Payment History - BAR3400

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Accounts Receivable > Maintenance > Invoice Payments > Payment History

This tab is used to view information about prior payments. You cannot modify a payment record but can reverse the entire payment, and then enter a new payment record again with the correct information on the Payments tab.

View payments:

Use one of the following to retrieve an invoice:

Field	Description
Cash Receipt Nbr	Type a six-digit cash receipt number. If you type a partial cash receipt number (from one to five digits) and tab out of the field, the field is zero-filled to equal six digits. If alphanumeric values are entered, the field is not zero-filled.
Customer Name	Type the customer's name for whom the invoice was created. As you type the data, a drop-down list of corresponding customer names is displayed. Select a customer name. The **Customer Nbr** field is automatically populated.
Customer Nbr	Type the customer's number. As you type the data, a drop-down list of corresponding customer numbers is displayed. Select a customer number. The **Customer Name** field is automatically populated.
Date Range	Type the from and to dates from which to select invoices. The **To** field is set to the current system date, but it can be modified.

❑ Click **Retrieve** and select the invoice to be displayed.

Notes:

- If a cash receipt number was entered, all the payment records associated with the cash receipt number are displayed in the payment grid.
- If the invoice selection was based on the customer name or customer number, all printed invoices for the customer are displayed in the grid at the bottom of the tab.
- If the invoice selection was based on a date range, all printed invoices for all customers within that date range are displayed in the grid at the bottom of the tab.

Reverse a payment:

❑ Click **Reverse** to reverse the selected payment. The following occurs:

- The payment record is updated with the date of the reversal and the user ID of the person performing the reversal.
- The invoice payment record for each account that received money from this payment is updated with the date of the reversal and the user ID of the person performing the reversal.

- Return to the Payments tab to enter the new payment record with the correct information.

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