

Un-Apply A/R Payment & Optionally Reverse Payment

1. Select **Accounts Receivable** from Main Menu and then **Transaction**.
2. If prompted, enter printer# for Audit.
3. **Id:** Enter Customer ID (or press <Enter> to **Name** field to enter partial name).
4. Enter **L#** (line number) of payment transaction that needs to be reversed.
5. Press **F2** to **Un-Apply**. Message displays: "Are you sure you want to un-apply this and related transactions? (Y or N)? – **Y**
6. Transactions that had been paid are now in an unpaid OPEN status. The Payment Transaction is now an Open transaction. The Open Payment can be used to apply against other unpaid invoices. However, if you wish to reverse the payment, continue with the following steps.
7. If you wish to reverse the open payment, enter the **L#** (line #) of payment transaction (that is now in an Open status). Press **F10** to select it; **F3**=Apply; **P**=Payment Entry; **S**=Selected Transactions. The Payment Entry Box displays.
8. **Check Number** - The same check # as the original payment can be entered. Some users type "REV" or "RV" after the check# indicating a reversal.
9. **Total on Account** - Press <Enter>. The amount will default to a negative amount.
10. **Payment Amount** - If there was no prompt pay discount on original payment, press <Enter> to make Payment Amt same as "Total on Account." **If there was a prompt pay discount on original payment, manually type in payment amount as a negative. Be sure to enter payment amount as a negative.**
11. If there was a **Discount Amount** on the original payment, the discount will display automatically as a negative.
12. **Receive Method** - Enter same Receive Method that was used on original.
13. There are now TWO payment transactions, one positive and one negative, that net to zero. If you print paid transactions on statements, you can prevent the payment and its reversal from printing as follows:
 - Enter **L#** of first payment and press **<F4>**. This places an "**N**" in the "**P**" (print) column meaning "No print on statement."
 - Press **<Up arrow>** key twice to return to L# field.
 - Enter **Ln#** of second payment and press **F4**. Again, "**N**" will appear in "**P**" column indicating it will not print on the statement.