

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

- 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**.

Settle open transactions (1 - ceu) - Voucher: SIV-101111, 2/22/2012, Customer account: 1000

File Update Transaction reorganizing Inquiry Mark payment Mark invoice lines Mark by priority Select all Clear all

⚠ Use Selected date option or click Mark payment to identify the settlement date and calculate discounts

Marked total: 0.00 Marked total in USD: 0.00 Customer balance: 26,529.00

Estimated cash discount: 0.00 Estimated cash discount in USD: 0.00

Settlement posting date: Latest date Date to use for calculating discounts: Transaction date

Overview General Payment Settlement Cash discount Collections Financial dimensions

Is marked	Mark	Use cash discount	Voucher	Account	Date	Due date	Invoice	Amount...	Currency	Cross rate	Amount to settle
	<input checked="" type="checkbox"/>	Normal	ARP001089	1000	2/12/2012	2/12/2012		-1,000.00	USD	0.0000	-1,000.00
	<input checked="" type="checkbox"/>	Normal	SIV-101111	1000	2/22/2012	4/22/2012	101111	25,000.00	USD	0.0000	1,000.00

Discount date: Discount amount to take: 0.00

Discount amount: 0.00 Full settlement cash discount:

Use cash discount: Normal Full settlement cash discount in USD:

Discount taken: 0.00 Description: Sales invoice 101111 Alternative cash discount account:

The date to post the settlement: the most recent date, today's date, or a date that you specify | USD | ceu | Close

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**.

Closed transaction editing in several currencies (1 - ceu) - Voucher: ARP001088, 6/30/2012

File Reverse Inquiry

Settlement reversal posting date: Latest date

Overview General Financial dimensions Payment Settlement Collections

Is marked	Mark	Voucher	Account	Date	Due date	Invoice	Settled currency	Currency
	<input type="checkbox"/>	ARP001086	1000	6/30/2012	2/11/2012		-1,000.00	USD
	<input type="checkbox"/>	ARP001087	1000	6/30/2012	2/11/2012		-1,000.00	USD
	<input checked="" type="checkbox"/>	ARP001088	1000	6/30/2012	6/30/2012		-1,000.00	USD
	<input type="checkbox"/>	ARP001088	1000	6/30/2012	6/30/2012		-1,500.00	USD
	<input type="checkbox"/>	SALE-10013	1000	2/11/2012	4/11/2012	10026	1,000.00	USD
	<input type="checkbox"/>	SALE-10014	1000	2/11/2012	4/11/2012	10027	1,000.00	USD
	<input type="checkbox"/>	SALE-10015	1000	2/11/2012	4/11/2012	10028	1,500.00	USD
	<input checked="" type="checkbox"/>	SALE-10016	1000	2/11/2012	4/11/2012	10029	1,000.00	USD

Discount date: Discount used: 0.00 Description:

Navigation icons: Currency for amount in foreign currency | (0) USD ceu | Close

Interactive 3.4 Settle open transactions

Settle open transactions (1 - ceu) - Voucher: ARP001089, 2/12/2012, Customer account: 1000

File Update Transaction reorganizing Inquiry Mark payment Mark invoice lines Mark by priority Select all Clear all

Use Selection to identify the settlement date and calculate discounts

Marked total: 0.00 Marked total in USD: 0.00 Customer balance: 26,529.00

Estimated cash discount: 0.00 Estimated cash discount in USD: 0.00

Settlement posting date: Latest date Today's date to use for calculating discounts

Overview General Payments Financial dimensions

Is marked	Mark	Selected date	Voucher	Account	Date	Due date	Invoice	Amount...	Currency	Cross rate	Amount to settle
	<input checked="" type="checkbox"/>	Normal	ARP001089	1000	2/12/2012	2/12/2012		-1,000.00	USD	0.0000	-1,000.00
	<input type="checkbox"/>	Normal	SV-101109	1000	2/14/2012	4/14/2012	101109	510.00	USD	0.0000	510.00
	<input checked="" type="checkbox"/>	Normal	SV-101111	1000	2/22/2012	4/22/2012	101111	25,000.00	USD	0.0000	1,000.00
	<input type="checkbox"/>	Normal	SV-101113	1000	4/21/2012	6/20/2012	101113	899.00	USD	0.0000	899.00
	<input type="checkbox"/>	Normal	SV-101114	1000	5/21/2012	7/20/2012	101114	120.00	USD	0.0000	120.00

Discount date: Discount amount to take: 0.00

Discount amount: 0.00 Full settlement cash discount:

Use cash discount: Normal Full settlement cash discount in USD:

Discount taken: 0.00 Description: Alternative cash discount account:

The date to post the settlement: the most recent date, today's date, or a date that you specify

Close

Movie 3.4 Transaction editing

CEU ► Accounts receivable ► Common ► Customers ► All customers

Settle open transactions (1 - ceu) - Voucher: SIV-101111, 2/22/2012, Customer account: 1000

File Update Transaction reorganizing Inquiry Mark payment Mark invoice lines Mark by priority Select all Clear all

Use Selected date option or click Mark payment to identify the settlement date and calculate discounts

Marked total: 24,000.00 Marked total in USD: 24,000.00 Customer balance: 26,529.00

Estimated cash discount: 0.00 Estimated cash discount in USD: 0.00

Settlement posting date: Latest date Date to use for calculating discounts: Transaction date

Overview General Payment Settlement Cash discount Collections Financial dimensions

Is marked	Mark	Use cash discount	Voucher	Account	Date	Due date	Invoice	Amount...	Currency	Cross rate	Amount to settle
!	<input type="checkbox"/>	Never	SALE-10016	1000	2/11/2012	4/11/2012	10029	1,000.00	USD	0.0000	1,000.00
	<input checked="" type="checkbox"/>	Normal	ARP001089	1000	2/12/2012	2/12/2012		-1,000.00	USD	0.0000	-1,000.00
	<input type="checkbox"/>	Normal	SIV-101109	1000	2/14/2012	4/14/2012	101109	510.00	USD	0.0000	510.00
	<input checked="" type="checkbox"/>	Normal	SIV-101111	1000	2/22/2012	4/22/2012	101111	25,000.00	USD	0.0000	25,000.00
	<input type="checkbox"/>	Normal	SIV-101113	1000	4/21/2012	6/20/2012	101113	899.00	USD	0.0000	899.00
	<input type="checkbox"/>	Normal	SIV-101114	1000	5/21/2012	7/20/2012	101114	120.00	USD	0.0000	120.00

Discount date: Discount amount to take: 0.00

Discount amount: 0.00 Full settlement cash discount:

Use cash discount: Normal Full settlement cash discount in USD:

Discount taken: 0.00 Description: Sales invoice 101111 Alternative cash discount account:

The amount in the transaction currency

Customer group: 10 Terms of payment: 1000

Credit limit: 0.00 Method of payment: CHCK

Delivery terms: Payment schedule:

Sales tax group: Modified date and time: 2/11/2012 10:16:13 am

Cash discount: Modified by: jleichty

Close