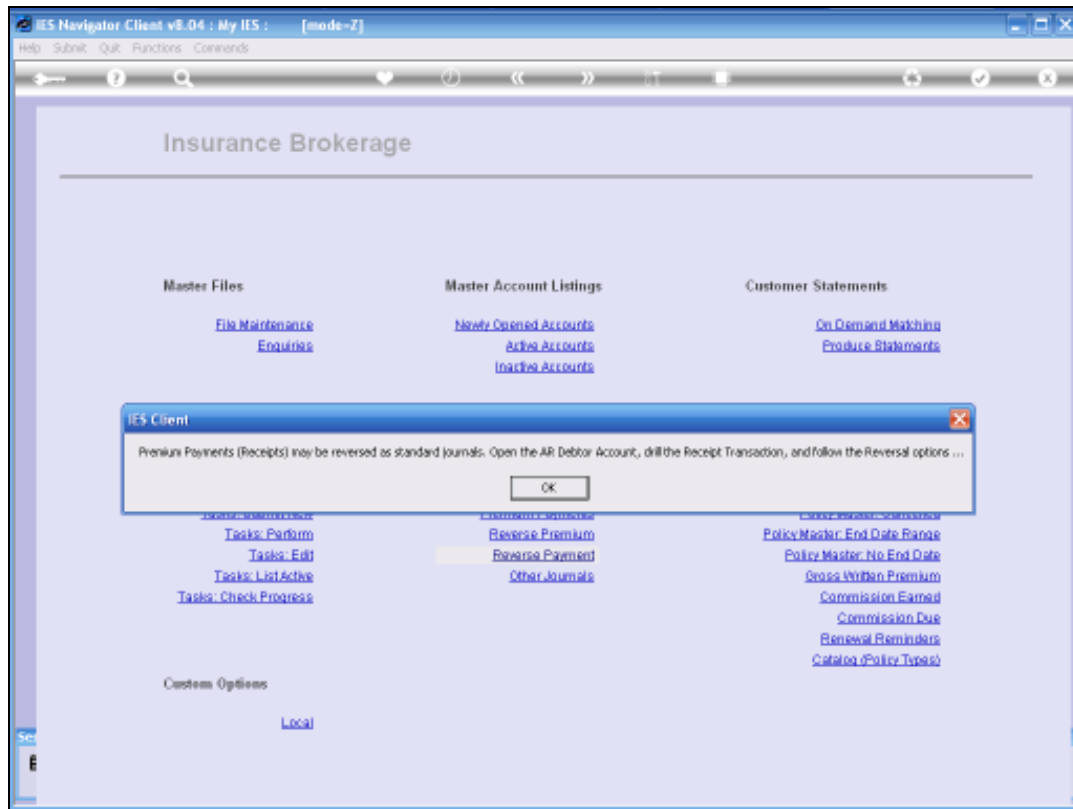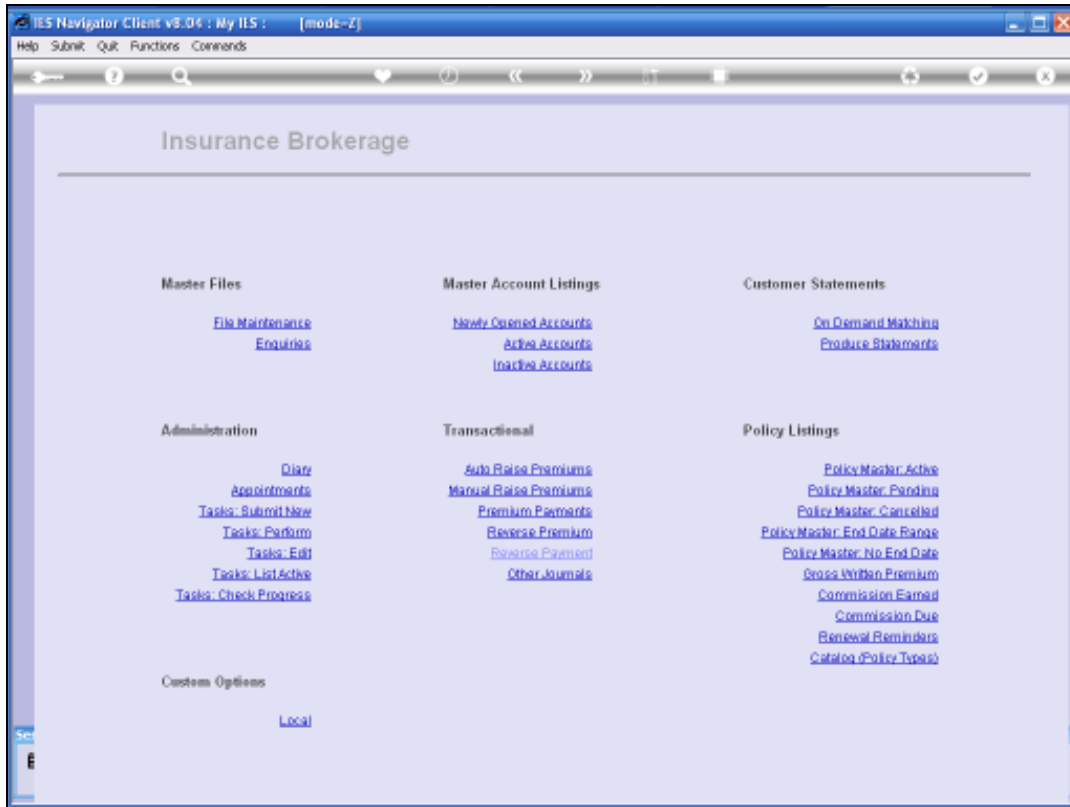Slide 1

In this session we are looking at how to "Reverse" a Payment i.e. a Premium Collection.
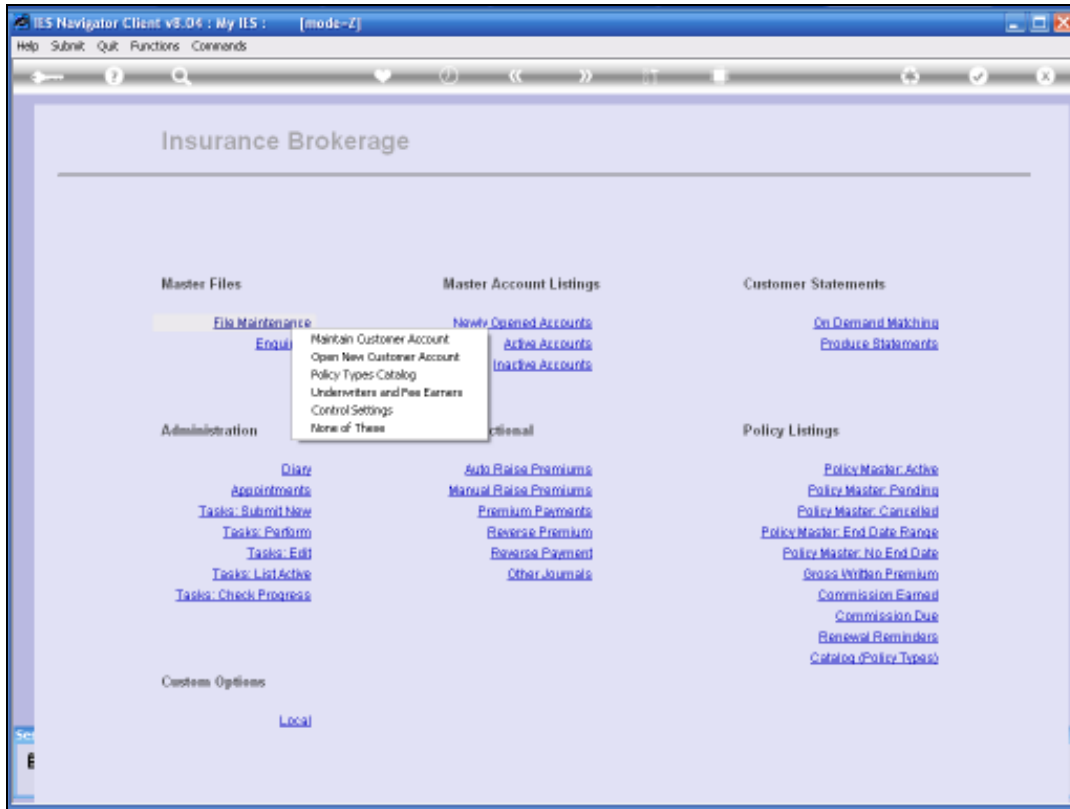
Slide 2

If we choose this option from the Menu, the System merely indicates that we can "Reverse" a Payment as a Standard Journal in the Standard way that we normally Reverse Journals.

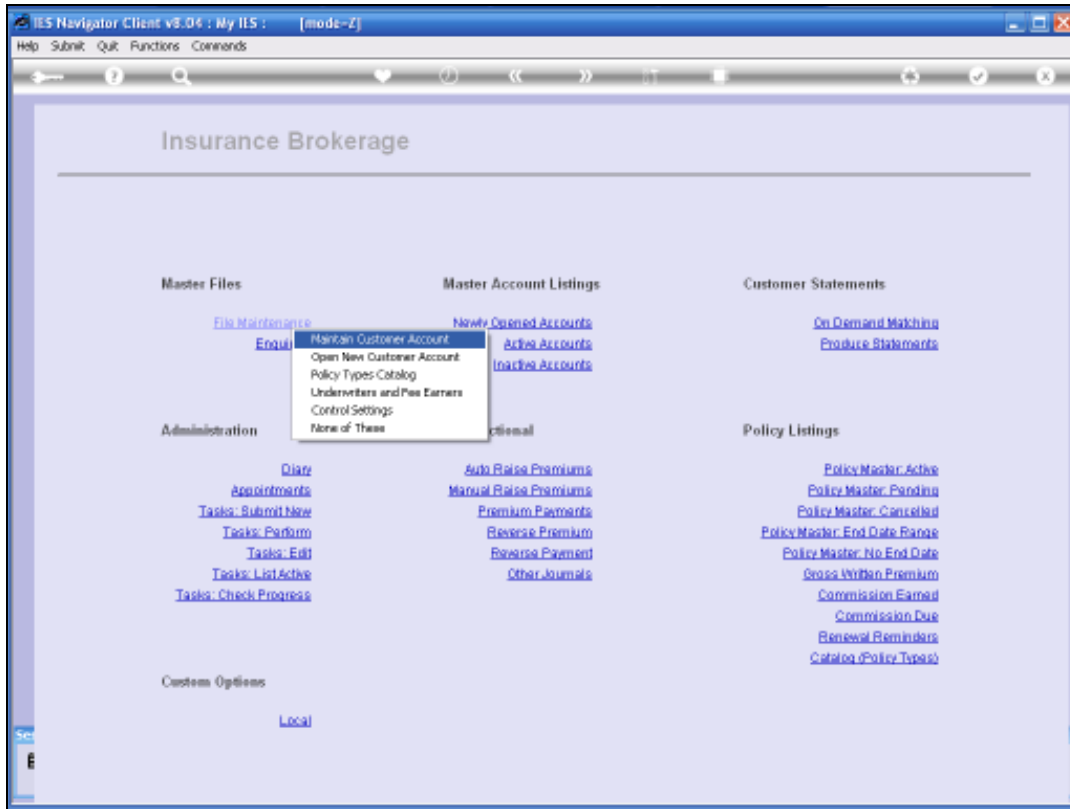That is if we have Access on our Profile to perform such Reversals.
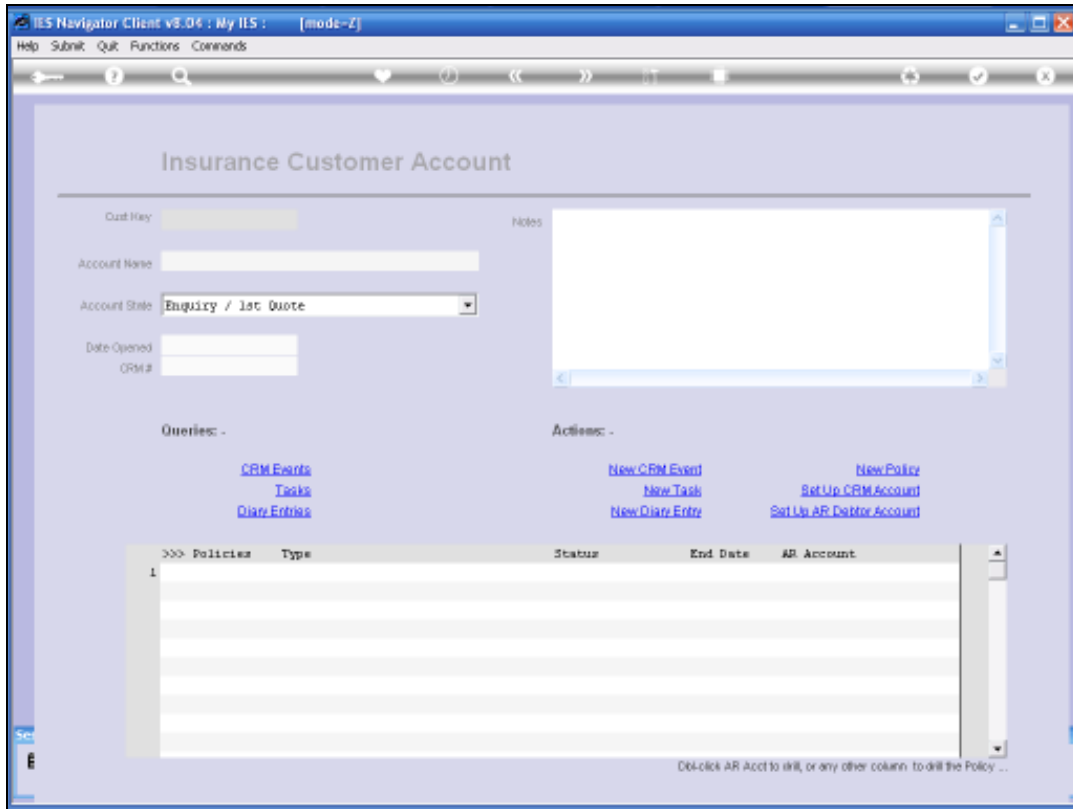
Slide 3

In fact we can open the Customer Debtor Account. We can also just open the Insurance Account. Go to the Policy. Drill the Payment and Reverse from there.
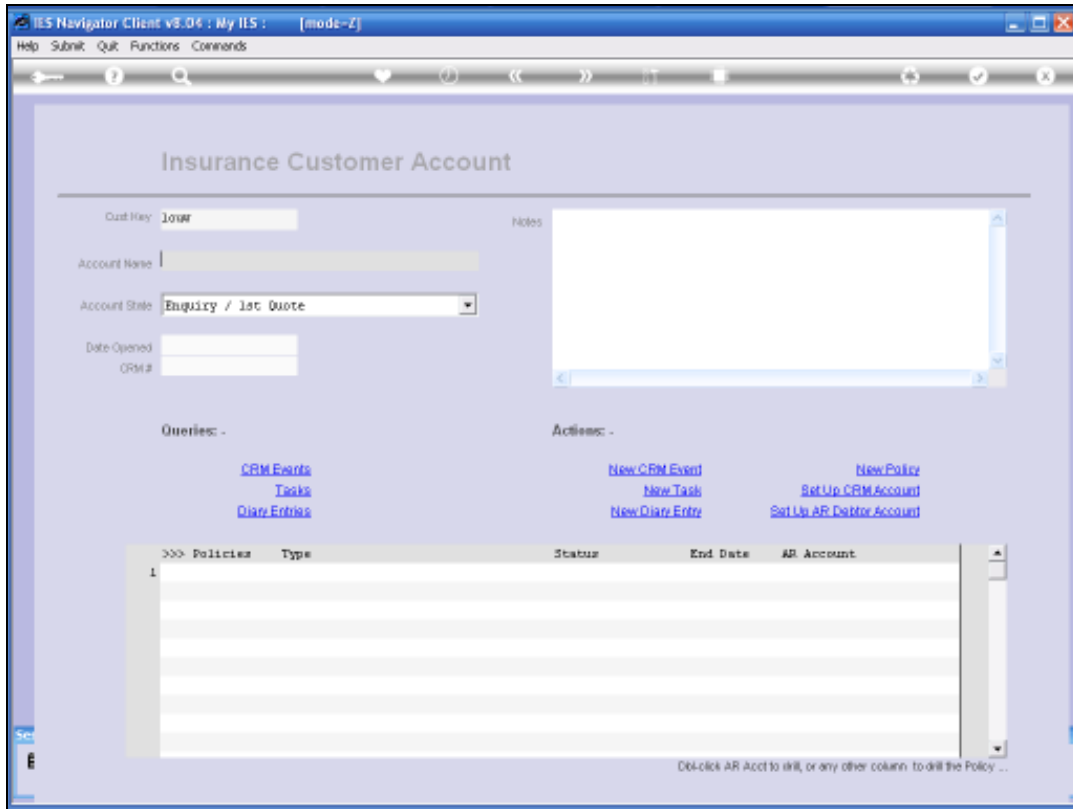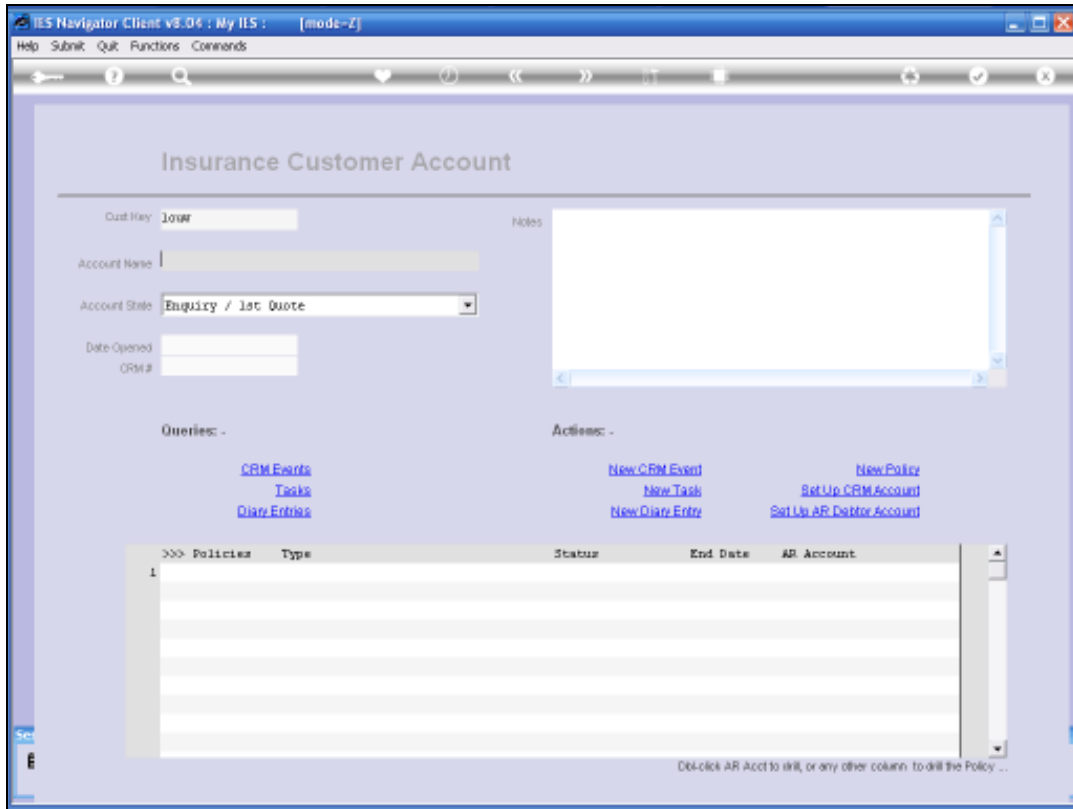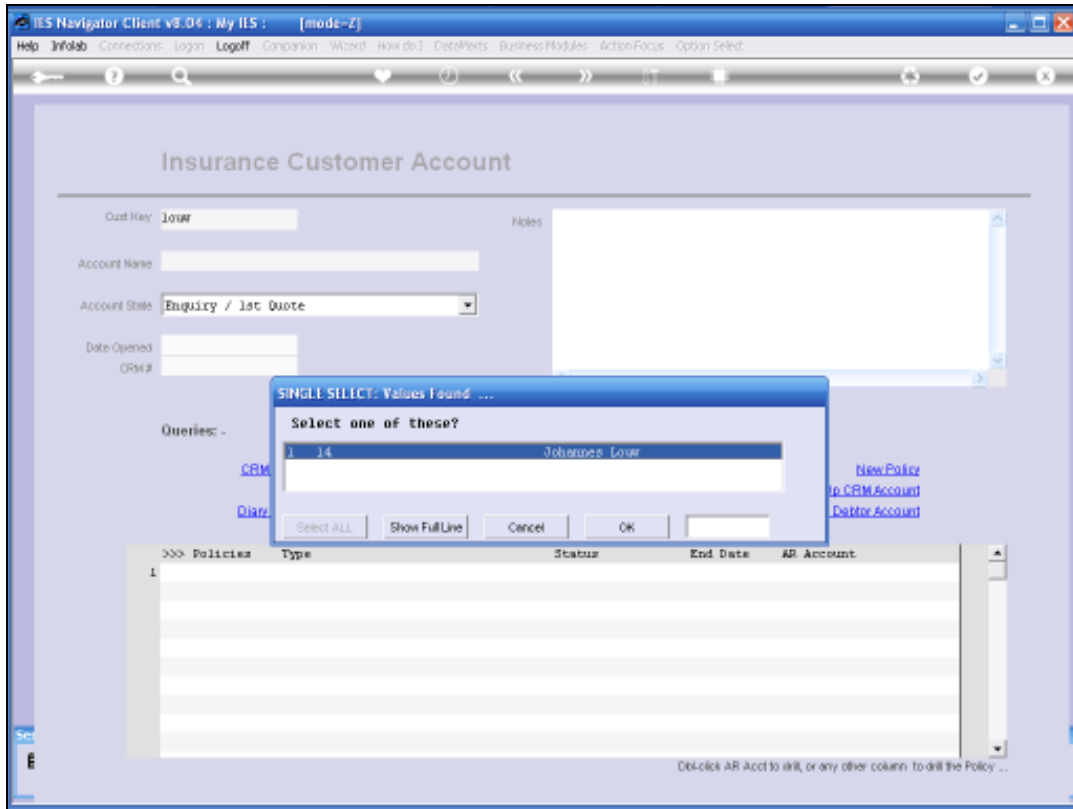
Slide 4

Slide 5

Slide 6

Slide 7

Slide 8

Slide 9

Slide 10

Slide 11

Slide 12

So here we have a Payment. If we drill into it, it will take us to the Transaction Level.

Slide 13

Slide 14

On the Transaction Level we have the Reversal Option.

Slide 15

Slide 16

Here of course (Profile Permitting) we can choose the "Reverse Now" Option.

We are not going to do that now. From here it is standard straight forward the way that we Reverse Standard Journals.

Slide 17