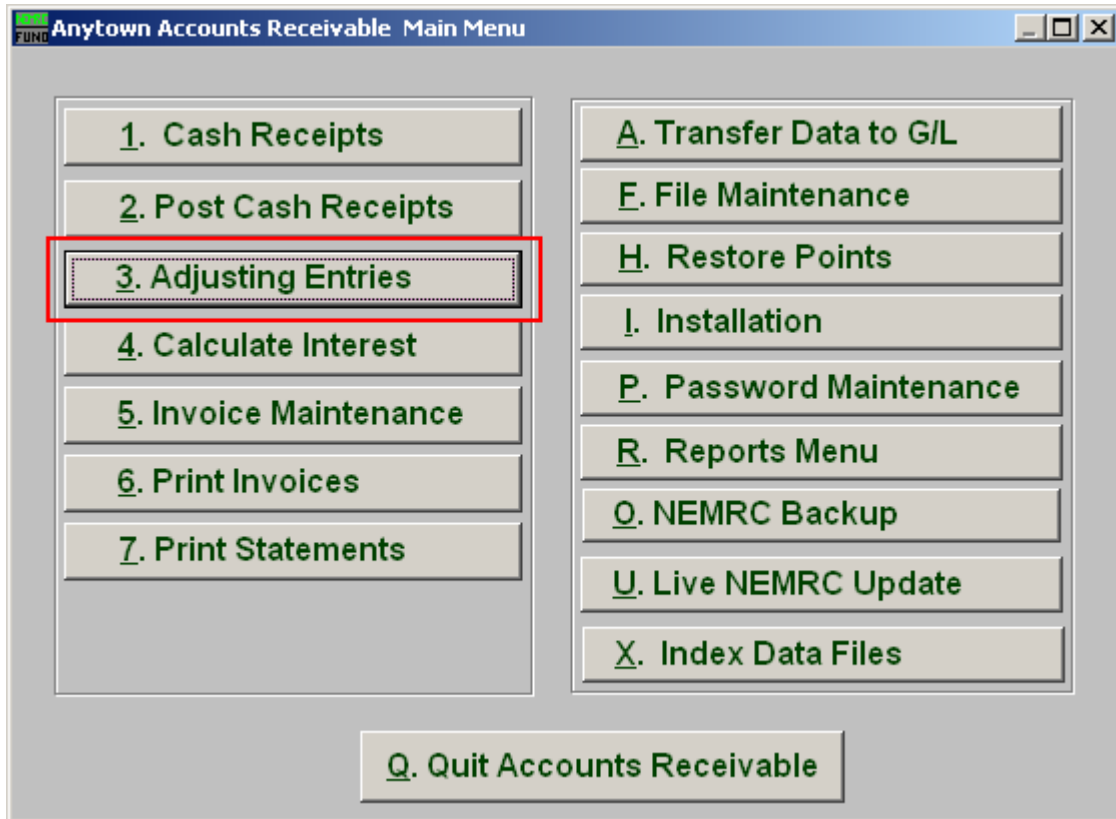
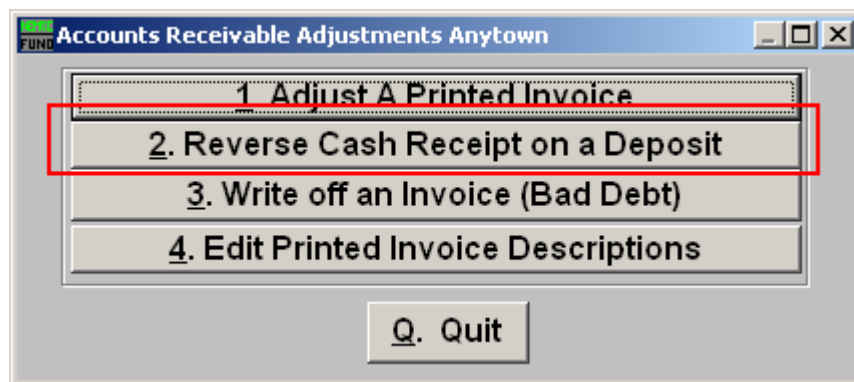


## Accounts Receivable

### 3. Adjusting Entries: 2. Reverse Cash Receipt on a Deposit



Click on “3. Adjusting Entries” from the Main Menu and the following window will appear:



Click on “2. Reverse Cash Receipt on a Deposit” from the Adjusting Entries Menu and the following window will appear:

# Accounts Receivable

## Reverse Cash Receipt on a Deposit

**1** Press F4 to Recall HB-

Customer  -  Find

Name  Find

OK Cancel

- 1. Find:** Enter the Customer number or Name or click “Find” and locate the Customer from the list.

## Accounts Receivable

The screenshot shows a window titled "Reverse a Cash Receipt" with a "FUND" icon in the top-left corner. The window contains the following elements:

- Customer:** A text box containing "HB" followed by a hyphen and another empty text box, with a "Find" button to the right.
- Name:** A text box containing "ANY UTILITY" with a "Find" button to the right.
- Deposit to reverse:** A label followed by a red number "2" and a dropdown menu currently displaying "40.0".
- Reason:** A label followed by a red number "3" and a large empty text input field.
- Buttons:** At the bottom are two buttons: "OK" (with a red number "4" above it) and "Cancel" (with a red number "5" above it).

2. **Deposit to reverse:** Type in the Deposit to be reversed or click on the drop down arrow and select from there.
3. **Reason:** Type in the Reason for reversing the Deposit.
4. **OK:** Click "OK" to have the system reverse the application of cash on that deposit for the selected customer account.
5. **Cancel:** Click "Cancel" to cancel and return to the previous screen.