

CLASS INFORMATION

Title: Correcting a Cash Batch Prior to Posting

Date: Thursday, August 19, 2010

Time: 1:00 p.m. (MDT)

To join this webcast click on the following **LiveMeeting** icon:



Note: Option is also available through the MoversSuite homepage at www.moverssuite.com.

If you have not accessed a Live Meeting recently, then please allow yourself a minimum of 15 minutes prior to the class start time to ensure that your environment is available for viewing the class.

Once you are logged in, use the following to access this training session:

MeetingID = MSTRAIN1

Entry code = MS%Train1

Please note that the audio portion of the meeting will come through your PC and all users will be muted.

CLASS OUTLINE

Title: Correcting a Cash Batch Prior to Posting

Topic #1 Determining that the Cash Receipt Batch is Incorrect

- Verifying the Control Amount
- Reviewing the Deposit Report

Topic #2 Voiding a Cash Receipt

- Create A Void Cash Receipt Batch
- Create a Cash Receipt for \$.01
- Edit the Cash Receipt to Move to the Void Batch
- Delete the incorrect Cash Receipt
- Verifying the Control Amount
- Reviewing the Deposit Report
- Continue Processing the Batch