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

![Insert Record Icon](image)

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

![Detail Code Field](image)

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.

![Copy PO# Field](image)

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.
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.

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

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

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

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

28. 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.**
32. Once you click on **Apply Transactions**, the following message will appear.

![Screenshot of Job Submission Interface with message: Performing Application of Payment process, please wait. Status: Waiting for completion.]

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