

How to Reverse a Trust Batch

To access all Trust batches created go to: **e-Financials > Trust Process > Manage Trust Batches**

Manage Trust Batches

Find Batch ▲

Selection Filter: All ▼

Search By: --Select-- ▼

Reverse: The batch must be in 'Posted' status in order to Reverse it.

Batch ID▲	Status	Description	Transaction Type	Period Name	Actions		
2547	Posted	withdrawal for payment from trust account.	Withdrawal	8-2013	<input type="button" value="View"/>	<input type="button" value="Copy"/>	<input type="button" value="Reverse"/>
2545	Reversal	Reversed batch:HST Recoveries on Cable Batch ID: 2545	Reversal	8-2013	<input type="button" value="View"/>		
2544	Posted	Cable Charges	Withdrawal	8-2013	<input type="button" value="View"/>	<input type="button" value="Copy"/>	<input type="button" value="Reverse"/>

Before reversing the transaction, consider the 'Copy' function.

Purpose: The 'Copy' function duplicates the same transaction with a different batch number 'In Progress' status so that the user will have the option to 'Edit' the batch and make necessary changes.

Example: Click 'Copy' on batch#2547, Batch#2550 is copied 'In Progress' status.

Batch ID▲	Status	Description	Transaction Type	Period Name	Actions		
2550	In Progress	withdrawal for payment from trust account.	Withdrawal	9-2013	<input type="button" value="Edit"/>	<input type="button" value="Copy"/>	
2547	Posted	withdrawal for payment from trust account.	Withdrawal	8-2013	<input type="button" value="View"/>	<input type="button" value="Copy"/>	<input type="button" value="Reverse"/>

Click on 'Reverse', the transaction will automatically be inverted.

Batch Number 2547	Period Name 8-2013
Batch Status Reversal	Posting Date 2013-08-08
Batch Description Reversed batch: withdrawal for payment from trust account. Batch ID: 2547	Deposit To Account Bank of Montreal-Resident Trust

Name	Account Number	Account Name	Account Balance	Transaction Date	Deposit	Withdrawal	Description
Bryan, Sara	1240	Sara Bryan	687.14	2013-08-08	0.00	25.00	withdrawal for payment from trust account.
Bryan, Sara	1240	Sara Bryan	687.14	2013-08-08	25.00	0.00	Reversed transactions: withdrawal for payment from trust account. Batch ID: 2547
Adams, Robert	1241	Robert Adams	124.07	2013-08-08	0.00	25.00	withdrawal for payment from trust account.
Adams, Robert	1241	Robert Adams	124.07	2013-08-08	25.00	0.00	Reversed transactions: withdrawal for payment from trust account. Batch ID: 2547

The copy function will not be available once the batch is reversed.

Batch ID▲	Status	Description	Transaction Type	Period Name	Actions
2550	In Progress	withdrawal for payment from trust account.	Withdrawal	9-2013	Edit Copy
2547	Reversal	Reversed batch: withdrawal for payment from trust account. Batch ID: 2547	Reversal	8-2013	View