



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.

Seq	X	Date Eff	Post	Prop	Voucher	Charges	Payments	Text
1		07/27/2004	AFR	QL	QL - 168	175.00		N
2		07/27/2004	GST	QL	QL - 168	12.25		N
3		07/27/2004	P5	QL	QL - 168	8.75		N
4		07/27/2004	CIG	QL	2 MARL RED	7.70		N
5		07/27/2004	GST	QL	2 MARL RED	.54		N
6		07/27/2004	FAX	QL	4 PGS	400.00		N
7		07/27/2004	GST	QL	4 PGS	28.00		N

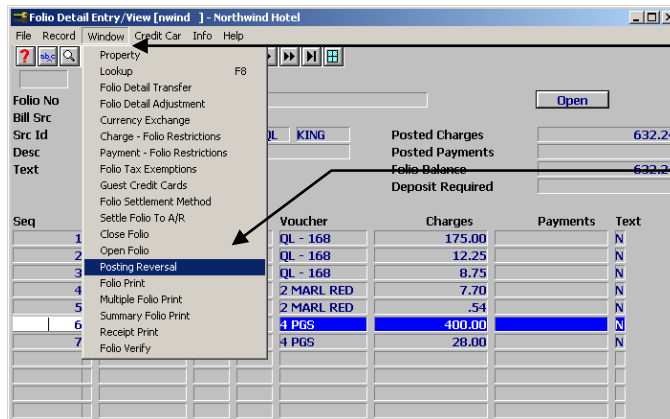
For this example we will assume sequence line **6** is the transaction that is an error and line **7** the corresponding tax to line 6.

The Posting Reversal tool will reverse the desired posting and all its corresponding taxes.

Seq	X	Date Eff	Post	Prop	Voucher	Charges	Payments	Text
1		07/27/2004	AFR	QL	QL - 168	175.00		N
2		07/27/2004	GST	QL	QL - 168	12.25		N
3		07/27/2004	P5	QL	QL - 168	8.75		N
4		07/27/2004	CIG	QL	2 MARL RED	7.70		N
5		07/27/2004	GST	QL	2 MARL RED	.54		N
6		07/27/2004	FAX	QL	4 PGS	400.00		N
7		07/27/2004	GST	QL	4 PGS	28.00		N

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

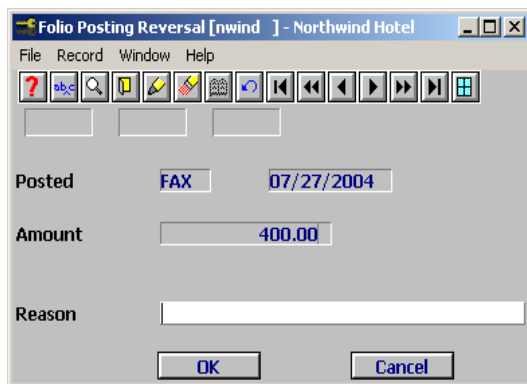
Posting Reversal



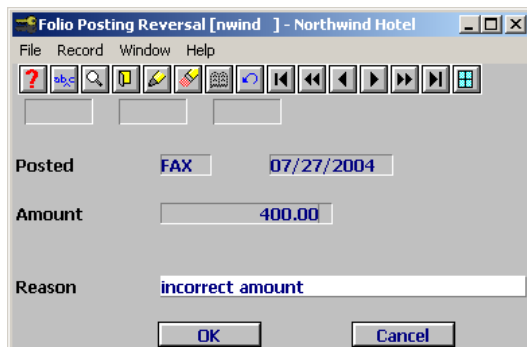
- Click the *Window* Menu Option from the Menu Bar.

- 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.



Folio Posting Reversal [nwind] - Northwind Hotel

File Record Window Help

Posted **FAX** **07/27/2004**

Amount **400.00**

Reason **incorrect amount**

OK **Cancel**

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

Click **OK** to confirm reversal.

Folio Detail Entry/View [nwind] - Northwind Hotel

File Record Window Credit Card Info Help

Folio No 51312 standard folio **Open**

Bill Src FD

Src Id 64963 10 Room QL KING

Desc standard folio

Text N

Posted Charges 204.24

Posted Payments

Folio Balance 204.24

Deposit Required

Seq	X	Date Eff	Post	Prop	Voucher	Charges	Payments	Text
1		07/27/2004	ARR	QL	QL - 168	175.00		N
2		07/27/2004	GST	QL	QL - 168	12.25		N
3		07/27/2004	P5	QL	QL - 168	8.75		N
4		07/27/2004	CIG	QL	2 MARL RED	7.70		N
5		07/27/2004	GST	QL	2 MARL RED	.54		N
6		07/27/2004	FAX	QL	4 PGS	400.00		Y
7		07/27/2004	GST	QL	4 PGS	28.00		Y
8		08/04/2004	FAX	QL	4 PGS	-400.00		Y
9		08/04/2004	GST	QL	4 PGS	-28.00		Y

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

Posting Reversal Text

Folio Detail Entry/View [nwind] - Northwind Hotel

File Record Window Credit Card Info Help

Folio No 51312 standard folio **Open**

Bill Src FD

Src Id 64963 10 Room QL KING

Desc standard folio

Text N

Posted Charges 204.24

Posted Payments

Folio Balance 204.24

Deposit Required

Seq	X	Date Eff	Post	Prop	Voucher	Charges	Payments	Text
1		07/27/2004	ARR	QL	QL - 168	175.00		N
2		07/27/2004	GST	QL	QL - 168	12.25		N
3		07/27/2004	P5	QL	QL - 168	8.75		N
4		07/27/2004	CIG	QL	2 MARL RED	7.70		N
5		07/27/2004	GST	QL	2 MARL RED	.54		N
6		07/27/2004	FAX	QL	4 PGS	400.00		Y
7		07/27/2004	GST	QL	4 PGS	28.00		Y
8		08/04/2004	FAX	QL	4 PGS	-400.00		Y
9		08/04/2004	GST	QL	4 PGS	-28.00		Y

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.



Folio Detail Entry/View [nwind] - Northwind Hotel

File Record Window Credit Card Info Help

Folio No: 51312 standard folio Open

Bill Src: FD

Src Id: 64963 10 Room QL KING

Desc: standard folio

Text: N

Posted Charges: 204.24

Posted Payments:

Folio Balance: 204.24

Deposit Required:

Seq	X	Date Eff	Post	Prop	Voucher	Charges	Payments	Text
1		07/27/2004	AFR	QL	QL - 168	175.00		N
2		07/27/2004	GST	QL	QL - 168	12.25		N
3		07/27/2004	P5	QL	QL - 168	8.75		N
4		07/27/2004	CIG	QL	2 MARL RED	7.70		N
5		07/27/2004	GST	QL	2 MARL RED	.54		N
6		07/27/2004	FAX	QL	4 PGS	400.00		Y
7		07/27/2004	GST	QL	4 PGS	28.00		Y
8		08/04/2004	FAX	QL	4 PGS	-400.00		Y
9		08/04/2004	GST	QL	4 PGS	-28.00		Y

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

gbfoldtxt

File Edit View Help

Time Suffix: -

Incorrect amount 08/04/2004 by nwind

Ready NUM

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)

Folio Detail Entry/View [nwind] - Northwind Hotel

File Record Window Credit Card Info Help

Folio No: 51312 standard folio Open

Bill Src: FD

Src Id: 64963 10 Room QL KING

Desc: standard folio

Text: N

Posted Charges: 204.24

Posted Payments:

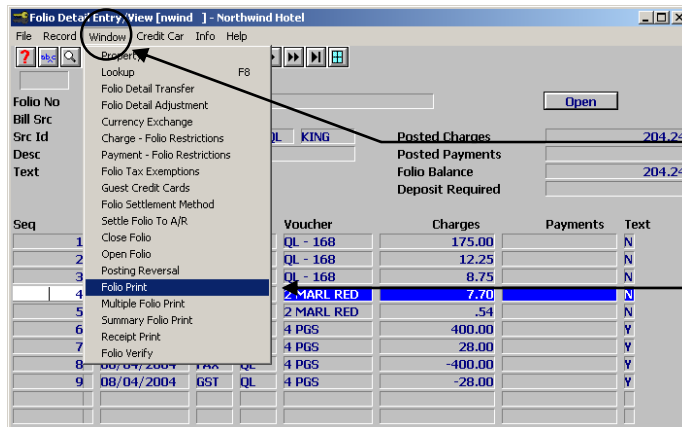
Folio Balance: 204.24

Deposit Required:

Seq	X	Date Eff	Post	Prop	Voucher	Charges	Payments	Text
1		07/27/2004	AFR	QL	QL - 168	175.00		N
2		07/27/2004	GST	QL	QL - 168	12.25		N
3		07/27/2004	P5	QL	QL - 168	8.75		N
4		07/27/2004	CIG	QL	2 MARL RED	7.70		N
5		07/27/2004	GST	QL	2 MARL RED	.54		N
6		07/27/2004	FAX	QL	4 PGS	400.00		Y
7		07/27/2004	GST	QL	4 PGS	28.00		Y
8		08/04/2004	FAX	QL	4 PGS	-400.00		Y
9		08/04/2004	GST	QL	4 PGS	-28.00		Y

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.



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 Arrival Date Jul 28/2004 Departure Date Aug 01/2004

Company/Group Name 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.



Folio Printing/Viewing (Maestro)

Seq	X	Date Eff	Post	Prop	Voucher	Charges	Payments	Text
1		07/27/2004	AFR	QL	QL - 168	175.00		N
2		07/27/2004	GST	QL	QL - 168	12.25		N
3		07/27/2004	P5	QL	QL - 168	8.75		N
4		07/27/2004	CIG	QL	2 MARL RED	7.70		N
5		07/27/2004	GST	QL	2 MARL RED	.54		N
6		07/27/2004	FAX	QL	4 PGS	400.00		Y
7		07/27/2004	GST	QL	4 PGS	28.00		Y
8		08/04/2004	FAX	QL	4 PGS	-400.00		Y
9		08/04/2004	GST	QL	4 PGS	-28.00		Y

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.

- Property
- Lookup
- Folio Detail Transfer
- Folio Detail Adjustment
- Currency Exchange
- Charge - Folio Restrictions
- Payment - Folio Restrictions
- Folio Tax Exemptions
- Guest Credit Cards
- Folio Settlement Method
- Settle Folio To A/R
- Close Folio
- Open Folio
- Posting Reversal
- Folio Print**
- Multiple Folio Print
- Summary Folio Print
- Receipt Print
- Folio Verify

To View a folio without the reversed transactions on it:

- Click Window
- Choose Folio Print

Form Name: FOLIO

OK Cancel

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

Print

Report Detail

Number Pages 1
Number Lines 41

Page Detail

Lines Per Page 41
Characters Per Line 97

Font Capability

Lines Per Page 83
Characters Per Line 104

Current Printer
\\MANGO\werox425

OK
Preview
Browse
Cancel

Printer Page Setup Font

To Print:

Click OK

To Preview:

Click Preview

print.brendan.txt - Notepad

File Edit Format Help

Northwind Hotel
60 Renfrew Dr, Markham, Ontario
Canada L3R 0E1

GUEST FOLIO 51312 standard folio Page: 1

Mail To: Mark Gonzales Res. No.: 64963
Attention: 659 wentworth St Arrive: 07/28/2004 05:00pm
Castleton ON Room: king Depart: 08/01/2004 11:00am
KOK 1M0 Rate: .00
Group: Guest: Mark Gonzales Bill To: Gonzales

Date	Description	Voucher	Amount
07/27/2004	Room (IT)	q1 - 168	175.00
07/27/2004	Cigarettes	2 marl red	7.70
07/27/2004	Goods & Service Tax	q1 - 168	12.25
07/27/2004	Goods & Service Tax	2 marl red	.54
07/27/2004	Provincial Sales Tax 5%	q1 - 168	8.75
Balance:			204.24

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.



Transferring Reversals

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.

Seq	X	Date Eff	Post	Prop	Voucher	Charges	Payments	Text
2		08/06/2004	GST	QL		10.50		N
3		08/06/2004	P5	QL		7.50		N
4		08/06/2004	AFP	QL		88.00		Y
5		08/06/2004	GST	QL		6.16		Y
6		08/06/2004	P5	QL		4.40		Y
7		08/06/2004	BRNT	QL		20.00		N
8		08/06/2004	GST	QL		1.40		N
9		08/06/2004	P8	QL		1.60		N
10		08/06/2004	AFP	QL		-88.00		Y
11		08/06/2004	GST	QL		-6.16		Y
12		08/06/2004	P5	QL		-4.40		Y

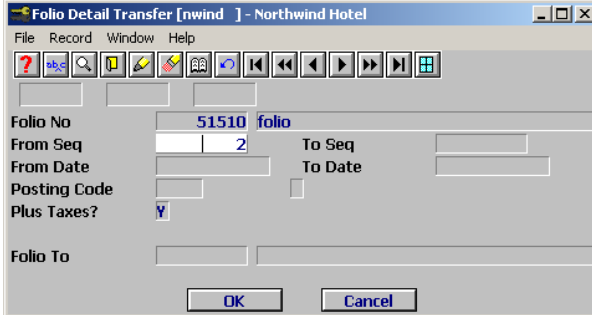
In this example a charge was posted after the original posting and before the posting reversal took place.

Original Posting

Posting Reversal

Seq	X	Date Eff	Post	Prop	Voucher	Charges	Payments	Text
2		08/06/2004	GST	QL		10.50		N
3		08/06/2004	P5	QL		7.50		N
4		08/06/2004	AFP	QL		88.00		Y
5		08/06/2004	GST	QL		6.16		Y
6		08/06/2004	P5	QL		4.40		Y
7		08/06/2004	BRNT	QL		20.00		N
8		08/06/2004	GST	QL		1.40		N
9		08/06/2004	P8	QL		1.60		N
10		08/06/2004	AFP	QL		-88.00		Y
11		08/06/2004	GST	QL		-6.16		Y
12		08/06/2004	P5	QL		-4.40		Y

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



Folio No: 51510 folio

From Seq: 2 To Seq:

From Date: To Date:

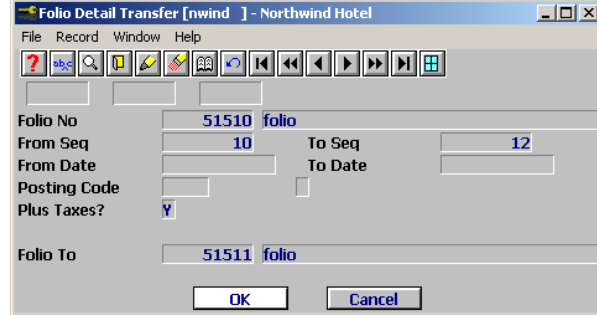
Posting Code:

Plus Taxes? ☒

Folio To:

OK Cancel

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



Folio No: 51510 folio

From Seq: 10 To Seq: 12

From Date: To Date:

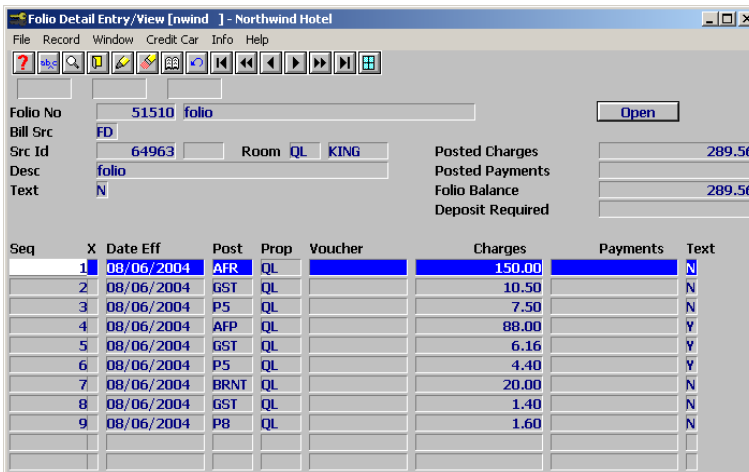
Posting Code:

Plus Taxes? ☒

Folio To: 51511 folio

OK Cancel

Then the User Enters a Folio number and Clicks Enter.



Folio No: 51510 folio Open

Bill Src: FD

Src Id: 64963 Room: QL KING

Desc: folio

Text: N

Posted Charges: 289.56

Posted Payments:

Folio Balance: 289.56

Deposit Required:

Seq	X	Date Eff	Post	Prop	Voucher	Charges	Payments	Text
1		08/06/2004	AFR	QL		150.00		N
2		08/06/2004	GST	QL		10.50		N
3		08/06/2004	P5	QL		7.50		N
4		08/06/2004	AFP	QL		88.00		Y
5		08/06/2004	GST	QL		6.16		Y
6		08/06/2004	P5	QL		4.40		Y
7		08/06/2004	BRNT	QL		20.00		N
8		08/06/2004	GST	QL		1.40		N
9		08/06/2004	P8	QL		1.60		N

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

Printing a Folio (Crystal)

Folio Detail Entry/View [nwind] - Northwind Hotel

File Record Window Credit Card Info Help

Folio No: 51510 folio Open

Bill Src: FD

Src Id: 64963 Room: QL KING

Desc: folio

Text: N

Posted Charges: 289.56

Posted Payments: 289.56

Folio Balance: 289.56

Deposit Required:

Seq	X	Date Eff	Post	Prop	Voucher	Charges	Payments	Text
1		08/06/2004	AFR	QL		150.00		N
2		08/06/2004	GST	QL		10.50		N
3		08/06/2004	P5	QL		7.50		N
4		08/06/2004	AFP	QL		88.00		Y
5		08/06/2004	GST	QL		6.16		Y
6		08/06/2004	P5	QL		4.40		Y
7		08/06/2004	BRNT	QL		20.00		N
8		08/06/2004	GST	QL		1.40		N
9		08/06/2004	P8	QL		1.60		N

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.

Folio Detail Entry/View [nwind] - Northwind Hotel

File Record Window Credit Card Info Help

Property: F8

Folio No: 51510 folio Open

Bill Src: FD

Src Id: 64963 Room: QL KING

Desc: folio

Text: N

Posted Charges: 289.56

Posted Payments: 289.56

Folio Balance: 289.56

Deposit Required:

Window Menu:

- Property
- Lookup
- Folio Detail Transfer
- Folio Detail Adjustment
- Currency Exchange
- Charge - Folio Restrictions
- Payment - Folio Restrictions
- Folio Tax Exemptions
- Guest Credit Cards
- Folio Settlement Method
- Settle Folio To A/R
- Close Folio
- Open Folio
- Posting Reversal
- Folio Print**
- Multiple Folio Print
- Summary Folio Print
- Receipt Print
- Folio Verify

Seq	X	Date Eff	Post	Prop	Voucher	Charges	Payments	Text
1		08/06/2004	AFR	QL		150.00		N
2		08/06/2004	GST	QL		10.50		N
3		08/06/2004	P5	QL		7.50		N
4		08/06/2004	AFP	QL		88.00		Y
5		08/06/2004	GST	QL		6.16		Y
6		08/06/2004	P5	QL		4.40		Y
7		08/06/2004	BRNT	QL		20.00		N
8		08/06/2004	GST	QL		1.40		N
9		08/06/2004	P8	QL		1.60		N

To View a folio without the reversed transactions on it:

- Click Window
- Choose Folio Print

1 of 1
August 12, 2004

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

Reservation Number 64963

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

Phone 905-656-8878

Guest Name **Mark Gonzales** Arrival Date **JUL28/2004** Departure Date **Aug 01/2004**

Company/Group Name Room Information **De Luxe 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)

Folio Detail Entry/View [nwind] - Northwind Hotel

File Record Window Credit Card Info Help
 ? [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [Print] [Exit]

Open

Folio No **51510** folio
 Bill Src **FD**
 Src Id **64963** Room **QL KING**
 Desc **folio**
 Text **N**

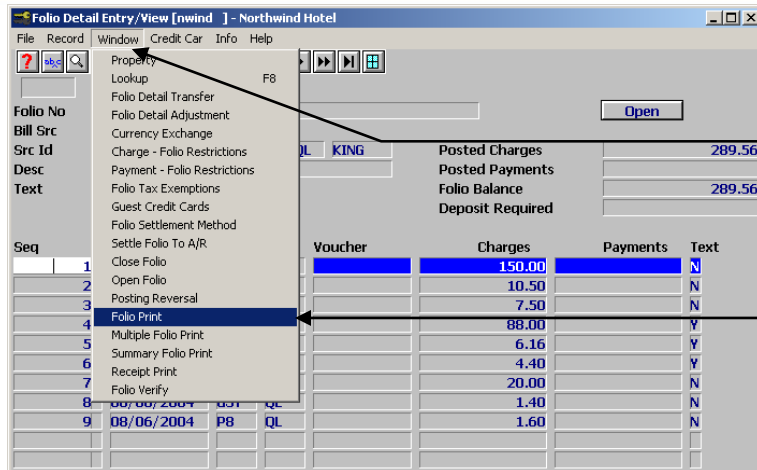
Posted Charges **289.56**
 Posted Payments
 Folio Balance **289.56**
 Deposit Required

Seq	X	Date Eff	Post	Prop	Voucher	Charges	Payments	Text
1		08/06/2004	AFR	QL		150.00		N
2		08/06/2004	GST	QL		10.50		N
3		08/06/2004	P5	QL		7.50		N
4		08/06/2004	AFP	QL		88.00		Y
5		08/06/2004	GST	QL		6.16		Y
6		08/06/2004	P5	QL		4.40		Y
7		08/06/2004	BRNT	QL		20.00		N
8		08/06/2004	GST	QL		1.40		N
9		08/06/2004	P8	QL		1.60		N

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

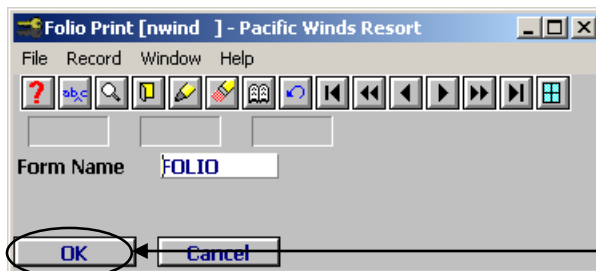
In the example, sequence lines 4 – 6 will not display on the folio.

- Make note of the Folio Balance.

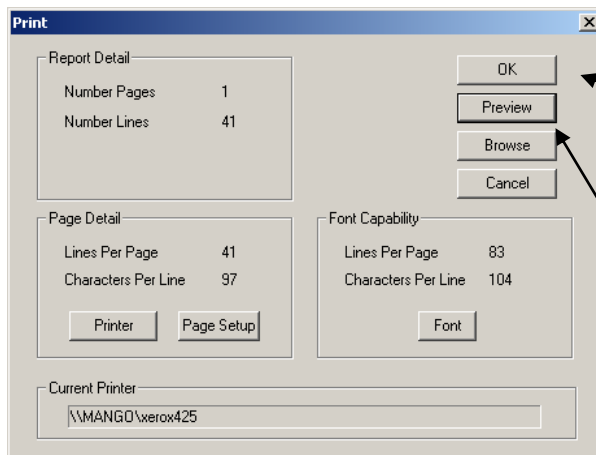


To View a folio without the reversed transactions on it:

- Click Window
- Choose Folio Print



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



To Print:

- Click OK

To Preview:

- Click Preview



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
Castleton ON Room: king Depart: 08/01/2004 11:00am
KOK IMO Rate: .00
Group: Bill To: Gonzales
Guest: Mark 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.