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

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Invoice <->Credit Notes

1. Create invoice by selling an item :



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



1. 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



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



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.

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

And you will get :



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

1. 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 :



1. 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):



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

1. Post Application by F11 and you will get :



1. Make OK button :



and entries will be closed (applied) :



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