

# client services update



September 2007

## Tip of the Month

### How to Reverse a Check in IntelliDealer

#### Using the Check Reversal feature in IntelliDealer

As of R6V02, PFW IntelliDealer's check reversal feature will automatically generate the required voucher(s) to reverse the check.

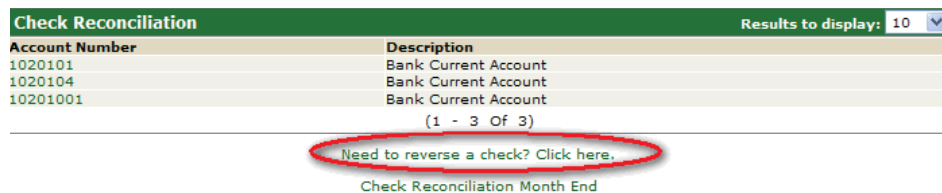
The check reversal feature will create an **Adjustment Voucher** to reverse the original voucher(s) which will reverse the original distribution of all vouchers paid on that check as well as post a Debit to the bank account.

When using the check reversal, there is a choice to re-issue the voucher(s). Use this option when the voucher(s) needs to be re-created in Accounts Payable. The new voucher(s) will be identical to the original voucher(s) with exception of the due date, which must be re-entered. Additionally, the check will be automatically marked as Cancelled in the Check Reconciliation system.

#### Steps to Using the Check Reversal feature in IntelliDealer

1. Navigate to **Financial Management>Accounts Payable>Check Reconciliation** and click **Need to reverse a check? Click here.** (Fig. 1)

Fig.1



2. Enter the following information and then click **Continue:** (Fig. 2)

- **Check Number** being reversed. (Note: All leading zeroes must be keyed in.)
- **Vendor** that the check was issued to.
- **Amount** of the check being reversed.
- **Batch Number** that the reversal (and optionally the reissued voucher) is to be added to.
- Select **Reissue Voucher** to have the voucher re-created in Accounts Payable. The new voucher will debit the original expense account and credit A/P. This voucher can be edited by the user and is updated during the next batch update containing this voucher. If yes is selected, key the **Due Date** for the reissued voucher.
- Update the batch from **Financial Management>Accounts Payable>Vouchers.**  
*Note: These vouchers can be viewed/edited if necessary before updating the batch.*

### IntelliDealer Workshop: Equipment and Rental

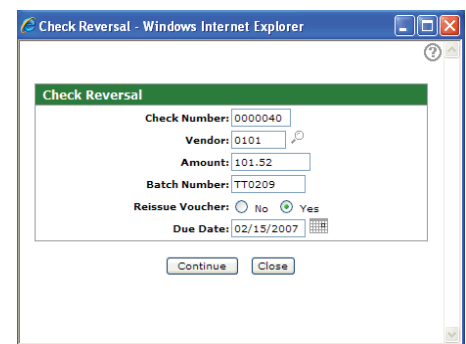
PFW is still accepting attendee registrations for our upcoming Equipment and Rental Workshop. To view more information or to register today, please visit: [www.pfw.com/support](http://www.pfw.com/support)

**Where:** Spencer Hall in London, Ontario, Canada

**When:** October 15-17

Laurie Brown can be reached at (519) 474-3300 ext. 233 or e-mailed at [lbrown@pfw.com](mailto:lbrown@pfw.com) for the most current information in regards to this event.

Fig.2



### PFW John Deere Dealers - DTF parts price updates

Recently, John Deere announced that all Dealers wanting to receive parts price updates through DTF must be using V2 of the Parts Download Center by February, 2008. Accordingly, PFW has made the necessary changes in our R6V05 release and we already have many Dealers utilizing the latest format. The new version is not only the latest format John Deere is promoting, it also allows Dealers to receive monthly parts price updates as well as annual and master parts price files. Please contact PFW Client Services for more details and to order your R6V05 release.



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