


The Sale Invoice Reversal [DCN] Process Manual

What Is A Transaction Reversal?

A transaction Reversal is the term given to the process when a client is reimbursed / refunded their money.

-  Menu
-  Administration
-  Golfer
-  ActivityScheduler
-  SpaScheduler
-  Restaurateur
-  ShopKeeper
-  AssetManager
-  WebRes
-  InnSync
-  Fax Server
-  Phoneman
-  TimeKeeper
-  Configuration
-  EXEUP
-  Close Menu
-  Exit Menu



V4.1.7b11143 8d647da

Language: English (United Kingdom)

Database: CIMSODemo_V417 on vmserver

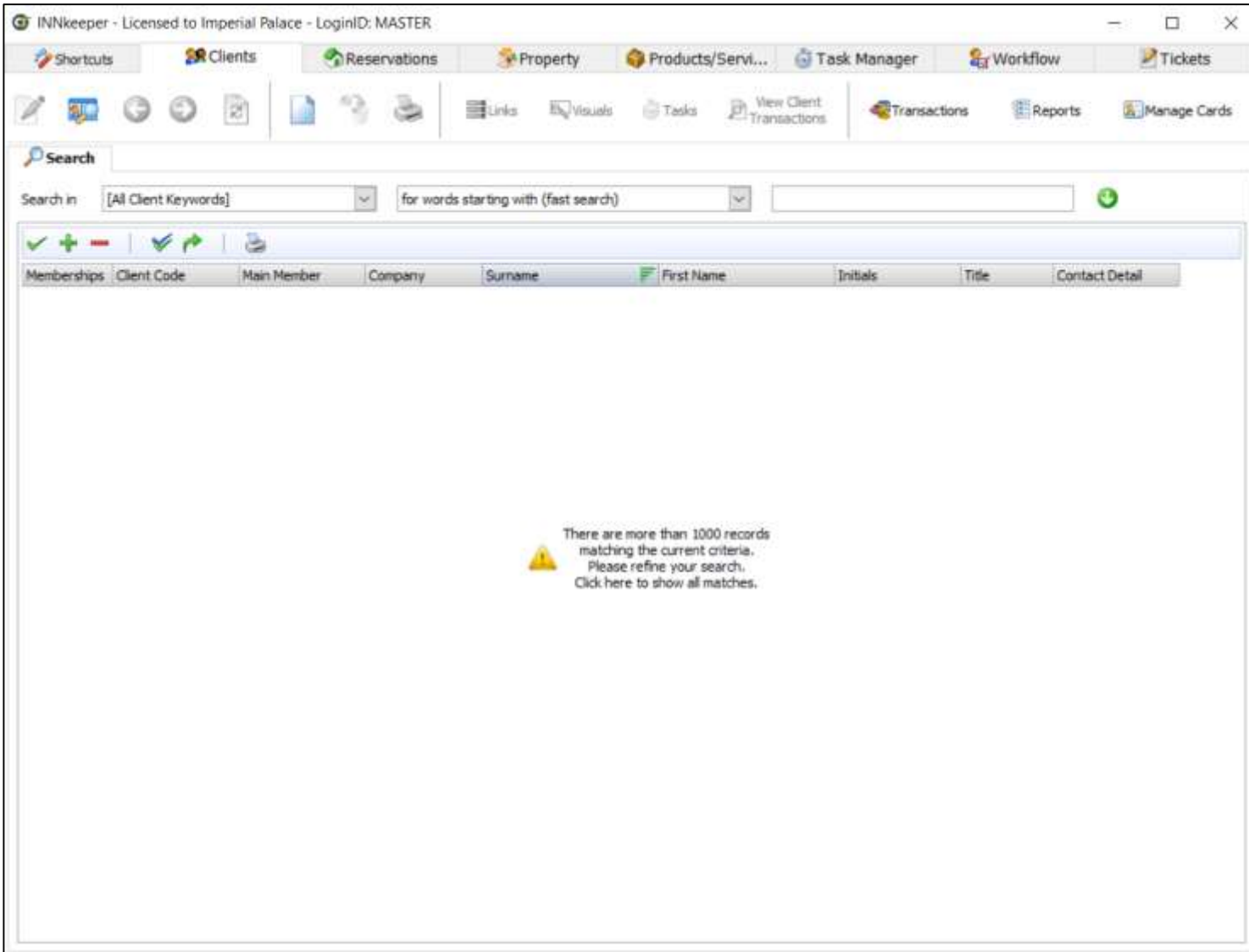
Location: MAIN Imperial Palace Rooms

Login ID: master

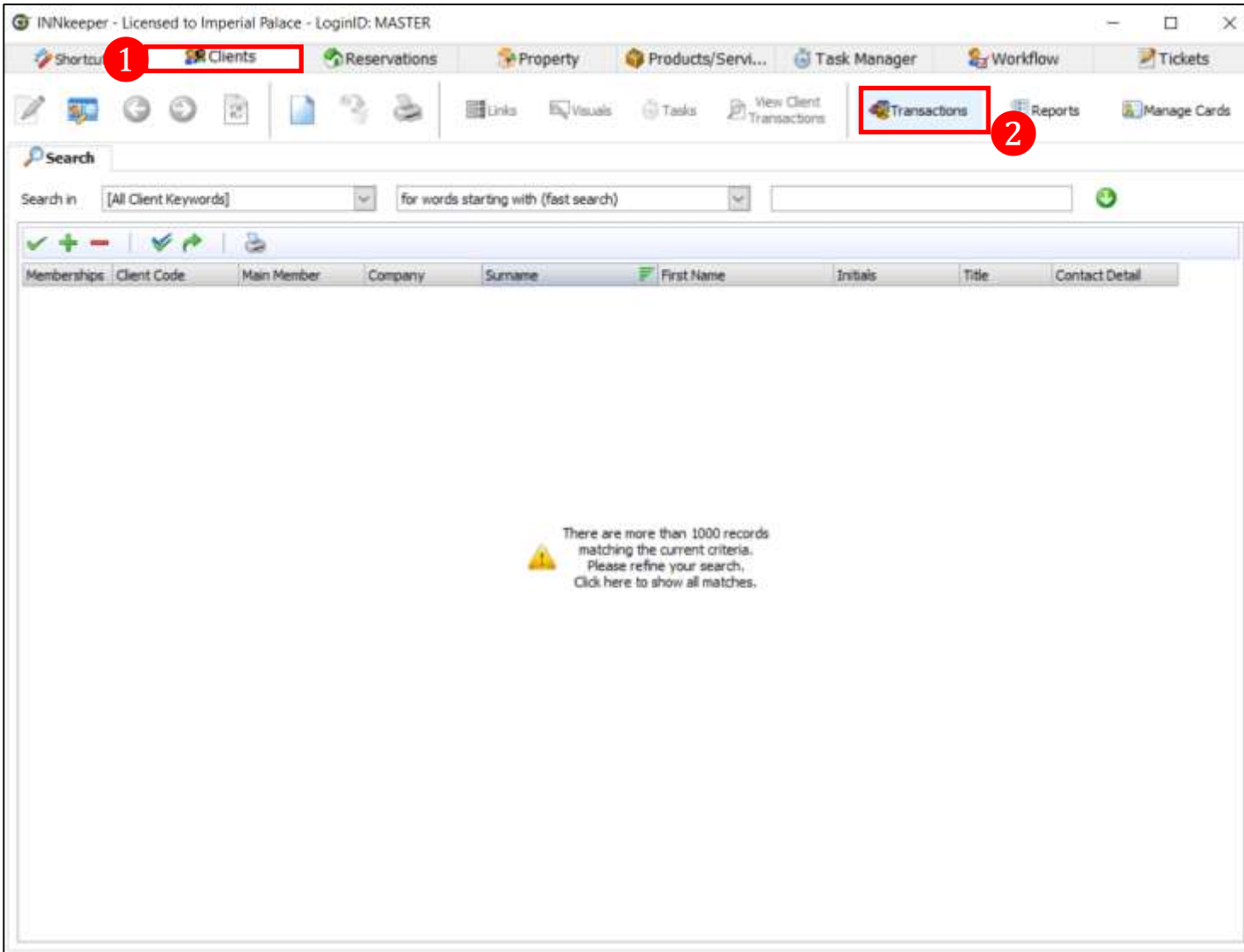
Password: []

Identification Password Log In

Start your **CiMSO Menu**, select the **Administration**. Use your given **Login ID** and **Password** to log in



Once logged into Administration, you are able to navigate through the database



INNkeeper - Licensed to Imperial Palace - LoginID: MASTER

Shortcuts **1** Clients Reservations Property Products/Servi... Task Manager Workflow Tickets

Links Visuals Tasks View Client Transactions **2** Transactions Reports Manage Cards

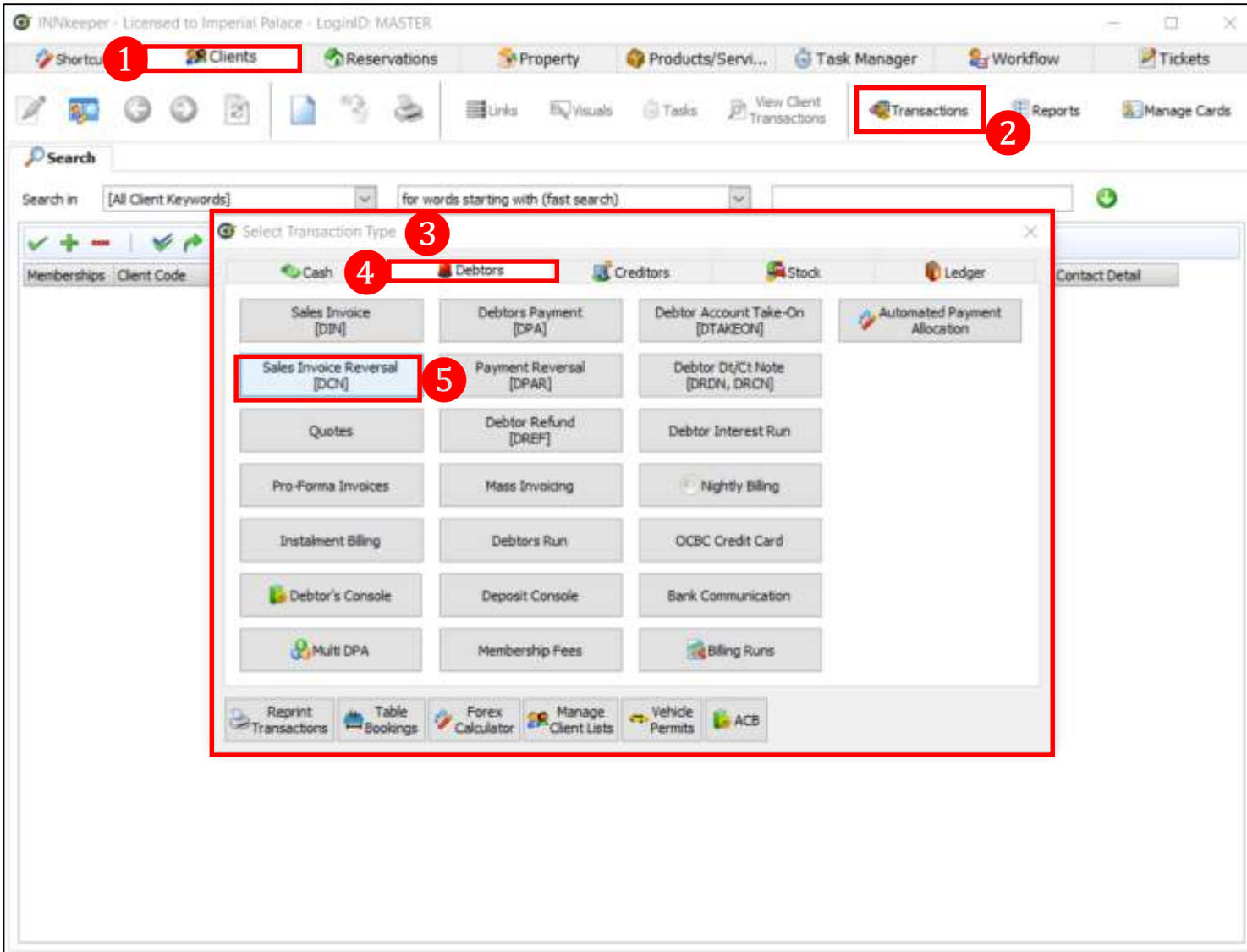
Search

Search in [All Client Keywords] for words starting with (fast search)

Memberships	Client Code	Main Member	Company	Surname	First Name	Initials	Title	Contact Detail
There are more than 1000 records matching the current criteria. Please refine your search. Click here to show all matches.								

Navigation: The Sale Invoice Reversal [DCN] Process

- 1** Clients tab
- 2** Select the **Transactions** tab



Navigation: The Sale Invoice Reversal [DCN] Process

- 1 Clients tab
- 2 Select the Transactions tab
- 3 Select Transaction Type window
- 4 Debtors tab
- 5 Select the Sales Invoice Reversal [DCN] button

Client Search - 14 record(s) found 1

Search Options

Search in [All Client Keywords] for words starting with weste 2

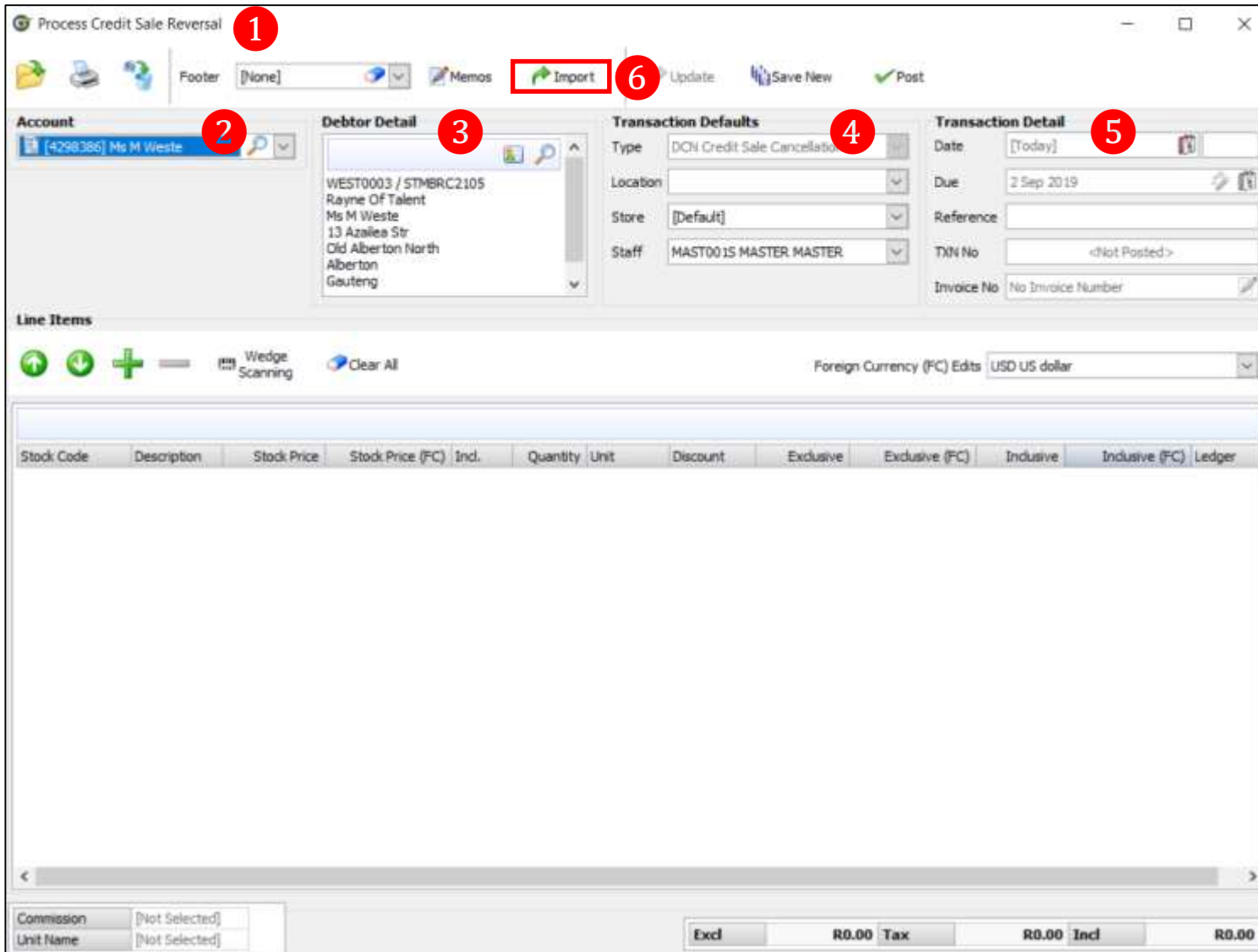
Type	Client Code	Main Member	Member Number	Member Join Date	Surname	First Name	Initials	Company	
M	NWFA0001	[MAIN]							M
M	ROSE0006	[MAIN]			Rosenstein	Charles	C	Raubex	M
M	RRWE0002	[MAIN]			Weste	Samuel	S	Rayne Of Talent	De
M	RRWE0003	[MAIN]			Weste	David	D		M
M	RRWE0004	[MAIN]			Weste	Claire	C		M
M	RRWE0005	[MAIN]			Weste	Calvin	C		M
M	RRWE0006	[MAIN]			Weste	Damon	D		M
M	RRWE0007	[MAIN]			Weste	Heila	H		H
M	RRWE0008	RRWTRA0005			Weste	Cassidy	C		C
M	STRY0002	[MAIN]			Strydom	Dirk	D		M
M	WEST0003	[MAIN]	STMERC2105	6 Jun 2018	Weste	Mikado	M	Rayne Of Talent	M
M	WEST0020	[MAIN]			weste	s	S	Rayne of Talent	De
M	WEST0021	RRWEST0003			Weste	Miranda	M	Rayne Of Talent	M
M	WTRA0005	[MAIN]	jnsdf	8 Apr 2019	Weste	Rayne	R	Weste Travels	M

3

Show Contact Detail
Show Advanced Options
Non Member Member Dependant
4 ✓ Select ✗ Cancel

The Sale Invoice Reversal [DCN] Process:

- 1 **Select Clients** window
- 2 **Fast-Search:** type in the surname of the client
- 3 **Locate & Select:** select the required profile to highlight it
- 4 Select the **Select** button



Process Credit Sale Reversal

Footer: [None] | Memos | **Import** | Update | Save New | Post

Account: [4298386] Ms M Weste

Debtor Detail: WEST0003 / STMBRC2105
Rayne Of Talent
Ms M Weste
13 Azalea Str
Old Alberton North
Alberton
Gauteng

Transaction Defaults: Type: DCN Credit Sale Cancellatio | Location: | Store: [Default] | Staff: MAST0015 MASTER MASTER

Transaction Detail: Date: [Today] | Due: 2 Sep 2019 | Reference: | TXN No: <Not Posted> | Invoice No: No Invoice Number

Line Items: + Wedge Scanning Clear All Foreign Currency (FC) Edits: USD US dollar

Stock Code	Description	Stock Price	Stock Price (FC)	Incl.	Quantity	Unit	Discount	Exclusive	Exclusive (FC)	Inclusive	Inclusive (FC)	Ledger

Commission: [Not Selected] | Unit Name: [Not Selected] | Excl: R0.00 Tax: R0.00 Incl: R0.00

The Sale Invoice Reversal [DCN] Process:

- 1 **Process Credit Sale Reversal** window
- 2 **Account:** linked to client selected
- 3 **Debtor Detail:** selected client
- 4 **Transaction Defaults:** defaults settings
- 5 **Transaction Details**
- 6 Select the **Import button**; this will allow us to import an invoice for reversal. If you required to only reverse a single item, select the Add an Item (green plus sign) button.

1 Convert Transaction

✓ Select Transaction Posted After: 2-9-2019 **2**

Selected	Code	Number
<input type="checkbox"/>	TRX	DBN 10434
<input type="checkbox"/>	TRX	DBN 10436
<input type="checkbox"/>	TRX	DBN 10437

September 2019

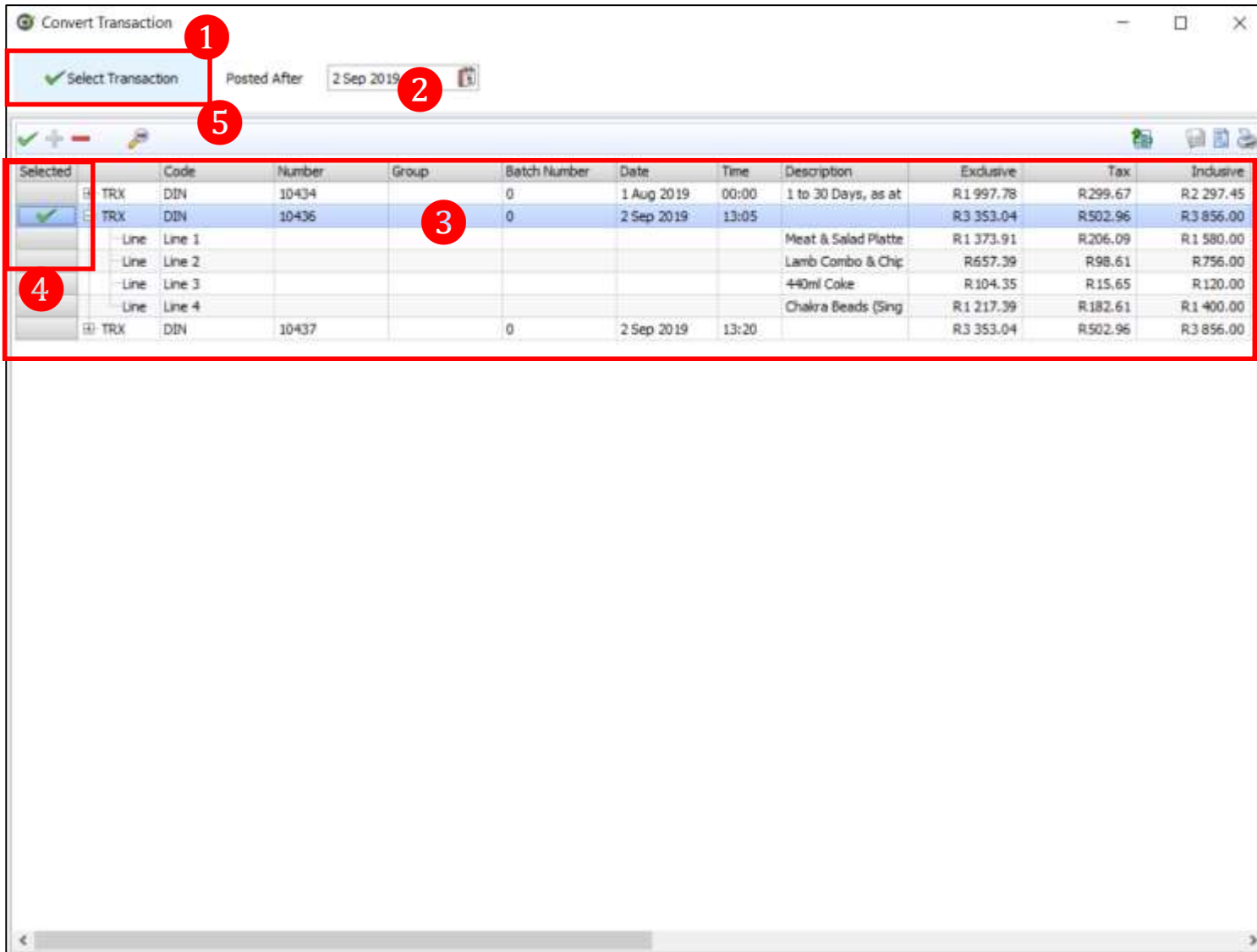
Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Current Date

Number	Date	Time	Description	Exclusive	Tax	Inclusive
	1 Aug 2019	00:00	1 to 30 Days, as at	R1 997.78	R299.67	R2 297.45
	2 Sep 2019	13:05		R3 353.04	R502.96	R3 856.00
	2 Sep 2019	13:20		R3 353.04	R502.96	R3 856.00

The Sale Invoice Reversal [DCN] Process:

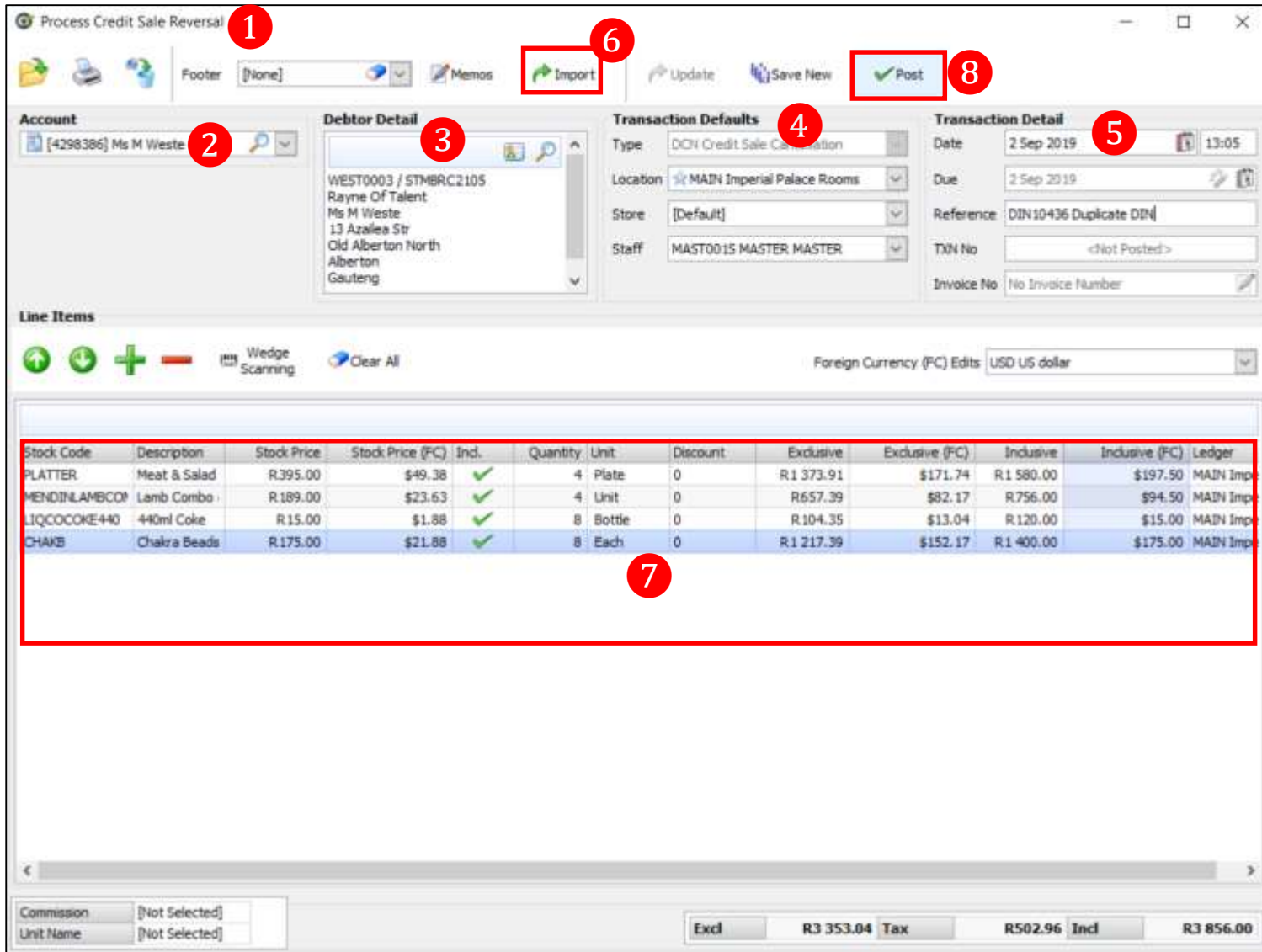
- 1** Convert Transaction window
- 2** Posted After: use the calendar to set the required date



Selected	TRX	Code	Number	Group	Batch Number	Date	Time	Description	Exclusive	Tax	Inclusive
	TRX	DIN	10434		0	1 Aug 2019	00:00	1 to 30 Days, as at	R1 997.78	R299.67	R2 297.45
✓	TRX	DIN	10436		0	2 Sep 2019	13:05		R3 353.04	R502.96	R3 856.00
	-Line	Line 1						Meat & Salad Platte	R1 373.91	R206.09	R1 580.00
	-Line	Line 2						Lamb Combo & Chip	R657.39	R98.61	R756.00
	-Line	Line 3						440ml Coke	R104.35	R15.65	R120.00
	-Line	Line 4						Chakra Beads (Sing	R1 217.39	R182.61	R1 400.00
	TRX	DIN	10437		0	2 Sep 2019	13:20		R3 353.04	R502.96	R3 856.00

The Sale Invoice Reversal [DCN] Process:

- 1 **Convert Transaction** window
- 2 **Posted After:** date that was selected will be shown
- 3 **Available Invoices** will be shown in the grid
- 4 **Selected** column: select the **Block** this will add the **Green Tick** to the invoice we are importing for the reversal
- 5 Select the **Select Transaction** button



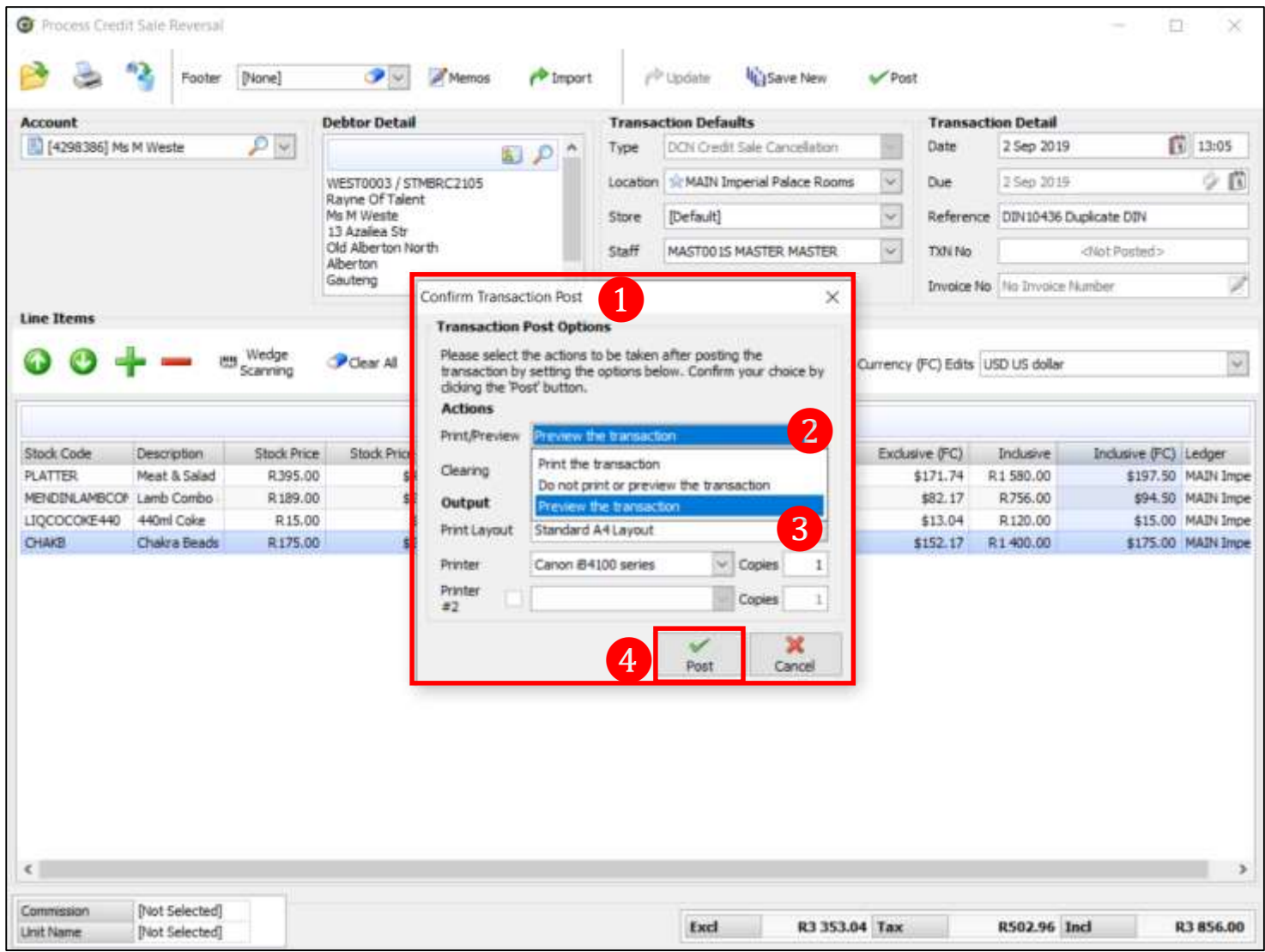
The screenshot shows the 'Process Credit Sale Reversal' window. The interface includes a top toolbar with buttons for 'Import' (6) and 'Post' (8). The main area is divided into several sections: 'Account' (2) showing '[4298386] Ms M Weste', 'Debtor Detail' (3) showing 'WEST0003 / STMBRC2105 Rayne Of Talent Ms M Weste', 'Transaction Defaults' (4) with 'Type: DCN Credit Sale Cancellation', and 'Transaction Detail' (5) with 'Date: 2 Sep 2019' and 'Reference: DIN10436 Duplicate DIN'. Below these is a 'Line Items' section with a grid (7) containing the following data:

Stock Code	Description	Stock Price	Stock Price (FC)	Incl.	Quantity	Unit	Discount	Exclusive	Exclusive (FC)	Inclusive	Inclusive (FC)	Ledger
PLATTER	Meat & Salad	R.395.00	\$49.38	✓	4	Plate	0	R.1 373.91	\$171.74	R.1 580.00	\$197.50	MAIN Imp
MENDINLAMBCOM	Lamb Combo	R.189.00	\$23.63	✓	4	Unit	0	R.657.39	\$82.17	R.756.00	\$94.50	MAIN Imp
LIQCOCOKE440	440ml Coke	R.15.00	\$1.88	✓	8	Bottle	0	R.104.35	\$13.04	R.120.00	\$15.00	MAIN Imp
CHAKB	Chakra Beads	R.175.00	\$21.88	✓	8	Each	0	R.1 217.39	\$152.17	R.1 400.00	\$175.00	MAIN Imp

At the bottom of the window, there are fields for 'Commission' and 'Unit Name' (both '[Not Selected]') and a summary row showing 'Excl R3 353.04 Tax R502.96 Incl R3 856.00'.

The Sale Invoice Reversal [DCN] Process:

- 1 Process Credit Sale Reversal window
- 2 Account
- 3 Debtor Detail
- 4 Transaction Defaults
- 5 Transaction Details – Reference: type in a reference to why you are reversing the transaction
- 6 The **Import** button
- 7 The **Invoice** that was **Imported** will show in the **Grid**. Ensure the transaction has all the items that is being reversed
- 8 Select the **Post** button



Confirm Transaction Post

Transaction Post Options

Please select the actions to be taken after posting the transaction by setting the options below. Confirm your choice by clicking the 'Post' button.

Actions

Print/Preview: **Preview the transaction**

Clearing: **Do not print or preview the transaction**

Output

Print Layout: **Standard A4 Layout**

Printer: Canon iB4100 series Copies 1

Printer #2: Copies 1

Post **Cancel**

The Sale Invoice Reversal [DCN] Process:

- 1 **Confirm Transaction Post** window
- 2 **Print/Preview:** use the drop down to access the list of options
- 3 **Clearing:** use the drop down to access the list of options
- 4 Select the **Post** button

Process Credit Sale Reversal

Footer [None] | Memos | Import | Update | Save New | Post

Account: [4298386] Ms M Weste

Debtor Detail: WEST0003 / STMBRC2105
Rayne Of Talent
Ms M Weste
13 Azalea Str
Old Alberton North
Alberton
Gauteng

Transaction Defaults: Type: DCN Credit Sale Cancellation; Location: MAIN Imperial Palace Rooms; Store: [Default]; Staff: MAST001S MASTER MASTER

Transaction Detail: Date: 2 Sep 2019 13:05; Due: 2 Sep 2019; Reference: DIN10436 Duplicate DIN; TXN No: <Not Posted>; Invoice No: No Invoice Number


Line Items

Foreign Currency (FC) Edits: USD US dollar

Stock Code	Description	Stock Price	Stock Price (FC)	Incl.	Exclusive	Exclusive (FC)	Inclusive	Inclusive (FC)	Ledger
PLATTER	Meat & Salad	R 395.00	\$49.38	✓	R 1 373.91	\$171.74	R 1 580.00	\$197.50	MAIN Impe
MENDNLAMBOP	Lamb Combo	R 189.00	\$23.63	✓	R 657.39	\$82.17	R 756.00	\$94.50	MAIN Impe
LIQCOCOE440	440ml Coke	R 15.00	\$1.88	✓	R 104.35	\$13.04	R 120.00	\$15.00	MAIN Impe
CHAKB	Chakra Beads	R 175.00	\$21.88	✓	R 1 217.39	\$152.17	R 1 400.00	\$175.00	MAIN Impe

Commission [Not Selected] | Unit Name [Not Selected] | Excl R3 353.04 Tax R502.96 Incl R3 856.00

Information

 Transaction has been posted.

OK

The **Information** window, confirming the reversal was successfully

Thank you!