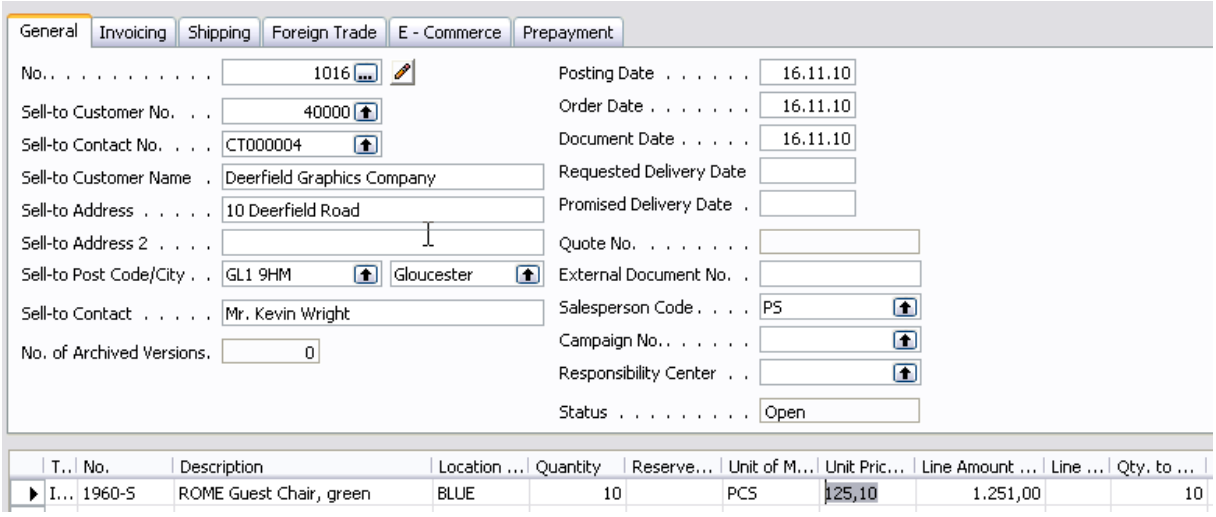
The basic principles of applying open entries which were created by posting invoices, payment, credit notes…

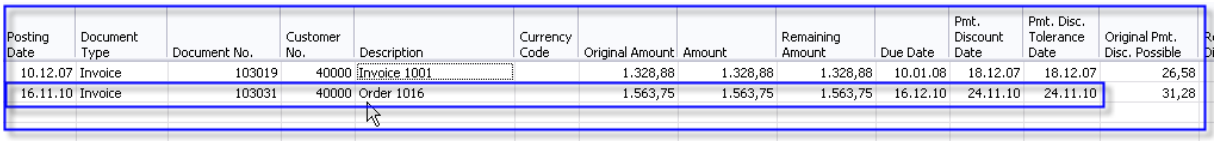
Vytvořil (created)	:	Skorkovský
Datum (date)	:	16.11.2010
Důvod (reason)	:	učební text (study material)

Invoice <->Credit Notes

1. Create invoice by selling an item :

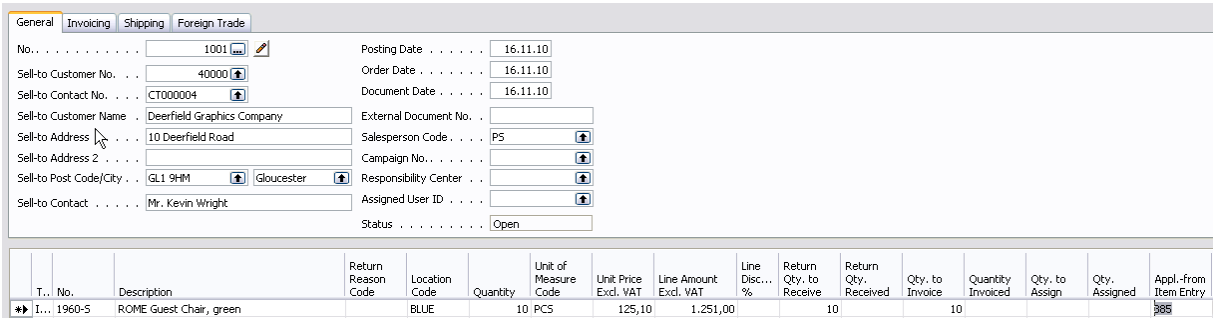


2. Post it by F11 and go to Customer 40000 and Ctrel-F5 observe entries :



Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code	Original Amount	Amount	Remaining Amount	Due Date	Pmt. Discount Date	Pmt. Disc. Tolerance Date	Original Pmt. Disc. Possible
10.12.07	Invoice	103019	40000	Invoice 1001		1.328,88	1.328,88	1.328,88	10.01.08	18.12.07	18.12.07	26,58
16.11.10	Invoice	103031	40000	Order 1016		1.563,75	1.563,75	1.563,75	16.12.10	24.11.10	24.11.10	31,28

3. Create manually Return Order (mind you that you have to show in the selling line a field Apply from Item Entry see marked filed where you wiil choose appropriame sales entry by F6



4. Post it by F11 and you will se customer ledger entries as follows :

Open	Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code	Original Amount	Amount	Remaining Amount	Due Date
✔	10.12.07	Invoice	103019	40000	Invoice 1001		1.328,88	1.328,88	1.328,88	10.01.08
✔	16.11.10	Invoice	103031	40000	Order 1016		1.563,75	1.563,75	1.563,75	16.12.10
✔	16.11.10	Credit Memo	104006	40000	Return Order 1001		-1.563,75	-1.563,75	-1.563,75	16.11.10

As you can see , when manually created return order (not by using function copy document) the credit note is created, but is t not applied to any invoice.

5. From Customer Ledger Entries window use button Function->Apply Entries (Shift-F9)

And you will get :

General

Posting Date . . . . . | Currency Code . . . . .
Document Type . . . . . | Amount 0,00
Document No.. . . . . | Remaining Amount. . . . 0,00
Customer No.. . . . . | Show Only Selected E...
Description . . . . . .

Applies-t...	Posting ...	D..	Docume...	Custome...	Description	Curr...	Remaining A...	Appln. Remai...	Amount to A...	Appln. Amou...	Due Date	Pmt. Dis...	Pmt. Disc...
	16.11.10	C..	104006	40000	Return Order 1001		-1.563,75	-1.563,75	0,00	0,00	16.11.10		
	10.12.07	I...	103019	40000	Invoice 1001		1.328,88	1.328,88	0,00	0,00	10.01.08	18.12.07	18.12.07
	16.11.10	I...	103031	40000	Order 1016		1.563,75	1.563,75	0,00	0,00	16.12.10	24.11.10	24.11.10

Where first and third line should be applied by tools as it will be shown:

6. Put the cursor to one lien – e.g. Credit note and from the button Application (Vyrovnání) make a choice of Set Applying Entry (Shift-F9) . The amount will be transferred to th header of the window and on the lower part of the window you will get only two lines :

General

Posting Date . . . . . 16.11.10 | Currency Code . . . . .
Document Type . . . . Credit Memo | Amount . . . . . -1.563,75
Document No.. . . . . 104006 | Remaining Amount. . . . -1.563,75
Customer No.. . . . . 40000 | Show Only Selected E...
Description . . . . . Return Order 1001

Applies-t...	Posting ...	D..	Docume...	Custome...	Description	Curr...	Remaining A...	Appln. Remai...	Amount to A...	Appln. Amou...	Due Date	Pmt. Dis...	Pmt. Disc...
	10.12.07	I...	103019	40000	Invoice 1001		1.328,88	1.328,88	0,00	0,00	10.01.08	18.12.07	18.12.07
	16.11.10	I...	103031	40000	Order 1016		1.563,75	1.563,75	0,00	0,00	16.12.10	24.11.10	24.11.10

7. Move cursor to the entry which will be applied and mark it by F9 (See Application button for meaning of it(Set Apply to ID):

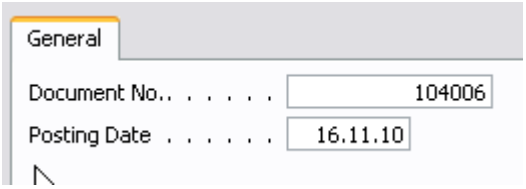
General

Posting Date . . . . . 16.11.10 | Currency Code . . . . .
Document Type . . . . . Credit Memo | Amount . . . . . -1.563,75
Document No.. . . . . 104006 | Remaining Amount. . . . -1.563,75
Customer No.. . . . . 40000 | Show Only Selected E...
Description . . . . . Return Order 1001

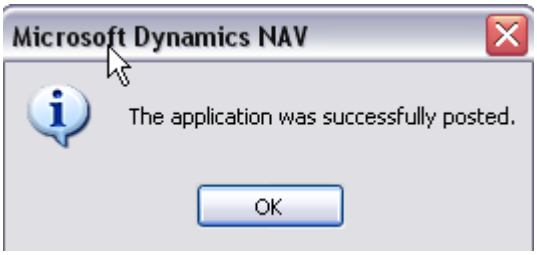
Applies-t...	Posting ...	D..	Docume...	Custome...	Description	Curr...	Remaining A...	Appln. Remai...	Amount to A...	Appln. Amou...	Due Date	Pmt. Dis...	Pmt. Disc...
	10.12.07	I...	103019	40000	Invoice 1001		1.328,88	1.328,88	0,00	0,00	10.01.08	18.12.07	18.12.07
***	16.11.10	I...	103031	40000	Order 1016		1.563,75	1.563,75	1.563,75	1.563,75	16.12.10	24.11.10	24.11.10

Instead of *** you will have 1 because this is the ID of the User.

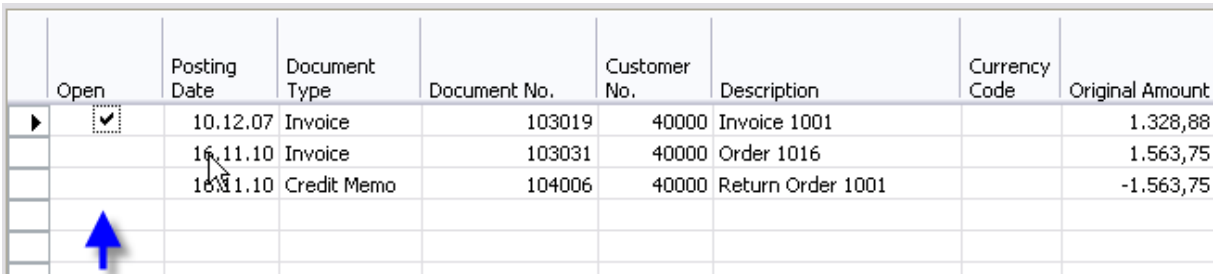
8. Post Application by F11 and you will get :



9. Make OK button :



and entries will be closed (applied) :



Open	Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code	Original Amount
✔	10.12.07	Invoice	103019	40000	Invoice 1001		1.328,88
	16.11.10	Invoice	103031	40000	Order 1016		1.563,75
	16.11.10	Credit Memo	104006	40000	Return Order 1001		-1.563,75

10. To make a training you can from the button Function make a Unapply Entries and start again to Apply by Shift-F9.