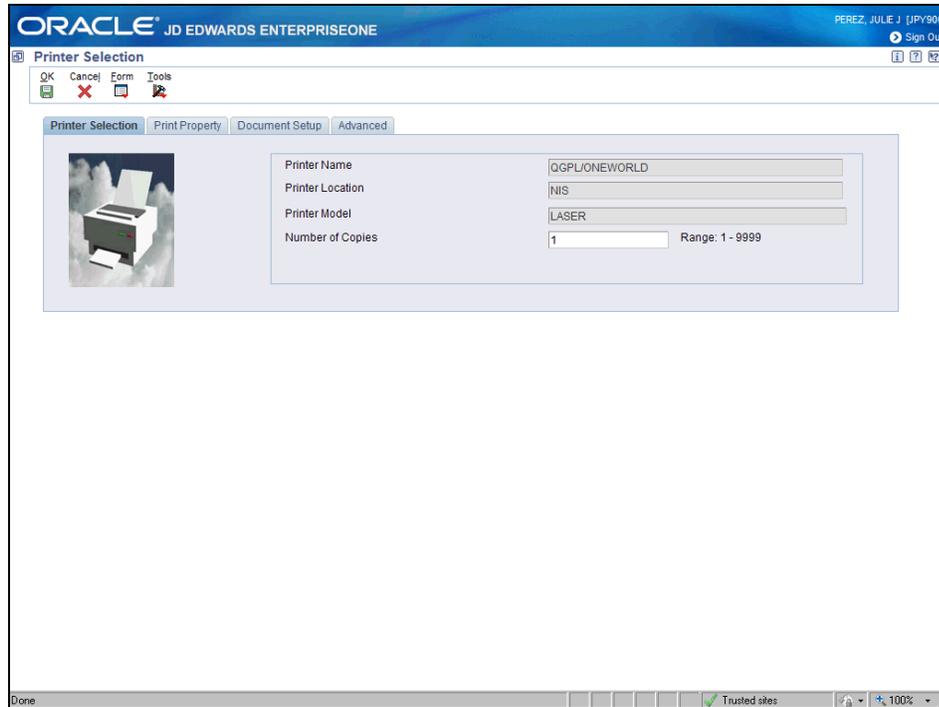
Step	Action
7.	Enter the Purchase Order number to receive against into the Order Number field.
8.	Enter the Document Type into the Doc Type field to the right of the Order Number field.
9.	To populate the grid, click the Find button. 

Training Guide

Reversing Receipts



Step	Action
10.	Click in the box on the row(s) to reverse receipt. Multiple rows can be selected if needed. <input type="checkbox"/>
11.	Click the Row button.
12.	Click the Reverse Receipt menu.
13.	Rev field of the selected gridline populates with a "Y"
14.	Click the Close button.
15.	Click the OK button.



Step	Action
16.	Click the OK button. 
17.	Reversed line of the purchasing document is now awaiting receipt or is available for revision.
18.	An unposted batch has been created which needs to be posted.
19.	End of Procedure.