

# Sage 100 ERP Tips and Tricks:

## How to Reverse a Cash Entry in Sage 100 (MAS90/200)

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## How to Reverse a Cash Entry in Sage 100

1. Select the Accounts Receivable Main module then choose Cash Receipts Entry
2. The Cash Receipts Deposit window appears.
3. In the Cash Receipts Deposit window enter the Deposit Number, Description, Bank Code, and Deposit Date fields as needed
4. In the Cash Deposit Amount field, enter the deposit amount as a negative amount and click Accept.

5. In the new Cash Receipts Entry window enter same customer and check numbers from the original cash receipt into the Customer No
6. In the Check No. field, type CCREVERSE.
7. On the Header tab enter a negative amount in the Amount Received field.

8. If you are recovering money from the customer:
  - a. In the Invoice No. field, enter the invoice to be reinstated. If you previously entered the invoice number and it has a balance greater than zero, the invoice number is automatically populated.
9. If you are not recovering money from the customer, and instead will absorb the expense yourself:
  - a. In the GL Account field, enter the general ledger account number (for example, bad debt expense) to which you want to post this negative amount.
10. Finally, print and update the Cash Receipts Journal

For more information or assistance with modifying the lookup window in Sage 100 ERP (MAS 90/200), contact us now at [info@llbgroup.com](mailto:info@llbgroup.com) or **267.457.4700**.

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