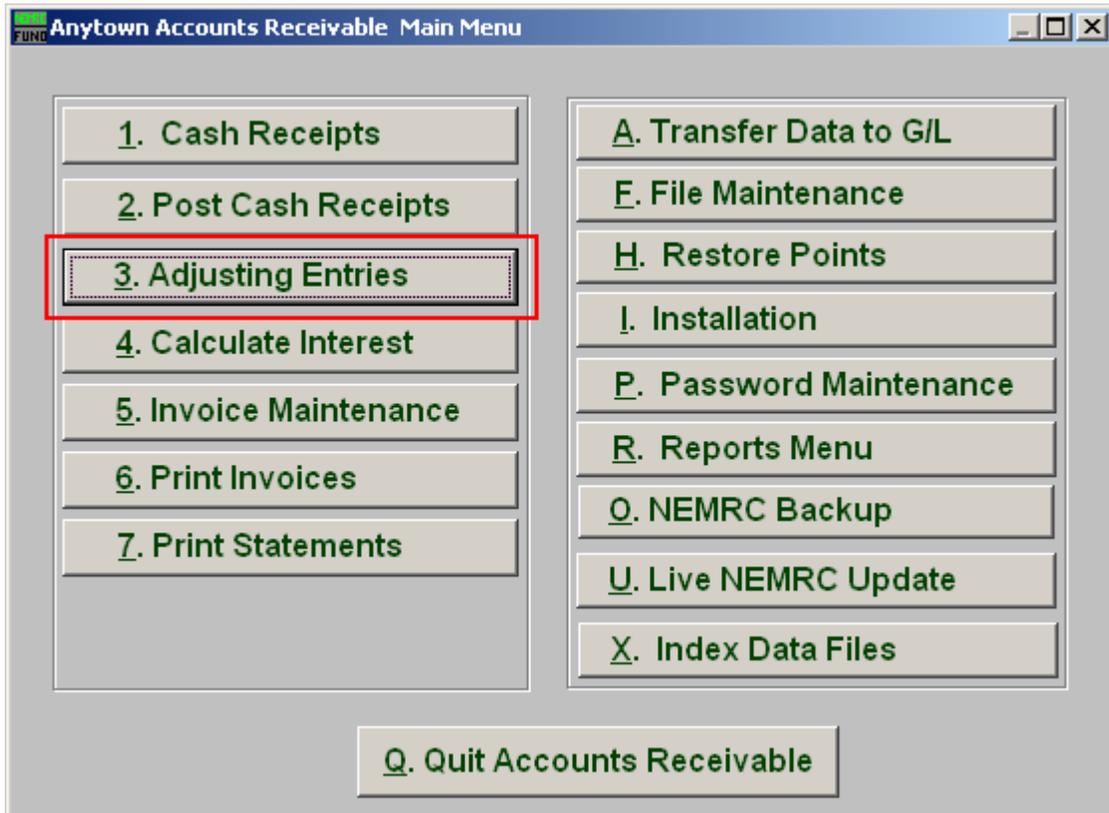
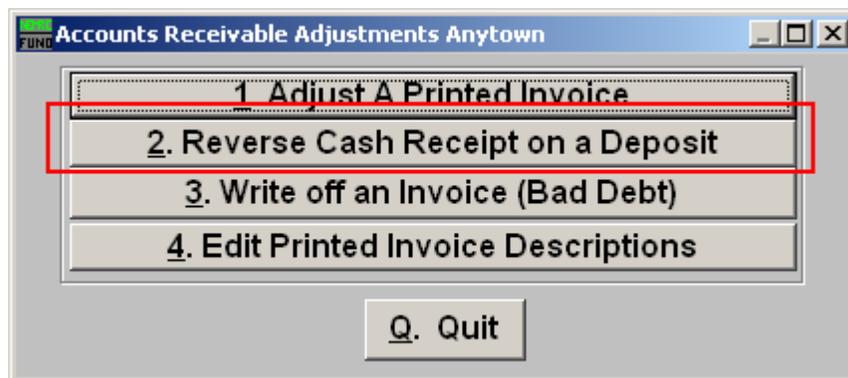


## Accounts Receivable

### 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

The screenshot shows a software dialog box titled "Reverse a Cash Receipt". The title bar includes the word "FUND" and standard window controls (minimize, maximize, close). The main area of the dialog is light gray. A red rectangular box highlights a search section in the upper left. This section contains the text "Press F4 to Recall" followed by "HB-". Below this are two input fields: "Customer" and "Name". The "Customer" field is followed by a hyphen "-" and a smaller input field, with a "Find" button to its right. The "Name" field is followed by a "Find" button. At the bottom of the dialog are two buttons: "OK" and "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 software dialog box titled "Reverse a Cash Receipt". It has a standard Windows-style title bar with minimize, maximize, and close buttons. The dialog contains several input fields and buttons:

- 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 dropdown menu currently showing "40.0". A red number "2" is positioned to the left of the dropdown.
- Reason:** A text box with a red number "3" to its left.
- Buttons:** Two buttons at the bottom: "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.