



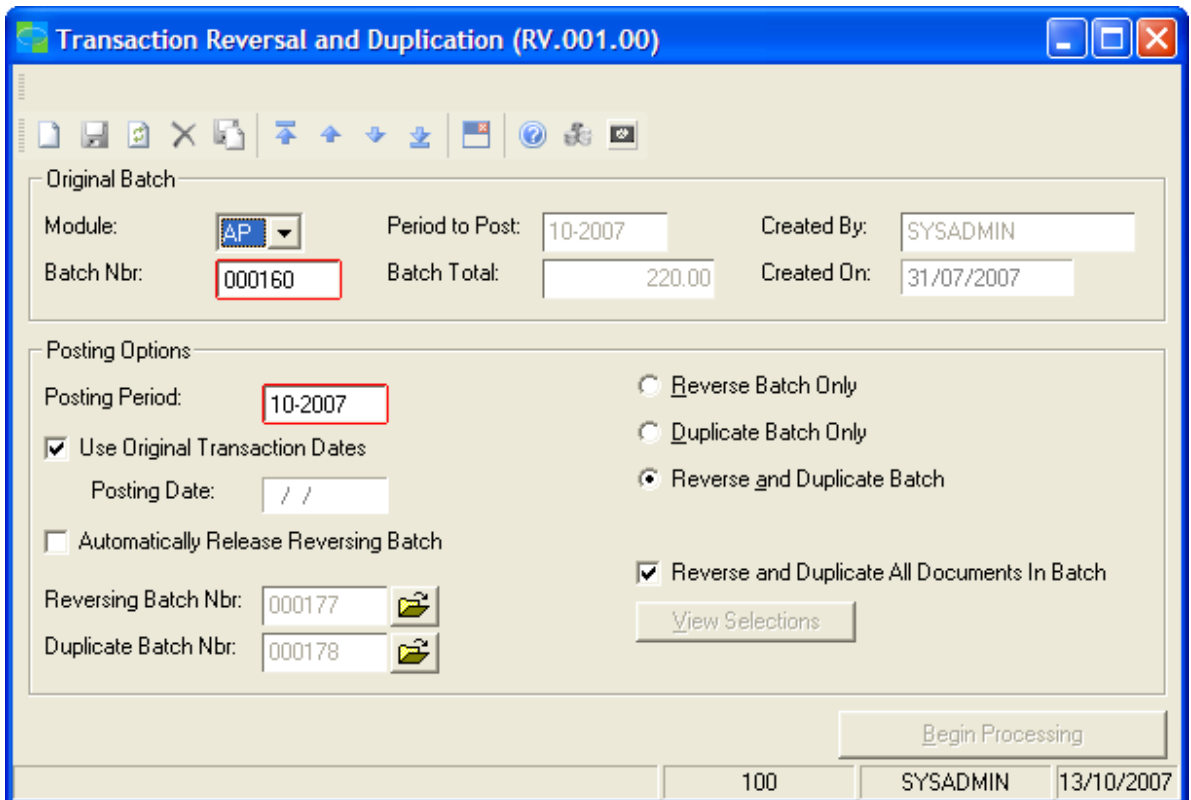
Renown's Batch Duplication and Reversal allows batches from GL, AR and AP to be reversed and/or duplicated.

Reverse Select an AP, AR or GL Batch and choose the option to 'Reverse Batch Only'. This will copy all batch details and create a new Batch that can be edited if required. For AP and AR Batch Documents, the 'Document Type' is switched to its alternate. E.g. an AR Invoice is switched to an AR Credit Memo.

- ✚ AP Vouchers and AP Credit Adjustments create Debit Adjustments.
- ✚ AP Debit Adjustments create Credit Adjustments.
- ✚ AR Invoice, Debit Memo and Cash Sale create AR Credit Memos.
- ✚ AR Credit Memos create AR Debit Memos.
- ✚ For GL Batches the Debits are moved to Credits and vice versa.

Duplicate Select an AP, AR or GL Batch and choose the option to 'Duplicate Batch Only'. This will copy all batch details to a new Batch that can be edited if required. This is the same as using the Dynamics SL Copy Special functionality only a little easier and a little more intuitive.

Both Choosing 'Reverse and Duplicate' creates two new batches, one for the reversing entry and another for the duplicate. An option is provided to automatically release the reversing batch..





BUSINESS CASE (ROI)

- ✚ Quickly and accurately reverse mistakes made in processing AP, AR and GL batches.
- ✚ Efficiently duplicate common or template batches or documents

LAUNCH AND REVIEW REVERSING AND DUPLICATE BATCHES

Batches can be duplicated and/or reversed as many times as is necessary. When the Reversing and Duplicate batches are created their batch numbers are displayed to the screen. The related batch entry screens, E.g. Voucher & Adjustment (03.010.00) can be launched by clicking the 'Open' icon to the right of the respective batch number.

Reversing Batch Nbr:	000177	
Duplicate Batch Nbr:	000178	

OTHER KEY FEATURES

- Post Period** A field is provided to define the Fiscal Period the new batches will be posted to.
- Post Date** An option is available to set transaction/doc dates to either an entered date or the source date.
- Auto-Release** An option can be set to automatically release the reversing batch.
- Selected Doc's** A checkbox is available to allow individual documents within the batch to be selected for Reversal and/or Duplication. When the 'Reverse All' checkbox is cleared the 'View Selections' button is enabled. Pressing the 'View Selections' button launches the 'Selected Documents (RV.001.01) sub-screen enabling users to select the discrete documents to Reverse and/or Duplicate.

New batches are created for the Reversal and Duplicate but only the selected documents will be included in the generated batches. Buttons are provided to Select or Clear all selections.

