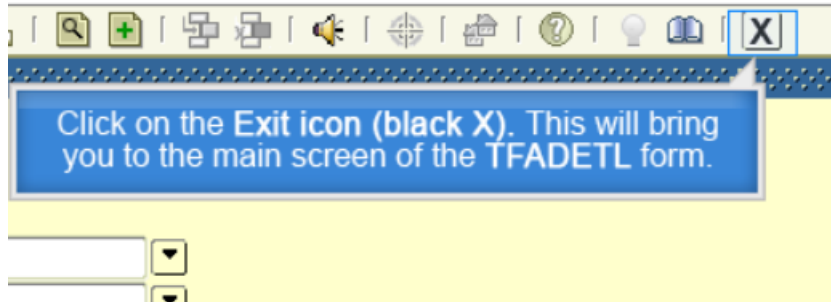


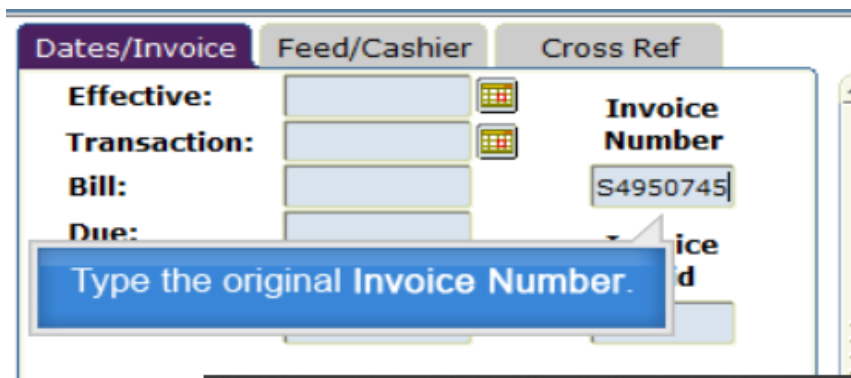
How to Reverse an Invoice in Banner using the form TFADETL

Before getting started make sure you have on hand the client ID and original invoice number.

1. Login to Banner and click in the **Go To...** field.
2. Type **TFADETL** in the **Go To...** field and press the **Enter key** on your keyboard.
3. Click on the **Exit icon (black x)**, to bring you back to the main form



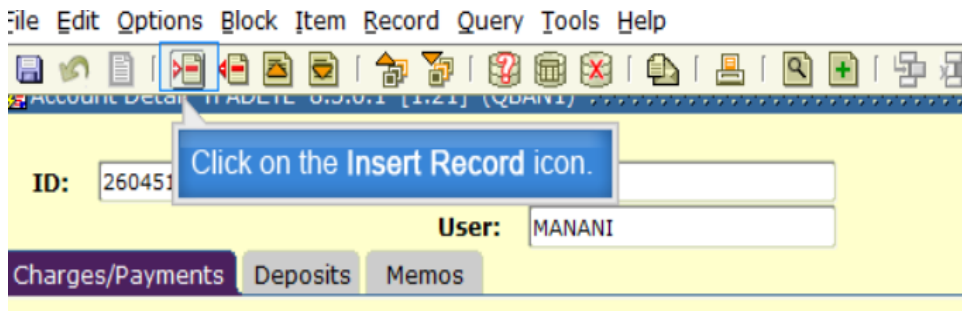
4. Enter the **Client ID number** in the **ID** field and press **Ctrl + Page Down** key.
5. You will need to do a search for the original invoice number, in order to get the invoice details such as amount, purchase order and sales reference number.
6. To do the search click on **Enter Query or F7** on your keyboard.
7. Click in the **Invoice** number field.
8. Type the **original invoice number**.



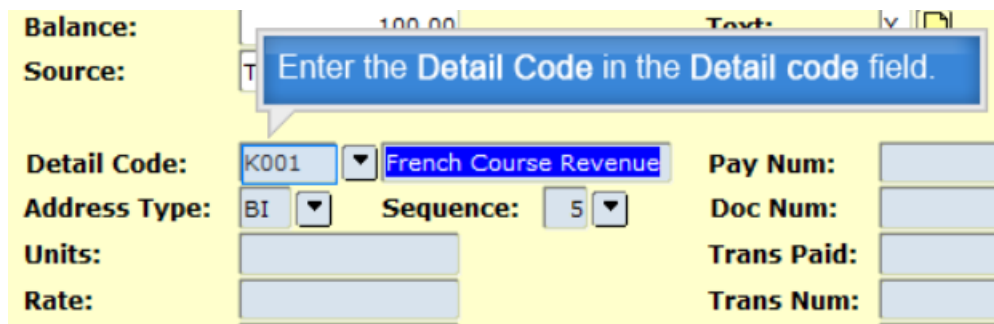
9. Click on **Execute Query or F8** on your keyboard.
10. The invoice details and all related sequences will display.

How to Reverse an Invoice in Banner using the form TFADETL

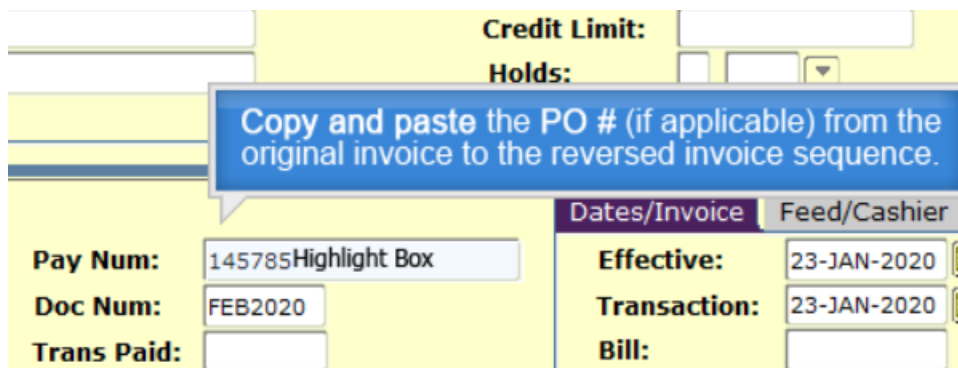
11. Click on the **Insert Record** icon to enter the reversal sequence.



12. Enter the **Detail code** in the **Detail code** field.



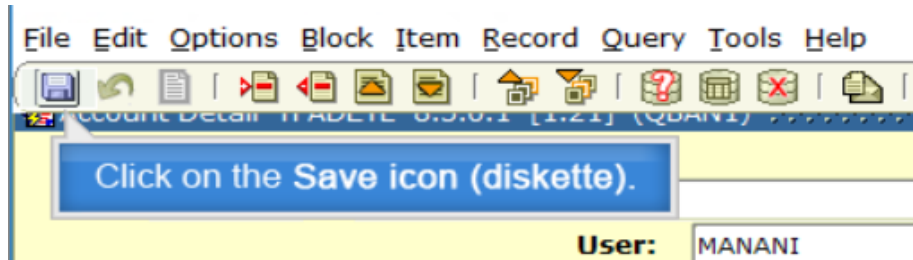
13. Click in the **Amount** field and enter the amount of the original invoice as a **negative**.
14. **Copy and paste the PO# (if applicable)** from the original invoice to the reversed invoice sequence.



15. **Copy and paste the Doc Num** field (if applicable) from the original invoice to the reversed invoice sequence.
16. Repeat the same steps for the **Invoice number** field.

How to Reverse an Invoice in Banner using the form TFADETL

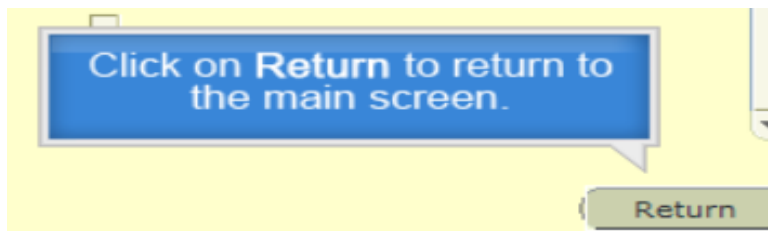
17. Type **Next** in the **Invoice Number** field and press the **Enter** key to generate the invoice number for the reversal.
18. Click on the **Save Icon**, the **diskette**.



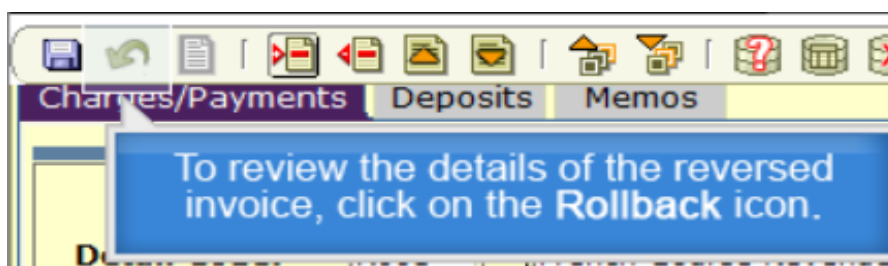
19. Click on the **Text icon** to enter the details for the reversed invoice.

Pay Num:	145785	Effective:	
Doc Num:	FEB2020	Transaction:	
Trans Paid:		Click on the Text icon to enter the details for the reversed invoice.	
Trans Num:		Statement:	
Receipt:		Entry:	
Text:			

20. Describe the reason for the **reversal**. Include the **original invoice #, client name etc.** The details will be printed on the invoice.
21. Once done click on **Return** to return to the main screen.



22. **Y** will appear in the **Text** field. This indicates that the details for the reversed invoice is now saved.
23. To review the details of the reversed invoice, click on the **Rollback icon**.



How to Reverse an Invoice in Banner using the form TFADETL

24. Press **Ctrl + Page Down** on your keyboard.

To complete the invoice, you must match the original sequences with the reversed sequences.

25. From the original invoice sequence copy the **Trans Num.**

This screenshot shows the Banner TFADETL form for an original invoice. The 'Detail Code' is K001 (French Course Revenue) and the 'Sequence' is 5. The 'Trans Num.' field contains the value 37, which is highlighted by a blue callout box with the text: "From the original invoice sequence, copy the Trans Num." Other fields include 'Pay Num.', 'Doc Num.', 'Trans Paid.', 'Receipt.', 'Text.', 'Effective:', 'Transaction:', 'Bill:', 'Due:', 'Statement:', and 'Entry:'.

26. Paste the **Trans Num** to the **Trans Paid** field of the reversed invoice.

This screenshot shows the Banner TFADETL form for a reversed invoice. The 'Detail Code' is K001 (French Course Revenue) and the 'Sequence' is 5. The 'Trans Num.' field contains the value 40, which is highlighted by a blue callout box with the text: "And paste it in the Trans Paid field of the reversed invoice." Other fields include 'Pay Num.' (145785), 'Doc Num.' (FEB2020), 'Trans Paid.', 'Receipt.', 'Text.', 'Effective:', 'Transaction:', 'Bill:', 'Due:', 'Statement:', and 'Entry:'.

27. From the reversed invoice sequence, copy the **Trans Num.**

This screenshot shows the Banner TFADETL form for the original invoice, with the 'Trans Num.' field now containing the value 40. A blue callout box with the text: "From the reversed invoice sequence, copy the Trans Num." points to the 'Trans Num.' field. Other fields include 'Detail Code' (K001), 'Sequence' (5), 'Pay Num.', 'Doc Num.', 'Trans Paid.', 'Receipt.', 'Text.', 'Effective:', 'Transaction:', 'Bill:', 'Due:', 'Statement:', and 'Entry:'.

28. Paste it in the **Trans Paid** field of the original invoice.

How to Reverse an Invoice in Banner using the form TFADETL

Detail Code: K001
Address Type: BI
Units:
Rate:
Amount: 100.00
Balance: 100.00
Source: T

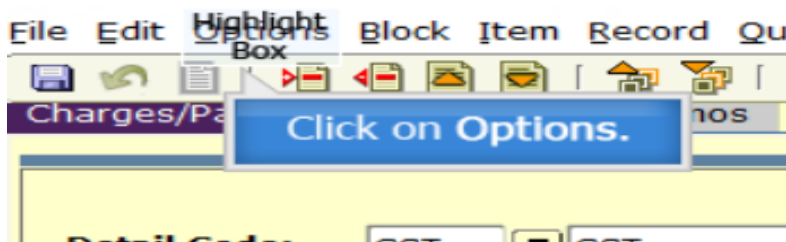
DOC NUM: FEB26 J
Trans Paid:
Trans Num: 37
Receipt:
Text: Y

And paste it in the Trans Paid field of the original invoice.

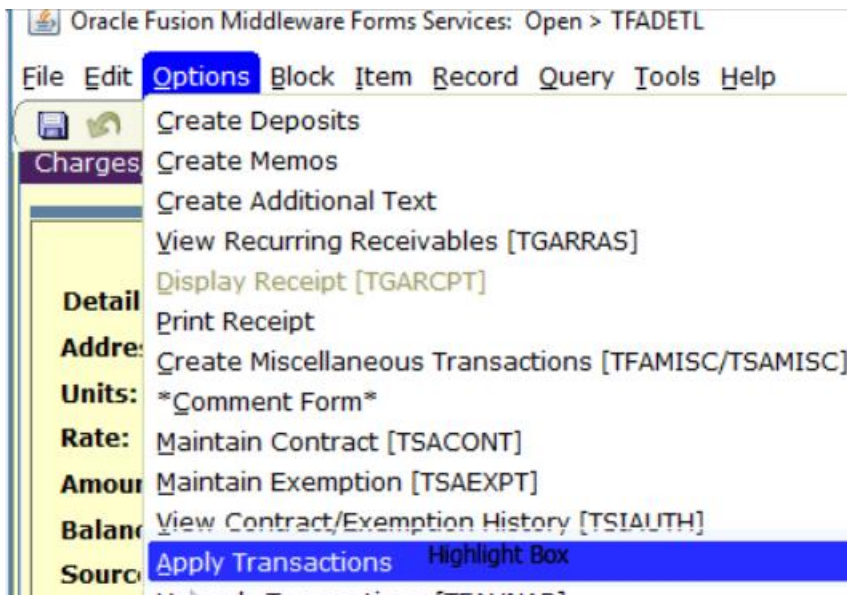
29. Click on the **Save icon, the diskette.**

If you need to reverse an invoice with taxes, please repeat step 11 to 29 for both GST and QST sequences.

30. To finalize you must apply all transactions. Click on **Options.**

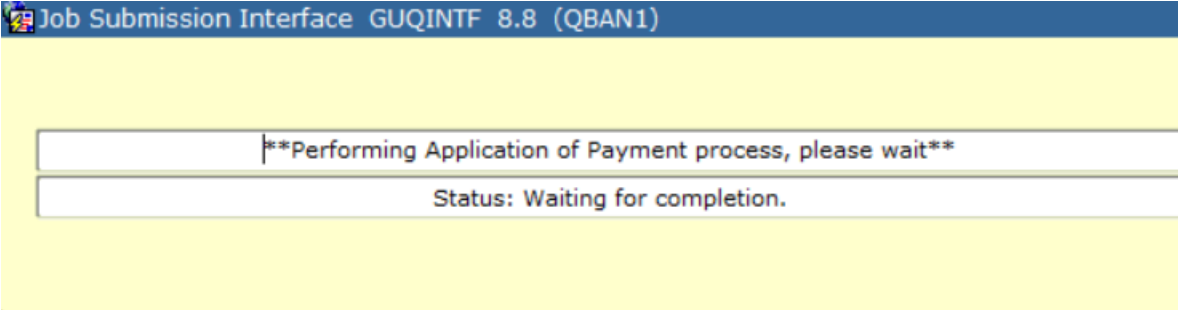


31. Click on **Apply Transactions.**



How to Reverse an Invoice in Banner using the form TFADETL

32. Once you click on **Apply Transactions**, the following message will appear.



33. When the Application process is completed, the **Balance** of all sequences show .00.