1	ES Navigator Client v8.08 : Wy IES : [mode=Z]			🛛
Help	Infolab Connections Logon Logoff Companion Witten	d How doll DetaMerts Business Modules Action	Focus Option Select	
	19 Q	• U « »		(i) (v) (x)
	Dreparty Manageme			
	Property manageme	:nt		
	File Maintenance	Master Listings	Customer Statements	
	Mandales	Pending Mandatas Active Mandatas Cancelled Mandatas Mandatas the End Date Range Mandatas with no End Date Faces Farmed Date Renewal Reminiters	<u>On Demend Makhing</u> Produce Statements	
	Administration	Transactional	Control	
	Diary Suppliments Tasks: Submit New Tasks: Perform	Auto Reise Collections Manuel Reise Collections Collection Receipts Reverse Collection Charge	Main Setings Mandale Types	
	Tasks: Edit Tasks: List Tasks: Cherk Progress	Reverse Collection Receipt Other Journals	Custom	
50				
Ľ				

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



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.

Helo	Sibnit Oil	Client v8.08 : My ILS : [mode-: Functions Commends	4		
-	- (?) Q	👻 🕖 « »	ar 0	63 Ø 83
		Property Managem	ent		
		File Maintenance	Master Listings	Customer Statements	
		Mandalaa	Pending Mandatas Activa Mandatas Cancelled Mandatas Mandatas IV: End Date Range Mandatas Wit no End Date Faes Farmed/ Due Renewal Reminders	On Demand Matching Produce Statements	
		Administration	Transactional	Control	
		Diary Appointments Tasks: Submit New Tasks: Perform	Auto Reise Collections Manual Reise Collections Collection Receipts Reverse Collection Charge	Main Setlings Mandale Types	
		Taska: Edit Taska: List Taska: Chark Programs	Reverse Collection Receipt Other Journals	Custom Local Options	
E					

ES Navigator Client v8.	08 : Ny IES : [mode=Z]					20	×
Help Subnik Quik Hunctions	Commentes						_
			<u> </u>	» 11		() () (X	-
Marcinia Kery	Now	(Debieve subfex many	ata az atasa	an 107 h	New Task	AR Account drill	
Manufale Name		Uncarience excessing manual	ale of choo	ac world	New Diary Entry	AP Account drill	
Mandate Type	*: Not Selected					Eee Earner Account drill	
Ourrency	LOCAL R					Revenue	
Oust AP Account			New			Collections	
Collection AR Acct			New				
Fee Barner	*: Not Selected	<u>•</u>	Noteo			<u>^</u>	
Convission Amount							
OR							
Connission %							
Commission Basis	Net.	*					
Collection (Twicing)	I. Benthler						
Pidd Midd Val	r. minutey	-					
Start Date							
End Date							
Reminal Date							
						<u>~</u>	
Status	Tending	<u>•</u>					
50							
Ê							

🐱 IES Navigator Client v8	08 : Ny ILS : [mode=Z]						- 🔀
Help Subnik Quit Functions	Connends						
- () - C			· · · · ·	» IT		() ()	(X) -
	Property Mandat	te					
Unerstate Kara					Mary Task	40 Account date	
Manufala Mana	LINUX	(Retrieve existing mend	nte or choo	se NEVI)	New Dian Entry	AP Account drill	
Mandate Type	*: Not Selected	*				Fee Earner Account drill	
Ourrency	LOCAL R					Revenue	
Oust AP Account			New			Collections	
Collection AR Acct			New				
Fee Garner	": Not Selected	•	Noteo			<u>^</u>	
Convission Amount							
OR							
Connission %							
Commission Basis	Ret.	•					
Collection (Texcinal)							
Fee Interval	1: Monthly	*					
0							
Start Date							
Remind Date							
						-	
Status	Fending	*				<u>×</u>	
50							
Ê							

🕷 IES Nevigator Client v8	.08 : Ny ILS : [mode-Z]				🛛
Help Subnik Quit Functions	Connends				
- () () () ((» it		6 Ø 8
Marciala Key	beces New	(Debieve existing peoplete or	discose NEW)	New Task	AR Account drill
Minrulate Name		Ordeneye containing a series of	Choose Herry	New Diary Entry	AP Account drill
Mandate Type	": Not Selected	*			Fee Earner Account drill
Ourrency	LOCAL R				Egyanue
Oust AP Account		<u>Nk</u>	W		Collectors
Collection AR Acct		N6	w		
Fee Barner	": Not Selected	<u>▼</u> №	teo		<u> </u>
Convission Amount					
OR					
Connission %					
Commission Besis	Ret	*			
Coloridate Charles					
Collection (Texcinci)	1: Bonthly				
100 100 100					
Slort Divis					
End Date					
Reminal Date					
Contra 1					×
STINUS	Jenung	•			
Set					
E					

🖉 IES Navigator Client v8.	08 : Ny ILS : [mode-Z]				🛛
Help Subnik Quit Functions	Connends				
(?) C) () (» :T		0 V V
Marxinia Key	beren Naw	(Retrieve existing mendate or	choose NE/4)	New Task	AR Account drill
Manufale Name				New Diary Entry	AP Account drill
Mandate Type	": Not Selected	•			Eee Earner Account drill
Ourrency Out 68 Account	DOCAL N	N	244		Collectors
Collection AR Acct		N	1W		
Fee Earner	*: Not Selected	• No	teo		<u>^</u>
Contrission Amount					
Connission %					
Commission Basis	Ret.	*			
Coloring Coulors					
Collection (Twomo)	1: Bonthly				
Start Date					
End Owle					
Reminal Date					
Status	Fending		4		×
-					
e					

ES Navigator Client v8	08 : Ny ILS : [mode=Z]	
Help Infolab Connections Lo	gon Logoff Companion Witterd How doll DetaMents Business/Modules Action Focus Option Select	
(?) C	. • 0 « » 11 🗉	
	Property Mandate	
Marulada Kary	Deces New (Retrieve existing manufate or choose NEM) New Task	AR Account drill
Manufale Name	New Diary Entry	AP Account drill
Mandate Type	T: Not Selected	Fee Eamer Account drill
Out 48 Account	Now	Collections
Collection AB Arct	New	
Fee Barner	*: Notes	<u>^</u>
Commission Amount OR Commission Se Commission Basis Collection (Tex: Incl) Fee Takewai	SINGLE SILLET: Values Faund Select one of these? I 000030 Berea View 212 Ret Select ALL Show Fulline Cencel OK I: Benthiv	
1.00 880 10		
Start Date		
End Onle		
Reminal Date		
Status	Pending 💽	zř
f		

21	5 Navig	jator Cl	ient v8.	08 : Ny ILS : [mode-Z]						- 🔀
Help	Subnik	QUR P	unctions	Connands						
- C -		(2)			0		» IT	_	(*) (*)	x
				Property Mandate	e					
				000013	-			Now Task	4D Assessed della	
		Manula	de Name	Berea View 212	(Retrieve existing man	inte or choo	ISE NEW()	New Diary Entry	AP Account drill	
		Mand	ate Type	0004: Rental with Tax					Fee Earner Account drill	
			Surrency	LOCAL R					Freenue	
		Oust AP	Account	CODO22 Manuel Pochachos		New			Collections	
		collection	AR Acct	puduz4 Marinda Beunee		Linker				
		FE	e barner	0009; Klams Doubube	-	Noteo				
	Co	ranission	Anount							
	0	R		10-00						
		Convissi	on Basis	Geogra						
		ollection (Textinal)	2,000.00						
			fort Dinie	01/03/2008						
			Envil Dwite	31/12/2008						
		Ref	vinel Dete	18/11/2008						
			Status	Active	*				<u>بر</u>	
										1

	ES Navi	gator Clier	it vä.	08 : My ILS :	[mode-	zj							
Help	SUDINK	QUK PUN	tions	Commentes						 _			_
	100	- 2			_		0		<i>»</i>	 _		(i) (i	(X
	_		ł	Raised N	landa	te Col	lection	ıs					
		Manula Mandate N	ie # 1 wne 1	00013 erea View 212								AR Accourt	d drill
										Dbl-click Tr	ensection to sk	II, or any other column to rev	erse
				555 Bonth	Period	an 20081	Cu	reency	Asount	1 040 04	Paid F	Transaction	-
				200803	ar (s ac (s	Apr 20081	1	OTAL R		2,000.00	78.5	1467031200A	
			-	200003	ap [1	are sonol		OLAL K		 c,000.00	112	140/0312308	
													*
			Yes I	<u>gre</u>									
E													

1	ES Navi	gator Clier	16 V8.	OB : My IES :	[mode-	<i>z</i> j								- 2 2	×
Help	Subnik	Quit Fun	ctions	Commands											
- C		- 9		_	_	- (° -	0		»	_		_	()	2 X	0
				Raised N	/landa	te Col	lectior	15							
		Mende	le #	00013 mma 75em 211									AD former	et abolt	
		Mandate N	one "	crea sites are											
											Chi sinh T				
				333 Banth	Dari of		Cu	Trancy	Amount.		Dide-cece in	Paid 8	 or any other column to rev Transact tion. 	erse	
			1	200804	87 L/	Apr 20081	L	JCAL R	Part of the		2.000.00	78.5	1467531266A		
			2	200803	as [1	Mar 2008]	L	ALAL R		1	z, DOD. DO	7813	1467831250A		
														*	
Set			yes]	De											
E															



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

1	ES Navij	gator Clies	16 V8.	08 : Ny IES :	[mod	ie-Zj							_ 🗆 🔀
Help	Subnik	Quit Fund	tions	Commands									
-	100	- 9			_	- C.	0		>>) (X)
				Raised M	land	late Co	lectio	ns					
		Mendel	la z 🖡	00013									
		Mandate Ne	ine F	erea View 212								AR Account	t dill
				and Breakly	Dent	- 4			diama and	Dibi-olio	k Transaction to ski	II, or any other column to reve	
			1	200504	87	DG 20081		LUCAL R	ALDUNE	2.00D.D	Pass /	1467831266A	-
			2	200803	86	[Nar 2008]		LOCAL R		2,000.D	1 7253	1467831250A	
													*
Set			yes	Dre .									
E													