# **Transaction Editing**

### Accounts receivable > Common > Customers > All customers > Collect tab

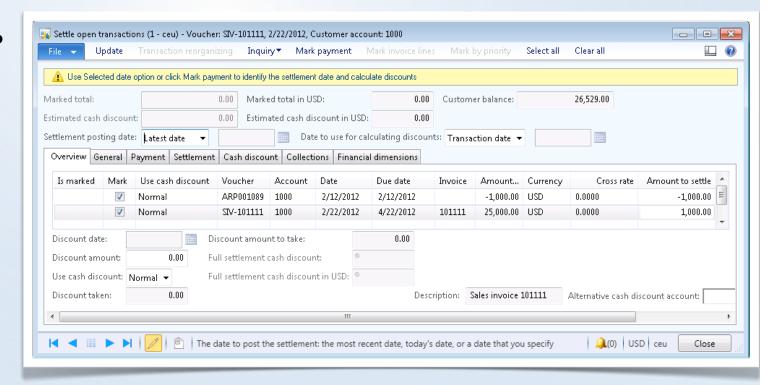
Summary Settle open transactions and Closed transaction editing are used to reapply payments, invoices, and credit notes within a Customer account.

- Steps 1. Settle open transactions
  - 2. Closed transaction editing

 $Tips \; \bullet \; Type \; to \; enter \; text$ 

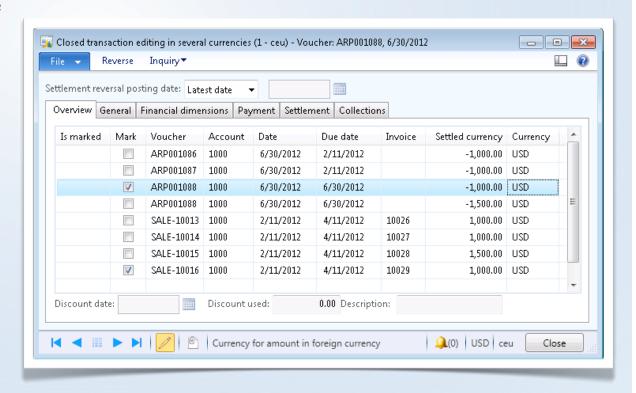
## Settle open transactions

- Click the **Settle open transactions button**.
- Mark transactions for settlement.
- Update the Amount to settle if not fully settling the transaction.
- Click the **Update** button.

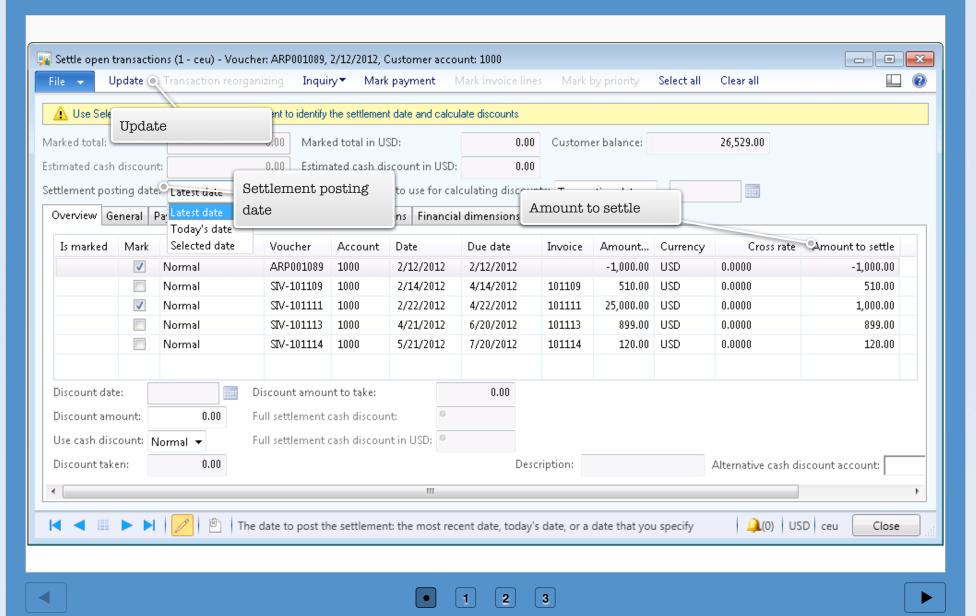


## Closed transaction editing

- Click the **Closed transaction editing button**.
- **Mark** one of the transactions to reverse settlement. The corresponding transaction will be marked automatically.
- Click the **Reverse button**.



### Interactive 3.4 Settle open transactions



#### Movie 3.4 Transaction editing

