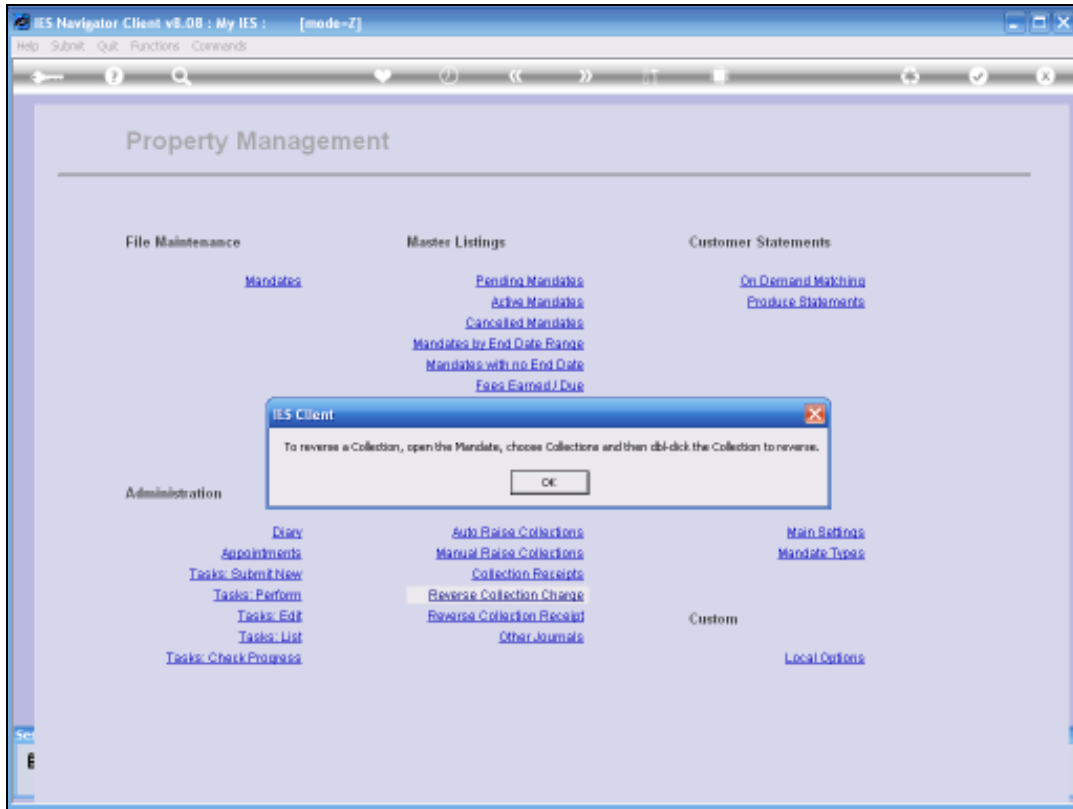


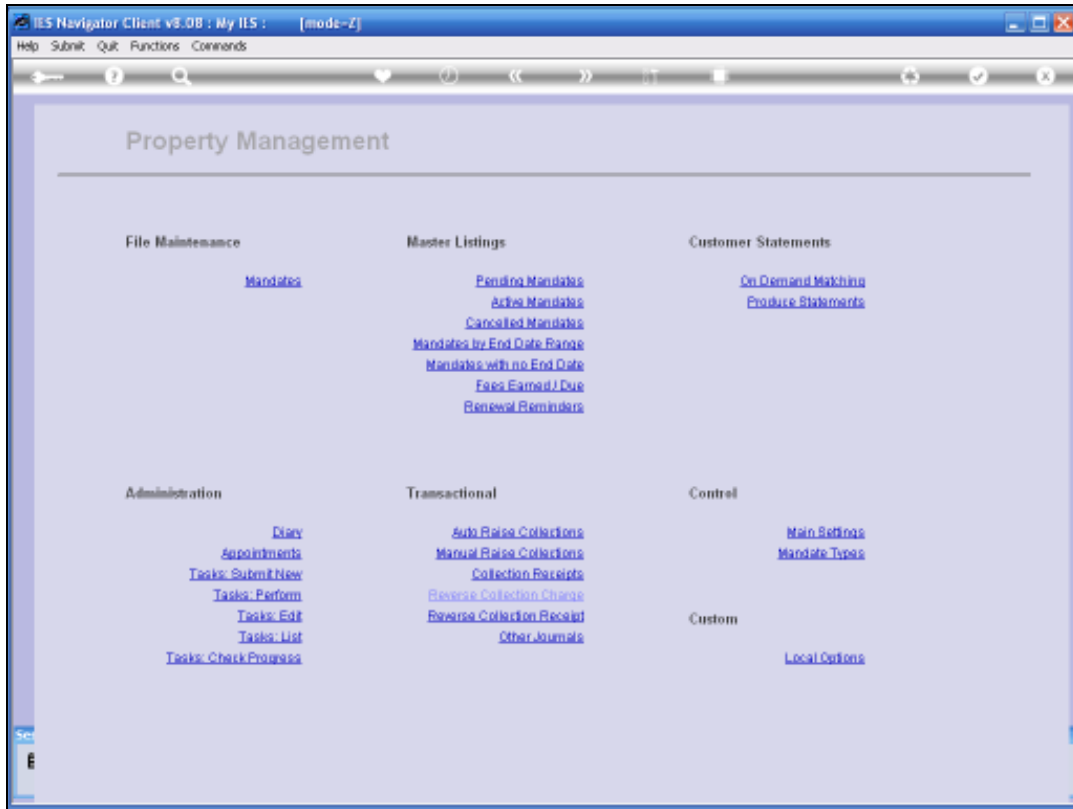
Slide 1

In this session we are looking at how we can "Reverse" an incorrect collection.



Slide 2

When we choose the "Reversal" option from the Menu, the System informs us that the way to do it, is to open the Mandate, choose Collections and dbl click the Collection to Reverse.



Slide 3

The screenshot shows a web application window titled "IES Navigator Client vs.08: My ILS [mode-Z]". The main content area is titled "Property Mandate".

Form Fields:

- Mandate Key: [New](#) (Retrieve existing mandate or choose NEW)
- Mandate Name:
- Mandate Type:
- Currency:
- Cust AP Account:
- Collection AR Acct:
- Fee Earner: [New](#) [New](#)
- Commission Amount:
- OR
- Commission %:
- Commission Basis:
- Collection (Tax Incl):
- Fee Interval:
- Start Date:
- End Date:
- Remind Date:
- Status:

Navigation Links:

- [New Task](#)
- [New Diary Entry](#)
- [AR Account drill](#)
- [AP Account drill](#)
- [Fee Earner Account drill](#)
- [Revenue](#)
- [Collections](#)

Notes:

Slide 4

The screenshot shows a web application window titled "IES Navigator Client vs.08: My ILS [mode-Z]". The browser address bar is empty. The page content is titled "Property Mandate".

Form fields and options:

- Mandate Key: [New](#) (Retrieve existing mandate or choose NEW)
- Mandate Name:
- Mandate Type:
- Currency:
- Cust AP Account:
- Collection AR Acct:
- Fee Earner: [New](#) [New](#)
- Commission Amount:
- OR
- Commission %:
- Commission Basis:
- Collection (Tax Incl):
- Fee Interval:
- Start Date:
- End Date:
- Remind Date:
- Status:

Navigation links on the right:

- [New Task](#)
- [New Diary Entry](#)
- [AR Account drill](#)
- [AP Account drill](#)
- [Fee Earner Account drill](#)
- [Revenue](#)
- [Collections](#)

Notes:

Slide 5

IES Navigator Client vs.08 : My ILS : [mode-Z]
Help Submit Quit Functions Commands

Property Mandate

Mandate Key: [New](#) (Retrieve existing mandate or choose NEW)

Mandate Name:

Mandate Type:

Currency:

Cust AP Account:

Collection AR Acct:

Fee Earner: [New](#)
[New](#)

Commission Amount:

OR

Commission %:

Commission Basis:

Collection (Tax Incl):

Fee Interval:

Start Date:

End Date:

Renewal Date:

Status:

Notes:

[New Task](#) [AP Account drill](#)
[New Diary Entry](#) [AP Account drill](#)
[Fee Earner Account drill](#) [Revenue](#)
[Collections](#)

Slide 6

IES Navigator Client vs.08 : My ILS : [mode-Z]

Help Submit Quit Functions Commands

Property Mandate

Mandate Key: [New](#) (Retrieve existing mandate or choose NEW)

Mandate Name:

Mandate Type:

Currency:

Cust AP Account:

Collection AR Acct:

Fee Earner:

[New Task](#) [AP Account drill](#)
[New Diary Entry](#) [AP Account drill](#)
[Fee Earner Account drill](#) [Revenue](#)
[Collections](#)

Notes:

Commission Amount:

OR

Commission %:

Commission Basis:

Collection (Tax Incl):

Fee Interval:

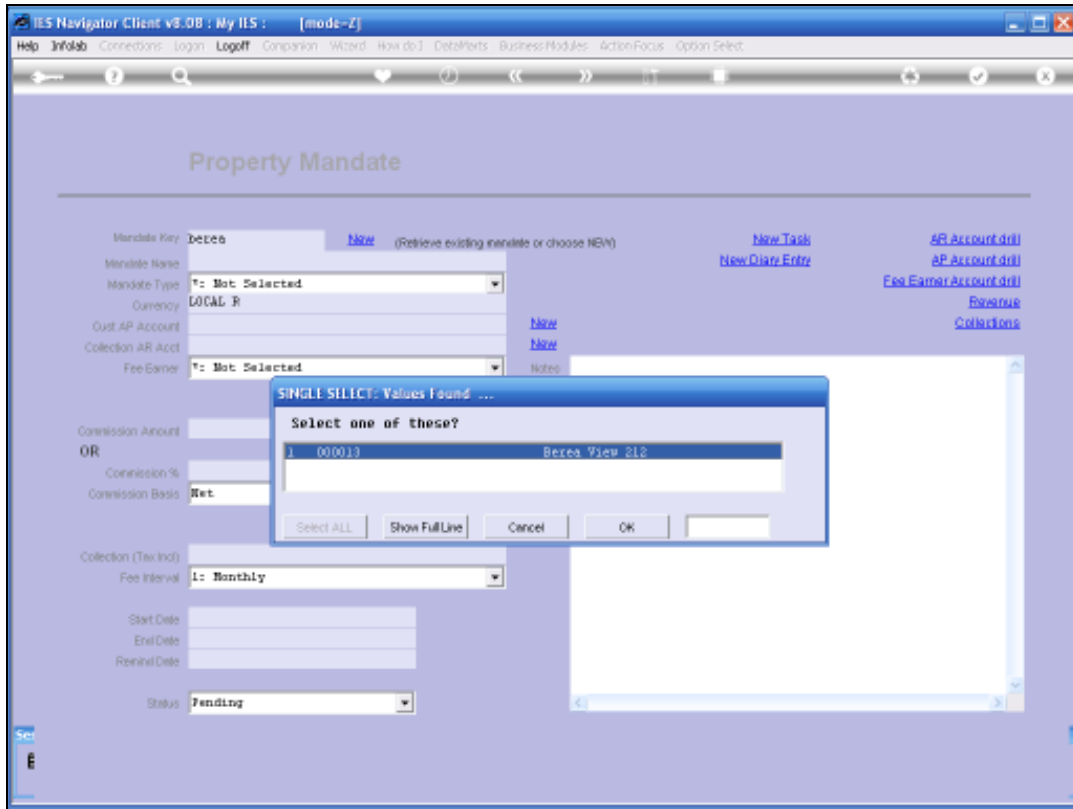
Start Date:

End Date:

Remind Date:

Status:

Slide 7



Slide 8

Property Mandate

Mandate Key: 000013 [New](#) (Retrieve existing mandate or choose NEW)

Mandate Name: [Screen View 213](#)

Mandate Type: 0004: Rental with Tax

Currency: LOCAL R

Cust AP Account: 000022 Manuel Pothachos [New](#)

Collection AR Acc: 000024 Marinda Buzwet [New](#)

Fee Earner: 0009: Klaus Donohoe [New](#)

[New Task](#) [AP Account drill](#)
[New Diary Entry](#) [AP Account drill](#)
[Fee Earner Account drill](#)
[Revenue](#)
[Collections](#)

Commission Amount:

OR

Commission %: 10.00

Commission Basis: Gross

Collection (Tax Incl): 2,000.00

Fee Interval: 1: Monthly

Start Date: 01/03/2008

End Date: 31/12/2008

Renewal Date: 15/11/2008

Status: Active

Notes:

Slide 9

The screenshot shows a web browser window titled 'IES Navigator Client v8.08 : My IIS : [mode-Z]'. The page content is titled 'Raised Mandate Collections'. Below the title, there are two input fields: 'Mandate #' with the value '000913' and 'Mandate Name' with the value 'Berea View 212'. To the right of these fields is a blue link labeled 'AR Account.dll'. Below this is a table with the following columns: '<<<>>' (expand/collapse), 'Month', 'Period', 'Currency', 'Amount', 'Paid?', and 'Transaction'. The table contains two rows of data. Below the table, there is a vertical scrollbar and a small 'Sec' icon in the bottom left corner.

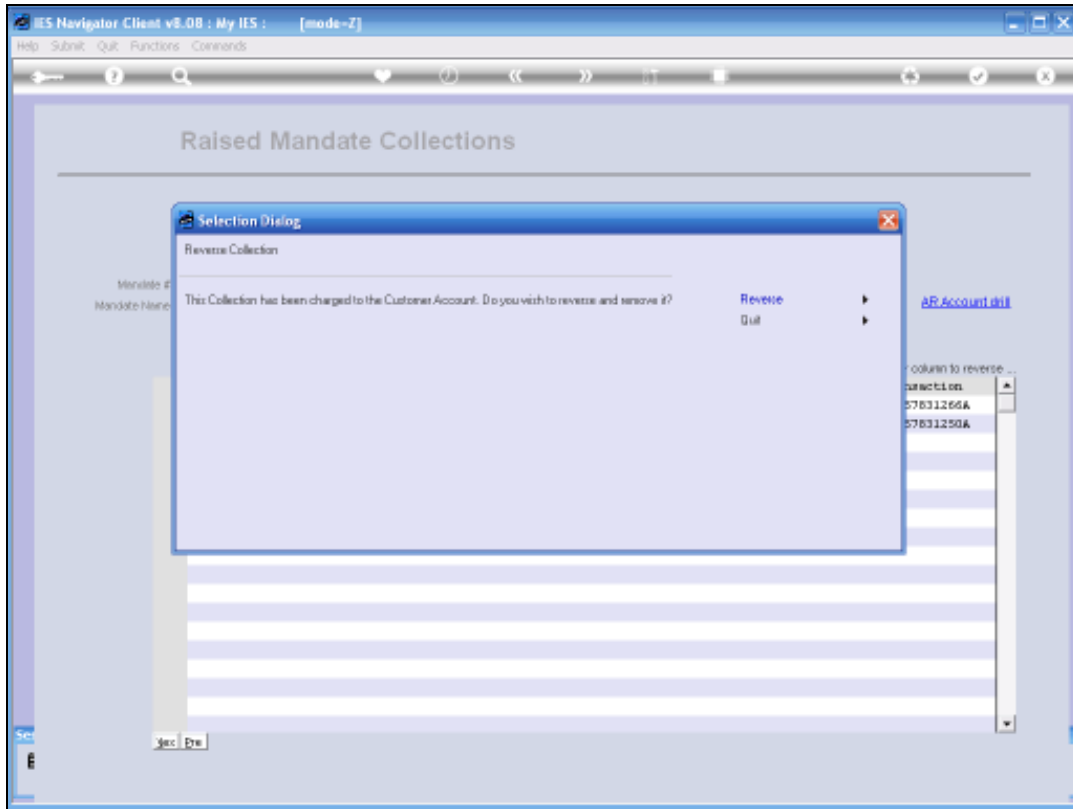
<<<>>	Month	Period	Currency	Amount	Paid ?	Transaction
1	200804	07 [Apr 2008]	LOCAL R	2,000.00	YES	1467831266A
2	200803	06 [Mar 2008]	LOCAL R	2,000.00	YES	1467831250A

Slide 10

The screenshot shows a web browser window titled 'IES Navigator Client v8.08 : My IIS : [mode-Z]'. The page content is titled 'Raised Mandate Collections'. Below the title, there are two input fields: 'Mandate #' with the value '000913' and 'Mandate Name' with the value 'Berea View 212'. To the right of these fields is a blue link labeled 'AR Account del'. Below this is a table with the following columns: 'Month', 'Period', 'Currency', 'Amount', 'Paid?', and 'Transaction'. The table contains two rows of data. A vertical scrollbar is visible on the right side of the table. At the bottom left of the browser window, there is a 'Sec' icon and a 'Drw' button.

	Month	Period	Currency	Amount	Paid ?	Transaction
1	200804	07 [Apr 2008]	LOCAL R	2,000.00	YES	1467831266A
2	200803	06 [Mar 2008]	LOCAL R	2,000.00	YES	1467831250A

Slide 11



Slide 12

So, if I really want to Reverse this particular Collection, I can choose "Reverse" here. I am going to Reverse and simply choose "Quit"

The screenshot shows a web browser window titled "IES Navigator Client v8.08 : My IIS : [mode-Z]". The page content is titled "Raised Mandate Collections". Below the title, there are two input fields: "Mandate # 000913" and "Mandate Name Berea View 212". To the right of the "Mandate Name" field is a blue hyperlink labeled "AR Account.dll".

Below the input fields is a table with the following columns: "Month", "Period", "Currency", "Amount", "Paid ?", and "Transaction". The table contains two rows of data:

	Month	Period	Currency	Amount	Paid ?	Transaction
1	200804	07 [Apr 2008]	LOCAL R	2,000.00	YES	1467831266A
2	200803	06 [Mar 2008]	LOCAL R	2,000.00	YES	1467831250A

Below the table, there are several empty rows. At the bottom left of the table area, there are two small buttons labeled "Jec" and "Drw".

Slide 13