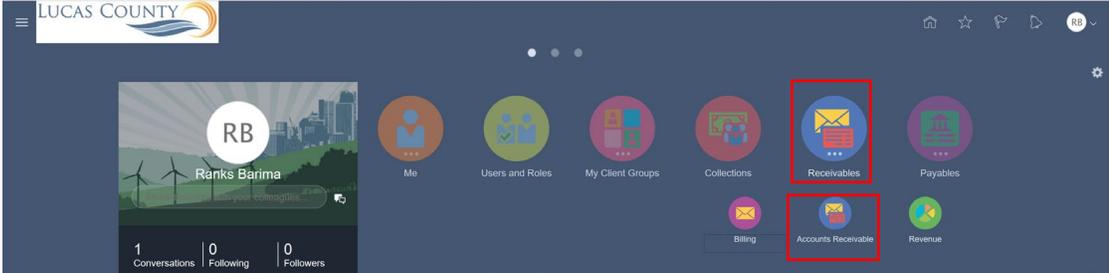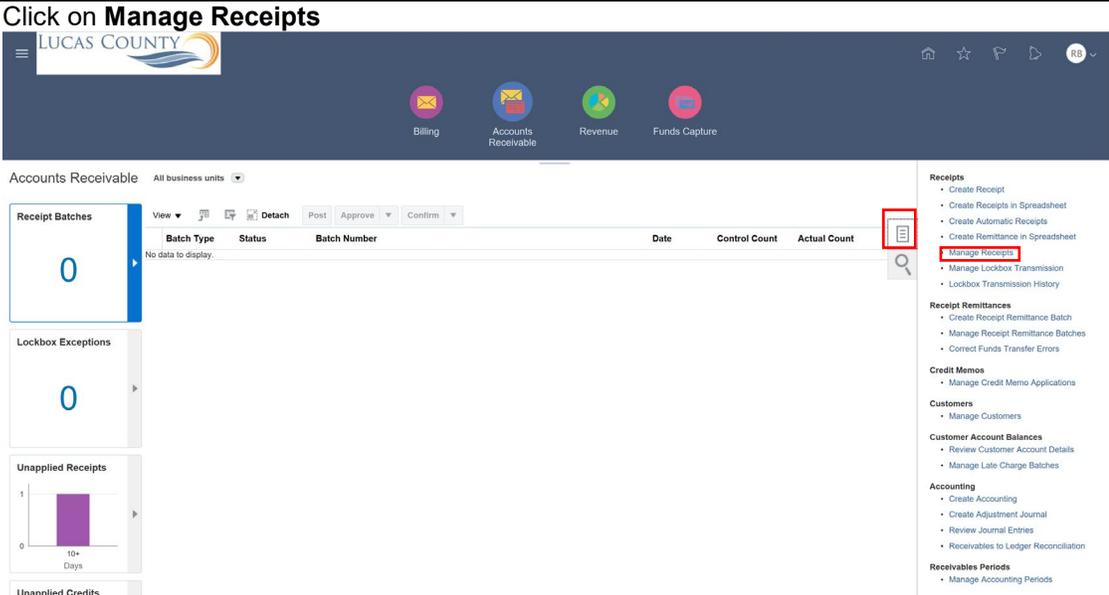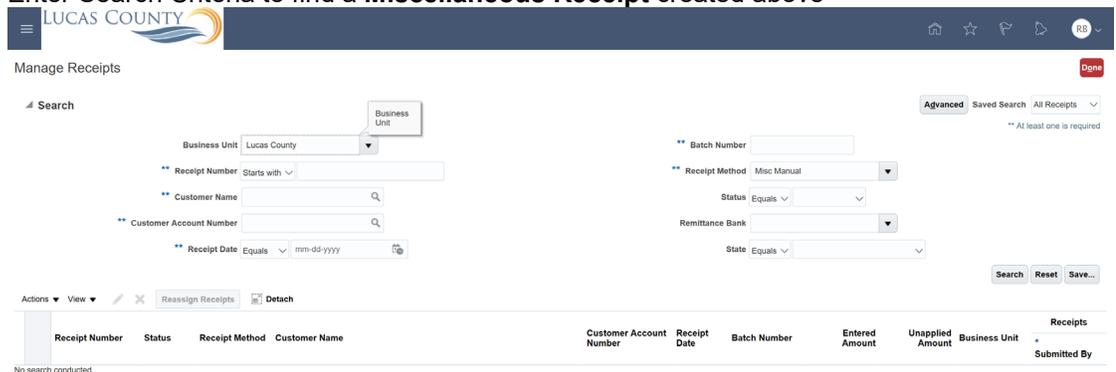# Reverse Miscellaneous Receipts
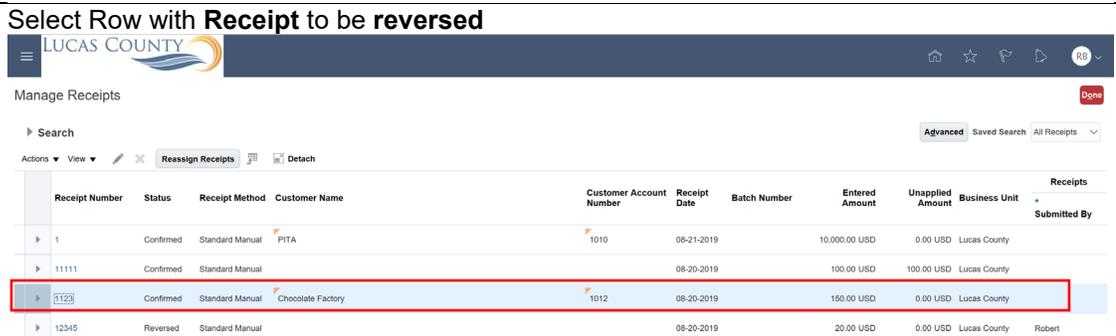
Audience: Accounts Receivable Specialist

Purpose: The purpose of this job aid is to provide instruction on how to reverse a miscellaneous receipt. A reason for doing this would be as a part of the process to correct an entry error in the original miscellaneous receipt.

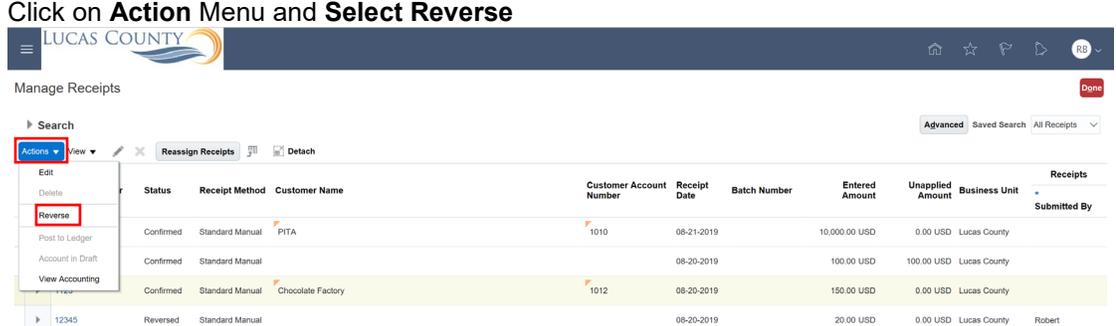| Step	Action
	1. Ensure Setup data, Enterprise Structure and Organization structure should be setup 2. Ensure the user should have total; access and right over Receivables Module.
1	Click on the **Navigator**
2	Click on **Receivables**
3	Click on **Accounts Receivables**
4	Click on **Task Pane** on right of your screen
5	Click on **Manage Receipts**

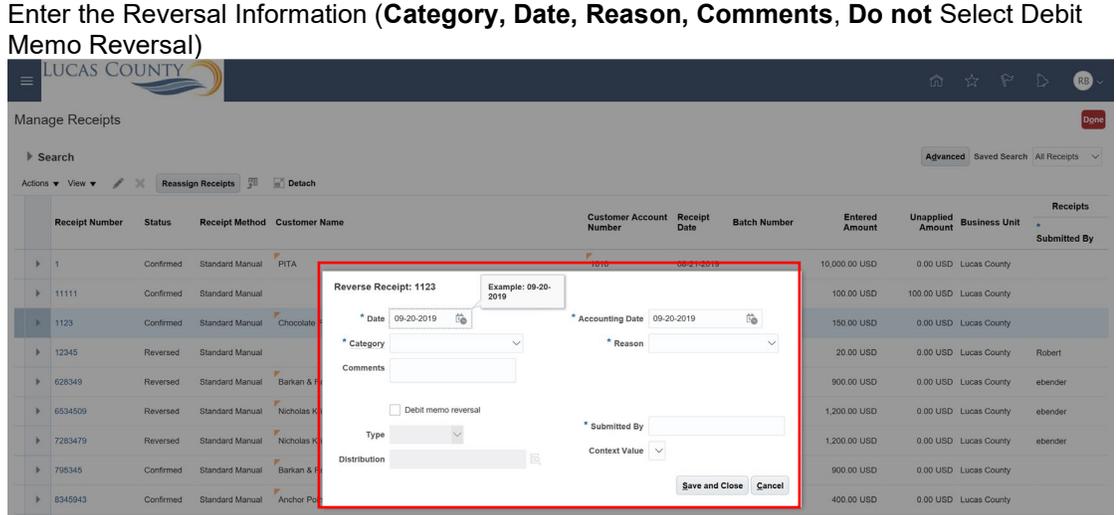|	
6	Enter Search Criteria to find a **Miscellaneous Receipt** created above
7	Select Row with **Receipt** to be **reversed**
8	Click on **Action** Menu and **Select Reverse**
9	Enter the Reversal Information (**Category, Date, Reason, Comments**, **Do not** Select Debit Memo Reversal)
10	Press **Save and Close**

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