Posting Reversal
Quick Reference Guide

Overview

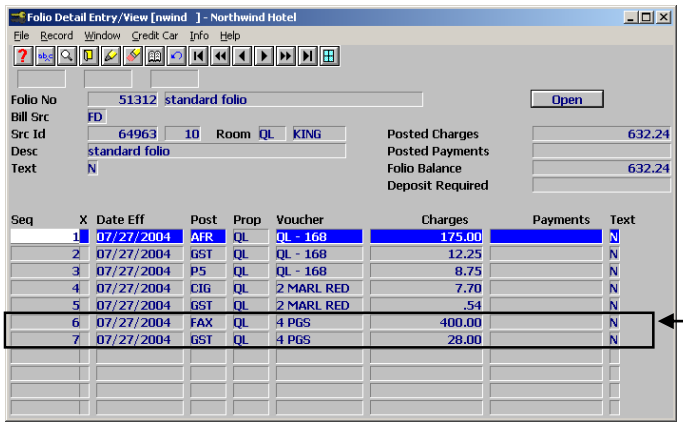
This Quick Reference Guide shows how to correct a transaction using the Maestro feature *Posting Reversal.*

The guide displays how 'reversed' transactions do not display on folios and what to be careful of when you transfer the reversals.

Posting Reversals

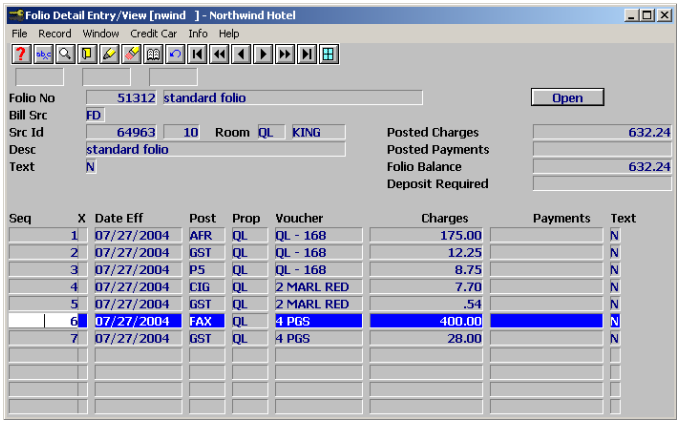
Identifying the Transactions to be Reversed

- Begin at the Folio Detail/Entry View screen.



For this example we will assume sequence line **6** is the transaction that is an error and line **7** the corresponding tax to line 6.

The Posting Reversal tool will reverse the desired posting and all it's corresponding taxes.



Use the arrow keys to move the cursor down to the transaction you would like to reverse.

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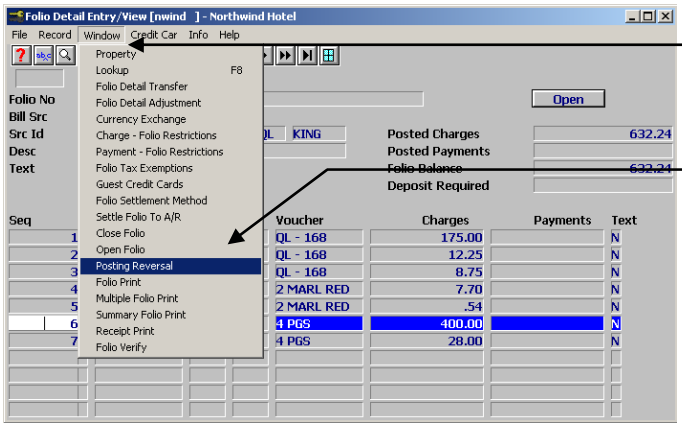
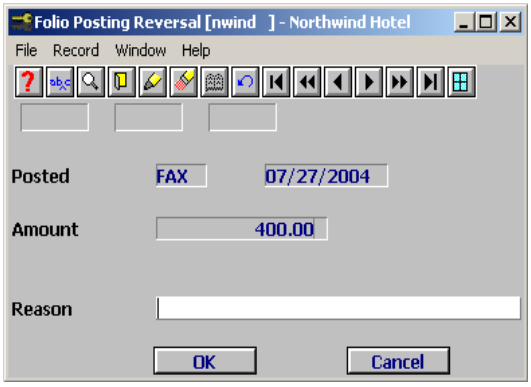
Posting Reversal

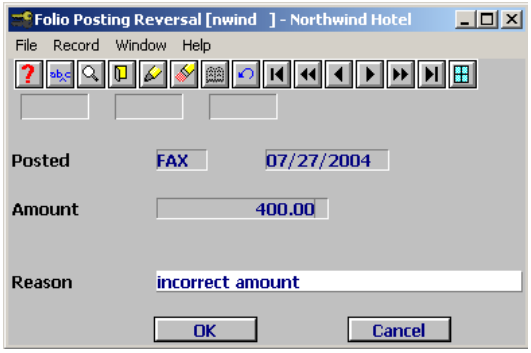


- Click the *Window* Menu Option from the Menu Bar.
- Click on Posting Reversal

This step can also be completed by clicking the keyboard keys: ALT, W, S.



The Folio Posting Reversal Screen confirms the *Posting Code* and Amount of the desired reversal



Type in a reason or description of why the reversal was initiated.

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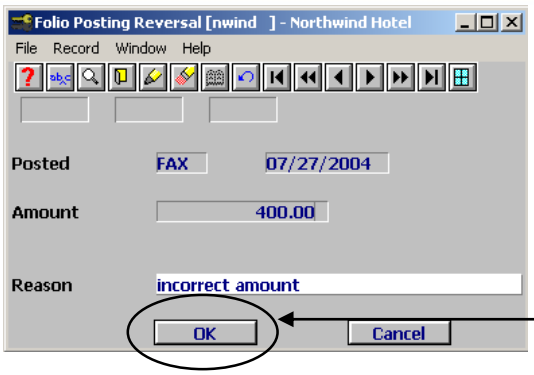
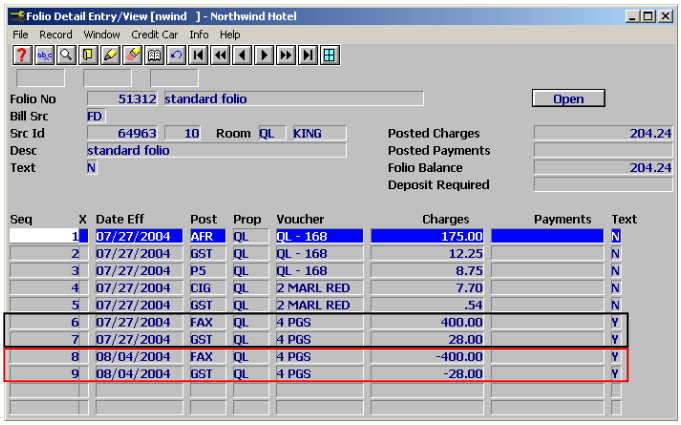


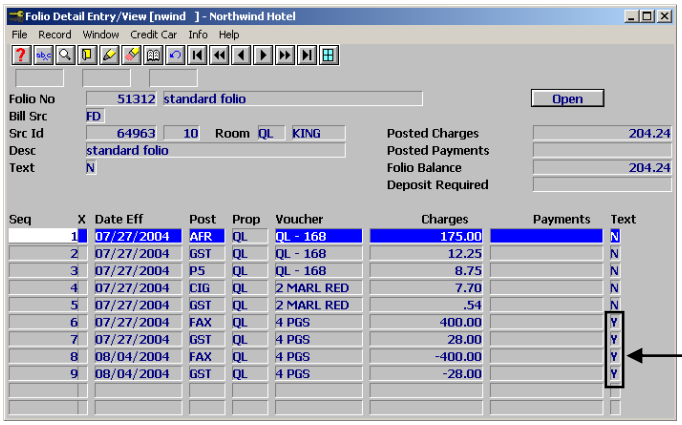
Type in a reason or description of why the reversal was initiated.

Click **OK** to confirm reversal.



- Original Postings
(Inclusive of associated taxes)
- Reversed Postings
(Inclusive of associated taxes)

Posting Reversal Text



Text is notated beside each of the transactions included in the Posting Reversal that includes the reversal reason, date in which the reversal occurred and the clerk that initiated the reversal.

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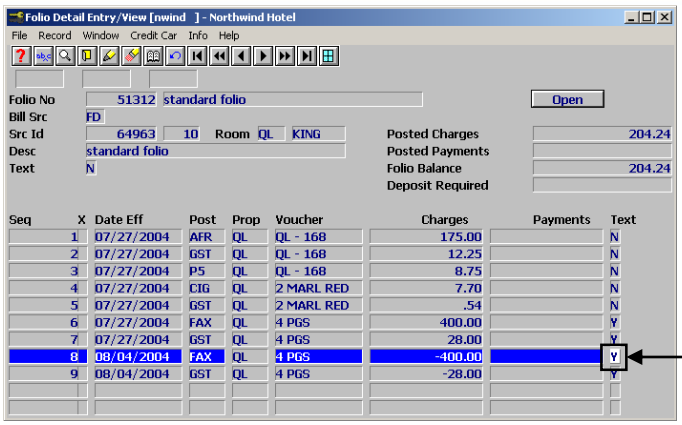
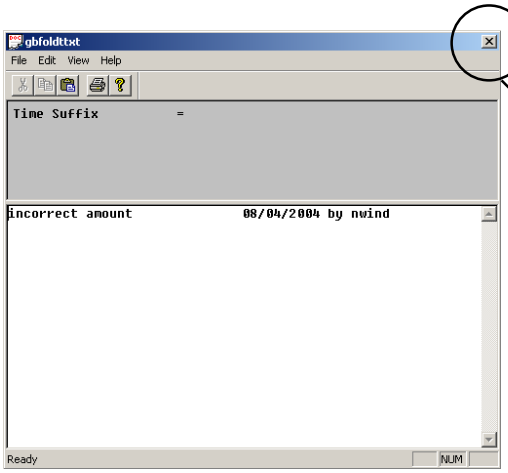


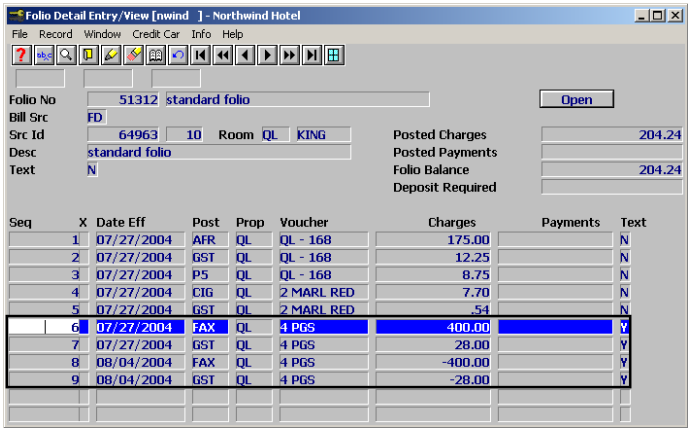
To view the posting reversal text, DRILLDOWN/F5 on one of text boxes.



Displayed is the format of text that can be expected.

To exit this text screen, Right Click the X box at the top right hand corner of the window.

Folio Printing/Viewing (Crystal)



Additionally, any transaction involved in the Posting Reversal will not print on Maestro folio. *(Therefore there is not need to move or transfer them to another folio)*

In the example, sequence lines 6 – 9 will not display on the folio.

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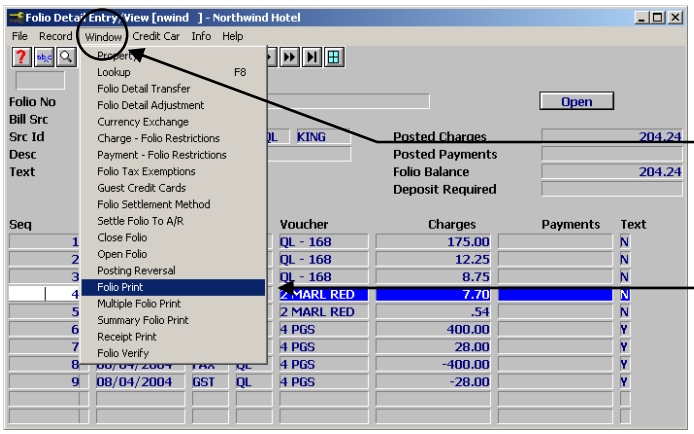
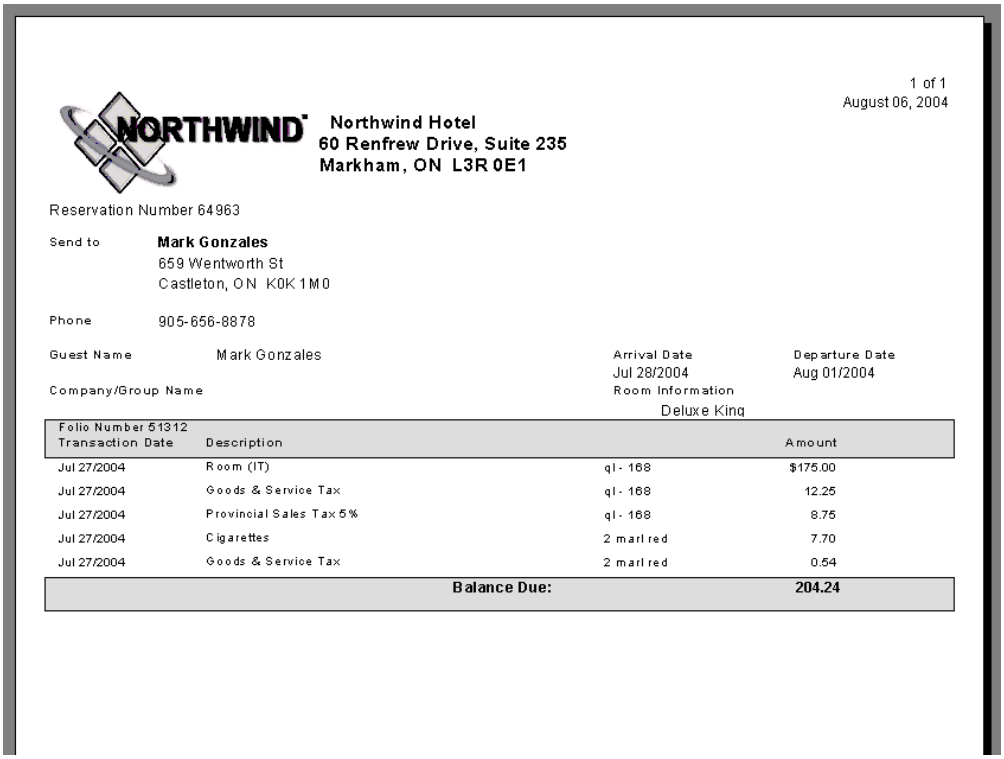


To View a folio without the reversed transactions on it:

- Click Window
- Choose Folio Print



1 of 1
August 06, 2004

NORTHWIND

Northwind Hotel
60 Renfrew Drive, Suite 235
Markham, ON L3R 0E1

Reservation Number 64963

Send to **Mark Gonzales**
659 Wentworth St
Castleton, ON K0K 1M0

Phone 905-656-8878

Guest Name Mark Gonzales
Company/Group Name
Arrival Date Jul 28/2004
Departure Date Aug 01/2004
Room Information Deluxe King

Folio Number 51312

Transaction Date	Description		Amount
Jul 27/2004	Room (IT)	ql - 168	$175.00
Jul 27/2004	Goods & Service Tax	ql - 168	12.25
Jul 27/2004	Provincial Sales Tax 5%	ql - 168	8.75
Jul 27/2004	Cigarettes	2 marl red	7.70
Jul 27/2004	Goods & Service Tax	2 marl red	0.54
	Balance Due:		**204.24**

The folio is exempt from any posting reversal transactions.

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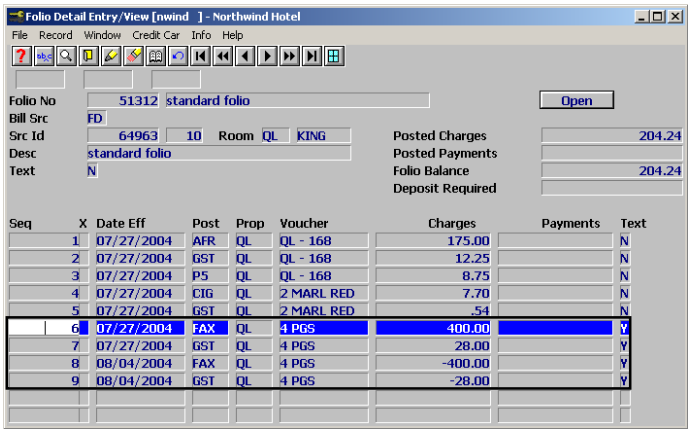

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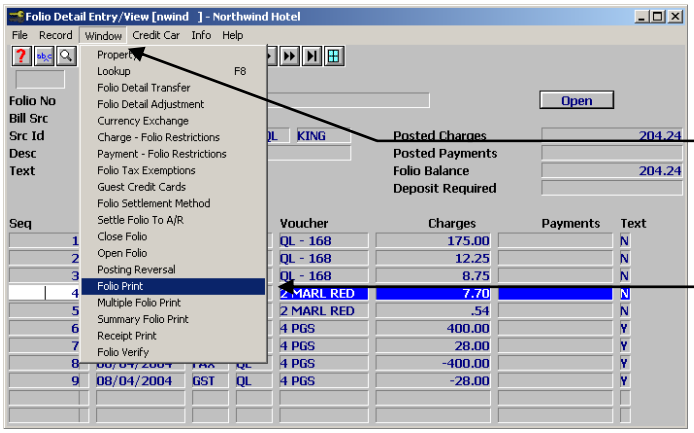
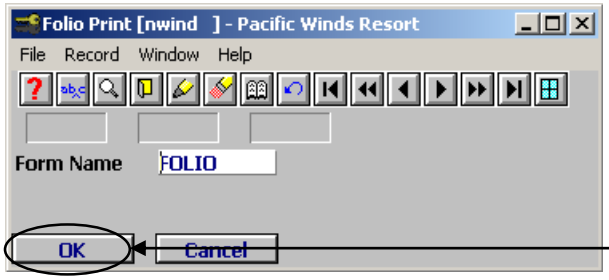


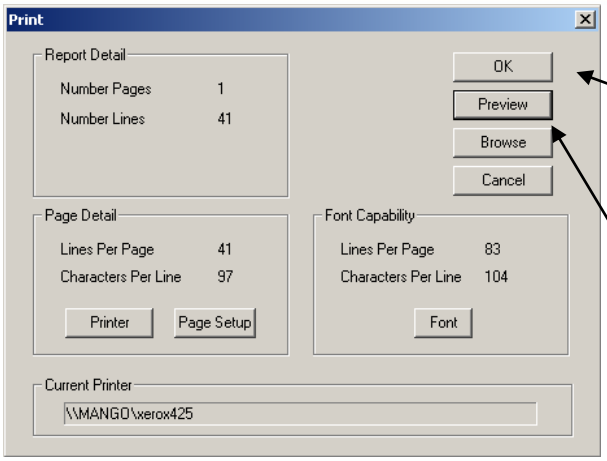
To View a folio without the reversed transactions on it:

- Click Window
- Choose Folio Print



Choose your *folio* form of choice and click OK.

Maestro PMS like no other.

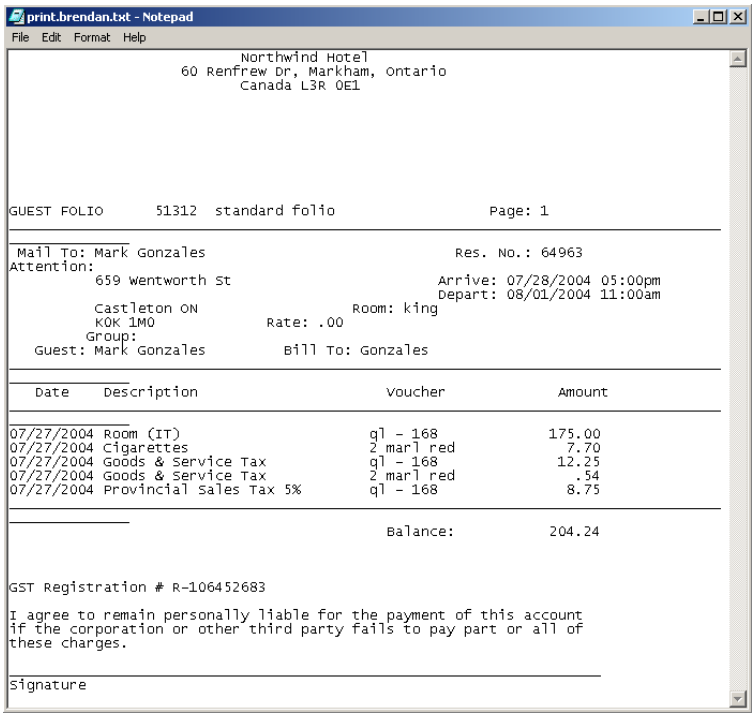


To Print:

- Click OK

To Preview:

- Click Preview



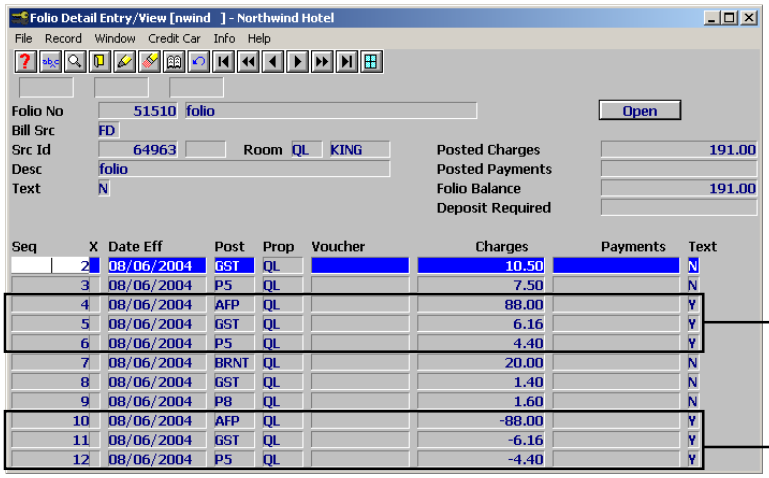
The folio is exempt from any posting reversal transactions.

Maestro PMS like no other.

Because posting reversals do not display on folios, there isn't a need to transfer the postings to another folio. However, if a transaction is transferred the following section shows what can happen.

Transferring Part of the Reversal

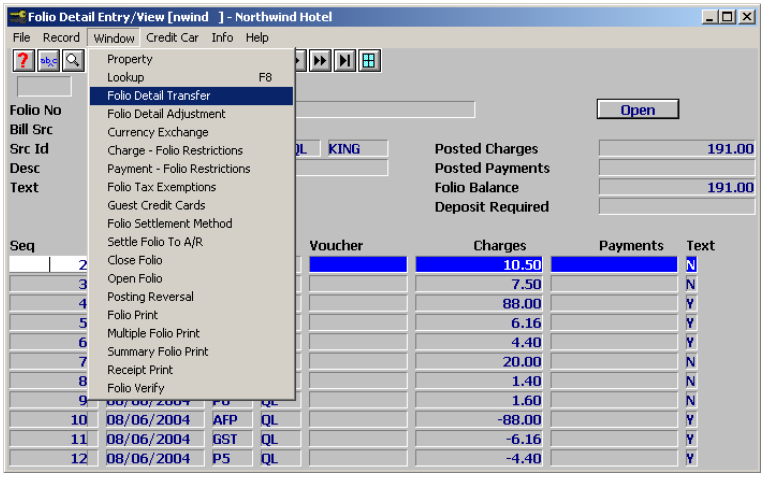
The example below will display what can happen if part of the Posting Reversal is transferred from the original folio.



In this example a charge was posted after the original posting and before the posting reversal took place.

Original Posting

Posting Reversal



The user then transfers only the reversal section of the Posting Reversal.

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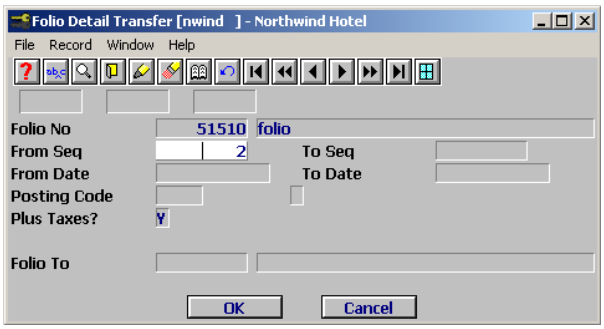
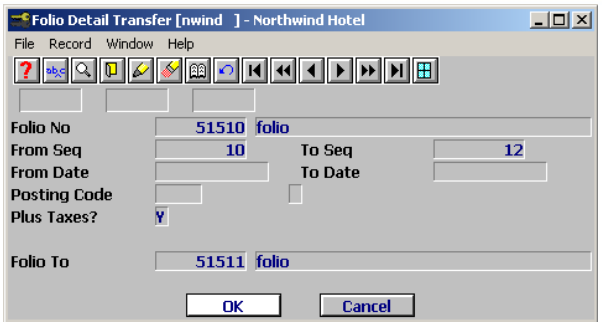
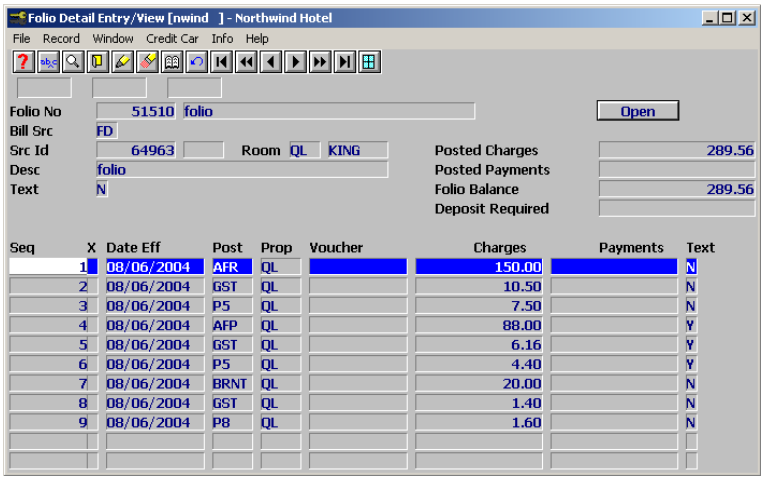


The User Enters the Seq number of the Transactions they wish to transfer.



Then the User Enters a Folio number and Clicks Enter.



Transaction 10 through 12, have been successfully transferred off of the folio.

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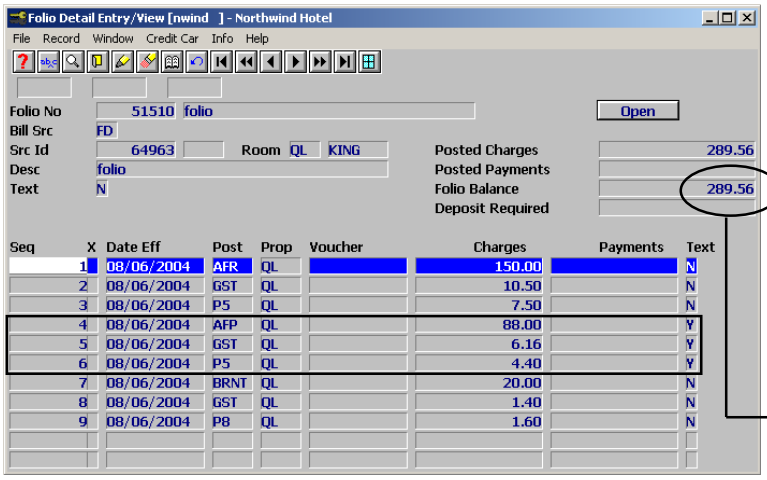
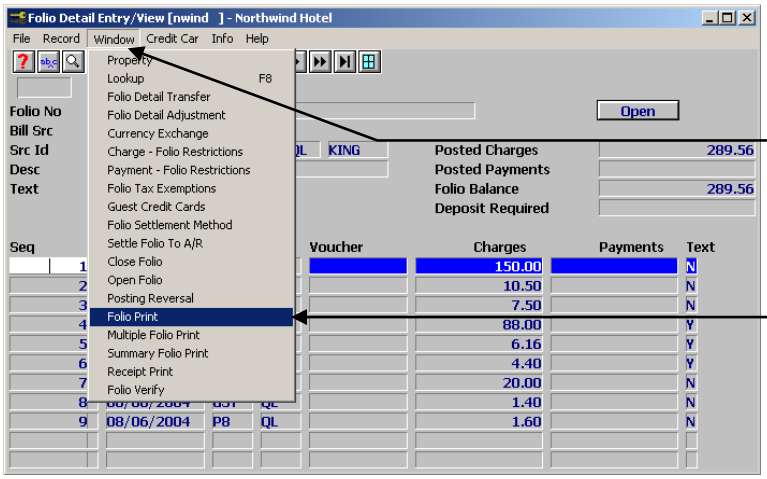
Printing a Folio (Crystal)



Remember: Any transaction involved in the Posting Reversal will not print on Maestro folio.

In the example, sequence lines 4 – 6 will not display on the folio.

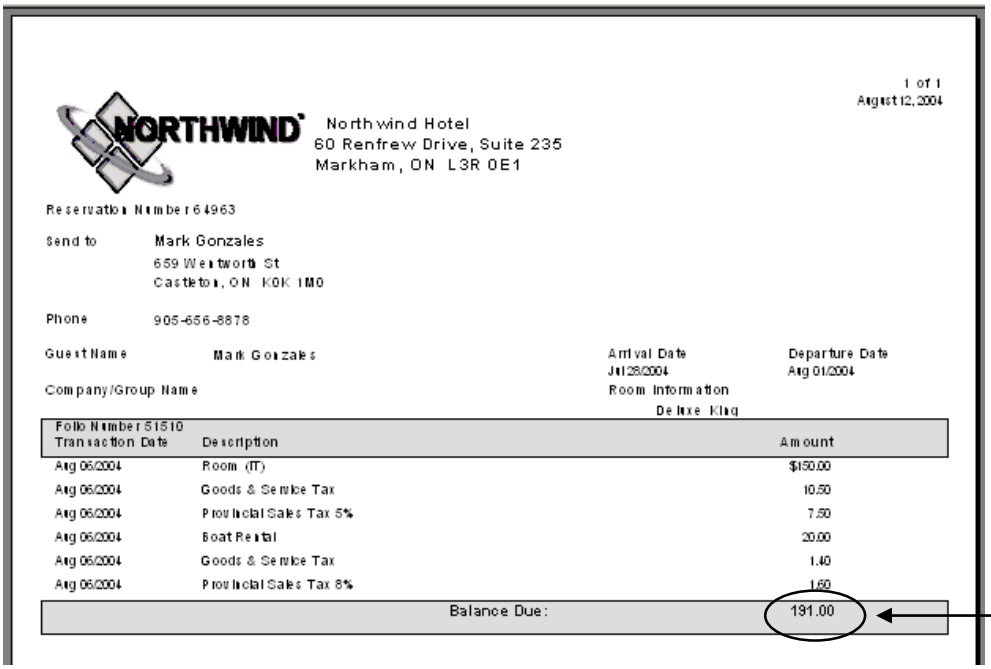
- Make note of the Folio Balance.



To View a folio without the reversed transactions on it:

- Click Window
- Choose Folio Print

Maestro PMS like no other.



1 of 1
August 12, 2004

NORTHWIND

Northwind Hotel
60 Renfrew Drive, Suite 235
Markham, ON L3R 0E1

Reservation Number 64963

Send to Mark Gonzales
659 Wentworth St
Castleton, ON K0K 1M0

Phone 905-656-8878

Guest Name Mark Gonzales
Arrival Date Jul 28/2004
Departure Date Aug 01/2004

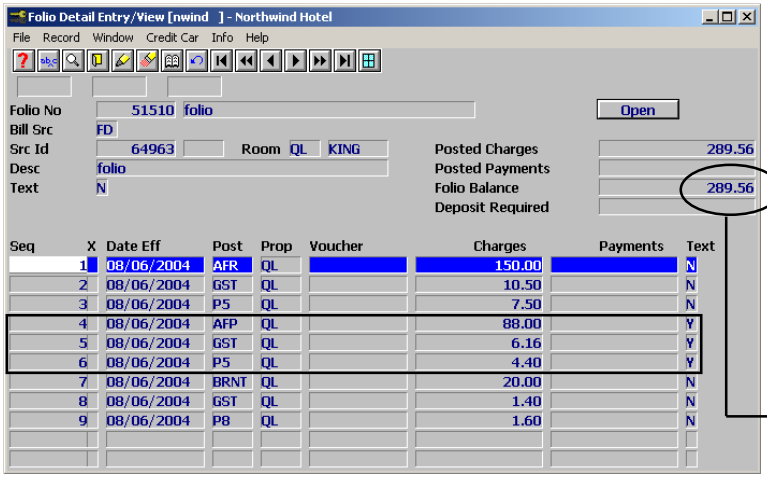
Company/Group Name
Room Information
Deluxe King

Folio Number 51510

Transaction Date	Description	Amount
Aug 06/2004	Room (IT)	$150.00
Aug 06/2004	Goods & Service Tax	10.50
Aug 06/2004	Provincial Sales Tax 5%	7.50
Aug 06/2004	Boat Rental	20.00
Aug 06/2004	Goods & Service Tax	1.40
Aug 06/2004	Provincial Sales Tax 8%	1.60
	Balance Due:	191.00

The folio is exempt from any posting reversal transactions. Therefore, the Folio Balance is different than the actual Folio Balance.

Printing a Folio (Maestro)



Remember: Any transaction involved in the Posting Reversal will not print on Maestro folio.

In the example, sequence lines 4 – 6 will not display on the folio.

- Make note of the Folio Balance.

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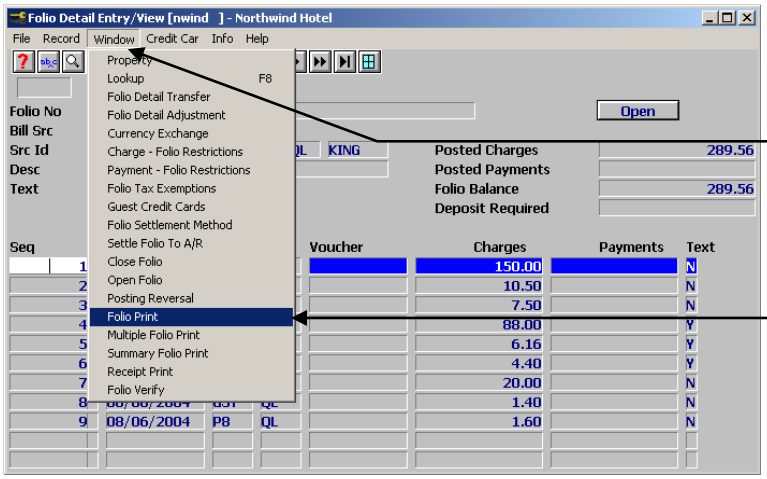
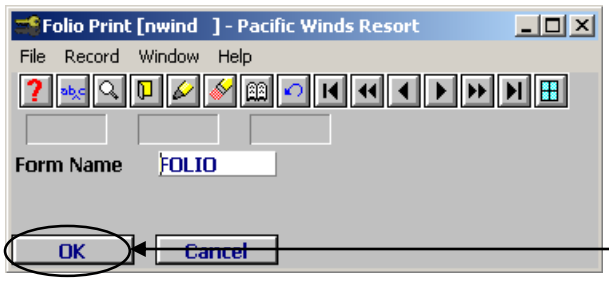
PMS like no other.

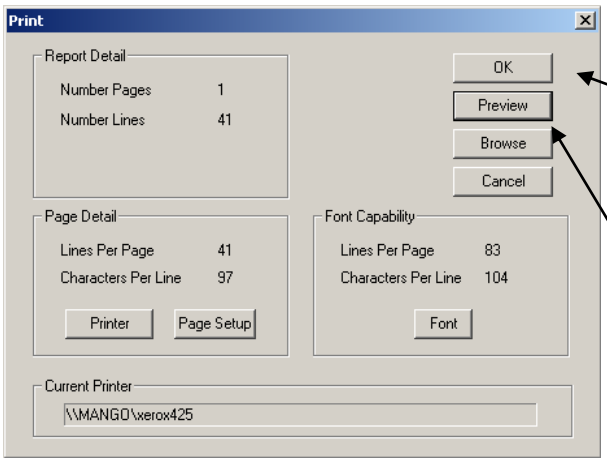


To View a folio without the reversed transactions on it:

- Click Window
- Choose Folio Print



Choose your *folio* form of choice and click OK.



To Print:

- Click OK

To Preview:

- Click Preview

Maestro PMS like no other.

print.sharon.txt - Notepad

File Edit Format Help

```
                                Northwind Hotel




GUEST FOLIO      51510  folio                          Page: 1
-------------------------------------------------------------------------------
 Mail To: Mark Gonzales                              Res. No.: 64963
Attention:
          659 Wentworth St                        Arrive: 07/28/2004 05:00pm
                                                  Depart: 08/01/2004 11:00am
          Castleton ON                    Room: king
          K0K 1M0              Rate: .00
         Group:
   Guest: Mark Gonzales          Bill To: Gonzales
-------------------------------------------------------------------------------
   Date     Description                        Voucher             Amount
-------------------------------------------------------------------------------
08/06/2004 Room (IT)                                              150.00
08/06/2004 Boat Rental                                             20.00
08/06/2004 Goods & Service Tax                                     10.50
08/06/2004 Goods & Service Tax                                      1.40
08/06/2004 Provincial Sales Tax 5%                                  7.50
08/06/2004 Provincial Sales Tax 8%                                  1.60
-------------------------------------------------------------------------------
                                        Balance:                  191.00


GST Registration # R-106452683

I agree to remain personally liable for the payment of this account
if the corporation or other third party fails to pay part or all of
these charges.

_____________________________________________________________
Signature
```

The folio is exempt from any posting reversal transactions. Therefore, the Folio Balance is different than the actual Folio Balance.

Maestro PMS like no other.