

MDS Quick Guide Entering or Reversing a Cash Batch

Overview :

The MDS System records cash receipts to allow you to apply payments made by customers to invoices. It also allows for on account payments and if required miscellaneous cash application. This quick guide will walk you thru the steps to reverse a batch, generally this is used if you apply the cash to the wrong customer or for the wrong amounts.

First I will apply payments to multiple Invoices for a specific customer.

Then I will reverse the batch by applying negative values to the batch, checks and each invoice to reverse the payment transactions opening the invoices back up.

Customer Accounts Receivables

Company# 01 The Systems House, Inc. Creation Date 08/04/03
 Customer# RICH John Smith Inc.
 City St Zip MONORE NY 10950 Credit Meth 00 Cred Hold N
 Start Date 08/01/16 End Date Credit Limit 9999999
 Salesman# 222 Grace Parks Terms 01 2/10 NET 30

1.Customer Comments
 High Cred\$ 72655 OpenOrder\$ 139708.09 A/R Balance -919853.13 Paid to Dt 755.00 12/02/02 Phone 973-777-8050
 Order A35059 Payment 300.00 Mtd Sales\$ 415.70 Return\$ Sales\$ LY
 Last Date 09/13/16 09/13/16 05/31/16 Ytd 2998.41 -60.00

Ln#	Typ	Invoice#	Date	Ref#	Original\$	Open\$	Whs	Cust Ref	Order#Rel
1	INV	01A02221	08/01/16		34.70	34.70	001	14514	A34981001
2	INV	01A02222	08/01/16		14.55	14.55	001	14514	A34985001
3	INV	01A02223	08/10/16		19.00	19.00	001	14398	A34999001
4	INV	01A02224	08/10/16		190.00	190.00	001	14398-2	A35000001
5	INV	01A02225	08/15/16		14.70	14.70	001	14439	A35007001
6	INV	01A02226	08/19/16		66.00	66.00	001	A20317	A35024001
7	INV	01A02227	09/02/16		38.00	38.00	001	14415	A35046001

Enter 'END' to exit, 'CC' for cust comments, or 'TT' to change Inq Type

Operator CASH CONTROL ENTRY DATE 09/16/16

2. CO# 01 The Systems House, Inc. BATCH#
 3. PERIOD 1608 1.BATCH TYPE
 4. POSTING DATE 09/16/16
 5. BANK# 001 BANK NAME FIDELITY BANK
 BANK G/L# 01-1000
 6. A/R CONTROL 272.95

TOTAL WRITE-OFF AMT 0.00
 A/R CASH 272.95
 7. MISCELLANEOUS 0.00
 8. TOTAL CASH 272.95

Please make a selection, OK/END to Save, or Cancel

Paid 5 invoices

Line	Typ	Key	Date	Open Amt	Disc	Date	Reference	Write Off	A/R Credit
327	INV	01A02180	06/03	26.00	0.28	06/13	TEST		
328	INV	01A02197	06/16	22.21	0.04	06/26	G		
329	INV	01A02199	06/27	300.02	5.76	07/07	14396		
330	INV	01A02200	06/27	332.00	6.64	07/07	14396		
331	INV	01A02206	06/28	204.01	3.84	07/08	159714		
332	INV	01A02207	06/28	332.00	6.64	07/08	159714		
333	INV	01A02208	06/28	492.03	9.60	07/08	22541		
334	INV	01A02209	07/08	6.00	1.20	07/18	14453		
335	INV	01A02210	07/08	32.00	0.40	07/18	G		
336	INV	01A02221	08/01		0.19	08/11	14514		34.70
337	INV	01A02222	08/01		0.29	08/11	14514		14.55

Enter Line# to Change, 'R' - for Range or 'END':

Line	Typ	Key	Date	Open Amt	Disc	Date	Reference	Write Off	A/R Credit
338	INV	01A02223	08/10		0.38	08/20	14398		19.00
339	INV	01A02224	08/10		3.80	08/20	14398-2		190.00
340	INV	01A02225	08/15		0.29	08/25	14439		14.70
341	INV	01A02226	08/19	66.00	1.08	08/29	A20317		
342	INV	01A02227	09/02	38.00	0.76	09/12	14415		
343	INV	01A02229	09/13	65.00	0.80	09/23	14552		
344	INV	01A02230	09/13	60.00	1.20	09/23	14552B		
345	INV	01A04435	12/31	20.00			TEST		
346	C/M	01R11010	07/13	-612.00		07/13			
347	C/M	01R11011	07/13	-612.00		07/13			
348	C/M	01R11029	09/10	-36.25		09/10			

Enter Line# to Change, 'R' - for Range or 'END':

Reversing a batch – Create a negative batch

Operator		CASH	CONTROL	ENTRY	DATE	09/16/16
2. CO#	01	The Systems House, Inc.		BATCH#		
3. PERIOD	1608			1. BATCH TYPE		
4. POSTING DATE		09/16/16				
5. BANK#	001	BANK NAME	FIDELITY BANK			
		BANK G/L#	01-1000			
6. A/R CONTROL			-272.95			
TOTAL WRITE-OFF AMT			0.00			
A/R CASH			-272.95			
7. MISCELLANEOUS			0.00			
8. TOTAL CASH			-272.95			

Please make a selection, OK/END to Save, or Cancel

Entered negative Check Amount

Company: 01 MDS Cash Application
 Customer: RICH John Smith Inc.
 Check #: 075774 Amt Applied: 0.00
 Check Amount: 272.95- Balance: 272.95- # of Items: 349
 A/R Balance: 920126.08- Transaction#: TRANS#: 01003290 - 01R11030
 Post Date: 09/16/16
 Batch#: 101874

Line	Typ	Key	Date	Open Amt	Disc	Date	Reference	Write Off	A/R Credit
331	INV	01A02206	06/28	204.01	3.84	07/08	159714		
332	INV	01A02207	06/28	332.00	6.64	07/08	159714		
333	INV	01A02208	06/28	492.03	9.60	07/08	22541		
334	INV	01A02209	07/08	6.00	1.20	07/18	14453		
335	INV	01A02210	07/08	32.00	0.40	07/18	G		
336	INV	01A02221	08/01		0.19	08/11	14514		
337	INV	01A02222	08/01		0.29	08/11	14514		
338	INV	01A02223	08/10		0.38	08/20	14398		
339	INV	01A02224	08/10		3.80	08/20	14398-2		
340	INV	01A02225	08/15		0.29	08/25	14439		
341	INV	01A02226	08/19	66.00	1.08	08/29	A20317		

Enter Line# to Change, 'R' - for Range or 'END':

Applied the negative payment amount to each invoice to reverse them and open the invoice back up.

Line	Typ	Key	Date	Open Amt	Disc	Date	Reference	Write Off	A/R Credit
331	INV	01A02206	06/28	204.01	3.84	07/08	159714		
332	INV	01A02207	06/28	332.00	6.64	07/08	159714		
333	INV	01A02208	06/28	492.03	9.60	07/08	22541		
334	INV	01A02209	07/08	6.00	1.20	07/18	14453		
335	INV	01A02210	07/08	32.00	0.40	07/18	G		
336	INV	01A02221	08/01	34.70	0.19	08/11	14514		-34.70
337	INV	01A02222	08/01	14.55	0.29	08/11	14514		-14.55
338	INV	01A02223	08/10	19.00	0.38	08/20	14398		-19.00
339	INV	01A02224	08/10	204.70	3.80	08/20	14398-2		-14.70
340	INV	01A02225	08/15		0.29	08/25	14439		
341	INV	01A02226	08/19	66.00	1.08	08/29	A20317		

Enter Line# to Change, 'R' - for Range or 'END':

Run the Daily Cash Register review and update

DAILY CASH REGISTER												DATE: 09/16/16	PAGE: 1
												TIME: 13:09:15	
RECEIVING CO #:	01	The Systems House, Inc.											
RECEIVING BANK:	001	FIDELITY BANK											
EXT CUST#	INT CUST	CUSTOMER NAME											
TYPE CO-INV#	REF #	A/R CRED	CASHDIS	CBGRACK	SHORTPY	BPTEST	RTNCKE	MISC	REAPPLY	CASH APPL	CHECK #		
RICH	100174	John Smith Inc.											
PMT 01A02221	A02221	-34.70	0.00	0.00	0.00	0.00	0.00	0.00		-34.70	075774		
PMT 01A02222	A02222	-14.55	0.00	0.00	0.00	0.00	0.00	0.00		-14.55	075774		
PMT 01A02223	A02223	-19.00	0.00	0.00	0.00	0.00	0.00	0.00		-19.00	075774		
PMT 01A02224	A02224	-190.00	0.00	0.00	0.00	0.00	0.00	0.00		-190.00	075774		
PMT 01A02224	A02224	-14.70	0.00	0.00	0.00	0.00	0.00	0.00		-14.70	075774		
TOT CUST: RICH		-272.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-272.95			
TOT APPLY CO #: 01		-272.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-272.95			
FISCAL: 1608													
TOT BATCH: 101874		-272.95							0.00	-272.95			
BATCH TYPE TOTAL:		-272.95							0.00	-272.95			
TOT DATE: 09/16/16		-272.95							0.00	-272.95			
TOT BANK: 001		-272.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-272.95			