📄 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** (see Budget Failure Manual for more information).

Step 1: Contact State Accounting by navigating to the following website and clicking the "O Batches" mail-in database link: http://www.das.state.ne.us/accounting/nis/contacts.htm

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

Step 1: Reverse the receipt

Step 2: **Post** the reverse receipt batch

Step 3: Either re-receipt the Purchase Order correctly **OR** Cancel the lines on the PO

Step 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.**

Step 1: Delete the unposted Voucher with PO (Click here for Work Instructions on Deleting an unposted Voucher with PO.)

Step 2: Reverse the receipt

Step 3: **Post** the reverse receipt batch

Step 4: Either re-receipt the Purchase Order correctly **OR** Cancel the lines on the PO

Step 5: If the Purchase Order is re-received, Post the new 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.**

Step 1: Void the Voucher Batch (Click here for Work Instructions on Voiding a Posted Voucher Batch with PO.)

Step 2: Immediately **Post** the Void in the General Ledger

Step 3: Reverse the receipt

Step 4: **Post** the reverse receipt batch

Step 5: Either re-receipt the Purchase Order **OR** Cancel the lines on the PO

Step 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.**

Step 1: Void the warrant - contact State Accounting

Step 2: Void the Voucher Batch (Click here for Work Instructions on Voiding a Posted Voucher Batch with PO.)

Step 3: Immediately **Post** the Void in the General Ledger

Step 4: Reverse the receipt

Step 5: **Post** the reverse receipt batch

Step 6: Either re-receipt the Purchase Order **OR** Cancel the lines on the PO

Step 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.

This work instruction shows how to Reverse Receipts.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: http://www.das.state.ne.us/.

Navigation

Navigation paths tend to change as the system is developed. If you are unable to find the Order type below, please call the NIS help desk (402) 471-4636.

Click Roles, Procurement or Inventory.
(Citrix users – right click on the menu, choose View by Role, choose Procurement.)

Purchasing – Agencies > Receiving > Open Receipts by Supplier - Reversal, or

Inventory Purchasing - Statewide > Receive Stock Purchases > Open Receipts by Supplier - Reverse

Steps

Reverse Receipts

All related receipt batches must be posted in order to create a reverse receipt batch.

Start this instruction from the Work with Purchase Receipts window.
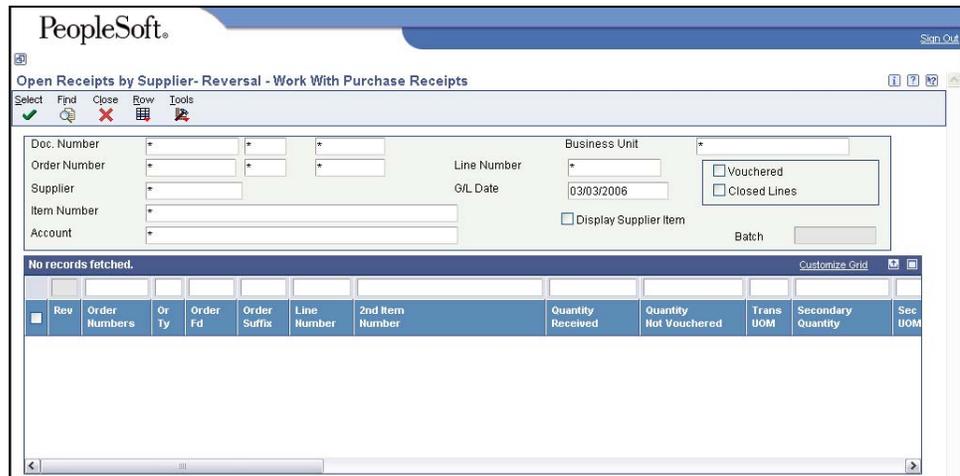
1. Enter the criteria for information you want to view in the appropriate field(s), including:

    - Order Number – can use an asterisk " ***** " if you wish to look up all orders with a given document type.

    - Or Ty, Order type

    - Account Number – optional

    - Doc. Number – optional. The system assigned number at the time of the original receipt.

    - Use QBE to query Supplier Number or Ship To

2. Click **Find**.
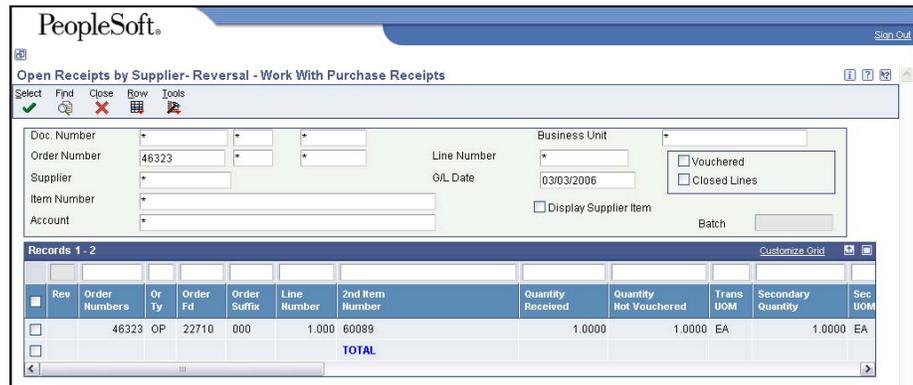
3. Select the gridline with the items for Receipt Reversal.

4. Click **Row – Reverse Receipt**.

5. **Rev** field of the selected gridline populates with a "**Y**"

6. Click **Close.**   The Reversal Verification window appears.

7. Click **OK**.

 Reversed line of the purchasing document is now awaiting receipt or is available for revision.

8. **An unposted batch has been created which needs to be posted.** Follow the Post Receipt Batch instructions.

Post a Receipt Batch

Navigation: Purchasing – Agencies > Batch Processing > Receipt Processing > Post Receipt Entries by Batch

Start this instruction from the Review G/L Receipts Journal – Work with Batches window.

1. Enter the Batch Number that you are going to Post.

    From this selection, the system will default in "O" for PO/Contract Entries and select "Unposted Batches".

2. Click **Find**.

3. All Unposted Batches appear in the grid.

4. Select the batches that you want to post. They should be in an "A" Approved status.

5. Click **Row → Post by Batch**

6. Printer Selection Screen appears.

7. Click **OK**

8. Report R09801 will be submitted to Post the selected batch(es)

9. Once report has run, you can view the posted batch(es) by selecting "Posted Batches" and Clicking **Find.**