

Creating a Reversal

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To completely reverse an application:

1. Create a Reversal Application:

- On AIA Style Billing, click New to create a new application; however, type the same Application No.
- Type a revision number or letters in the field beside the Application No field.

2. Negative Values:

- Type negative values in Column E for the reversal.
- These offset the original application amounts.
- Net effect is to zero out the original application.
- After finalizing the reversal, there is a message that the credit (and credit number) was created successfully and the application finalized.

3. AR Credit Memo:

- The reversal generates an AR credit memo.
- The credit reduces the customer's balance.
- Original invoice and credit both remain in AR history.

4. Resubmit Corrected Application:

- After reversal, you can create a new application with correct values.
 - This becomes the next sequential application number.
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