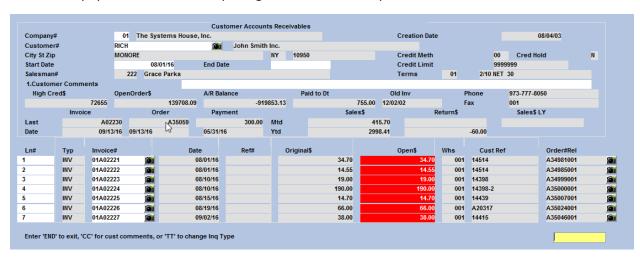
## MDS Quick Guide Entering or Reversing a Cash Batch

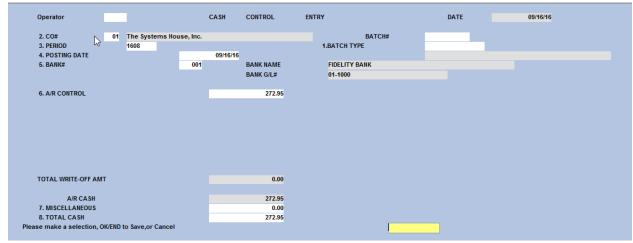
## Overview:

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

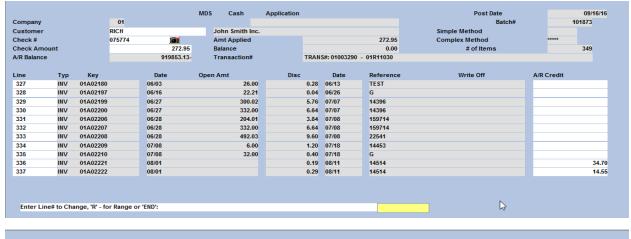
First I will apply payments to multiple Invoices for a specific customer.

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.



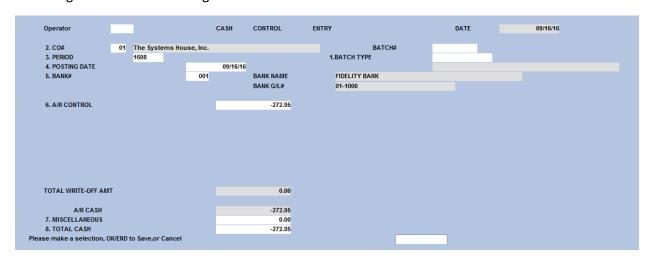


Paid 5 invoices





## Reversing a batch – Create a negative batch



**Entered negative Check Amount** 

Company			01		MDS Cash	Application				Post Date Batch#		09/16/1 101874
Company											101074	
Customer			RICH		John Smith Inc.					Simple Method		
Check #			075774		Amt Applied				0.00	Complex Method	***	
Check Amount		272.95-		Balance			272.95-		# of Items		349	
A/R Balance	ance 🖟			920126.08-	Transaction#		TRANS#: 01003290 - 01R11030					
Line	Тур	Key		Date	Open Amt	Disc		Date	Reference	Write Off	A/R Cre	edit
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			

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

Company 01 Customer RICH				John Smith Inc.					Batch#			
Check#			075774		Amt Applied				272.95-	Simple Method Complex Method	*****	
Check Amount			0/5//4	272.95-	Balance		0.00			# of Items		349
A/R Balance		920126.08-		Transaction#		TRANS#: 01003290 - 01R11030			# Of Items		348	
A/R Dalatice	,			920120.00-	Transaction#		RANS#:	01003290	- 01K11030			
Line	Тур	Key		Date	Open Amt	Disc		Date	Reference	Write Off	A/R Credit	
331	INV	01A02206		06/28	204.01	3	3.84 07	/08	159714			
332	INV	01A02207		06/28	332.00	6	6.64 07	/08	159714			
333	INV	01A02208		06/28	492.03	9	9.60 07	/08	22541			
334	INV	01A02209		07/08	6.00	1	1.20 07	/18	14453			
335	INV	01A02210		07/08	32.00	0	0.40 07	/18	G			
336	INV	01A02221		08/01	34.70	0	0.19 08	/11	14514			-34.7
337	INV	01A02222		08/01	14.55	0	0.29 08	/11	14514			-14.5
338	INV	01A02223		08/10	19.00			/20	14398			-19.0
339	INV	01A02224		08/10	204.70			/20	14398-2			-14.7
340	INV	01A02225		08/15				/25	14439			
341	INV	01A02226		08/19	66.00	1	1.08 08	/29	A20317			

Run the Daily Cash Register review and update

			DAILY	CASH REGIST	ER			DATE: 09/1 TIME: 13:0		AGE: 1
RECEIVING CO #: 01 RECEIVING BANK: 001		ystems House ITY BANK	e, Inc.							
EXT CUST# INT CUS	T CUST	POMER NAME								
TYPE CO-INV# REF #	A/R CRED	CASHDIS	CEGBACK	SHORTPY	BPTEST	RTNCHK	MISC	REAPPLY	CASE 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
	-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: RICE	-272.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-272.95	
TOT APPLY CO #: 01 FISCAL: 1608	-272.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-272.95	
TOT BATCH: 101874 BATCH TYPE TOTAL:	-272.95 -272.95							0.00	-272.95 -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	