



AR Transaction Entry

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Overview

A/R Transaction Entry allows users to create and edit A/R Transactions from the Customer Card. A/R Transaction Entry is located on the A/R tab on the customer card. You can use this module to create a Credit Memo, Debit Memo, Warranty, Finance Charge, Sale / Invoice, Service / Repair document, or Return. In this document, you will learn how to create, edit, and print a Customer A/R transaction. Any relevant securities and settings will be shown at the end of the document.

Usage

Navigate to the A/R tab on a customer card in SalesPad Desktop. Then, select the Transaction Entry tab located within the A/R tab.

Transaction Info	Amounts	Amount Detail	Customer Info
Transaction Type	Transaction Amount: 0.00	Cash Amount: 0.00	Customer Num: AARONFIT0001
Transaction Num	Cost: 0.00	Check Amount: 0.00	Customer Name: Aaron Fitz Electrical
Batch Num	Trade Discount: 0.00	Credit Card Amount: 0.00	Currency ID: Z-US\$
Credit Card ID	Freight: 0.00	Discount Amount: 0.00	Payment Terms: NET 30
Checkbook ID	Misc Charge: 0.00	Total: 0.00	Shipping Method: Local Delivery
Check Number	Tax: 0.00	On Account: 0.00	Tax Schedule: State Tax-USA
PO Number			Sales Rep: West, Paul
Transaction Date			Address Code: PRIMARY
Description			Sales Territory:

Creating an A/R Transaction

A transaction can be created by clicking on the **New** button on the Transaction Entry tab. A dropdown will appear, allowing the user to select the type of A/R Transaction they wish to create. This list is populated using the *Allow Transaction Types* sub-security for the *Customer A/R Transaction Entry* security.

- Sale / Invoice
- Debit Memo
- Finance Charge
- Service / Repair
- Warranty
- Credit Memo
- Return

Checkbook ID

Editing Existing A/R Transactions

Users can edit existing A/R Transactions by clicking on the ellipsis (...) button located on the Transaction Num field. This will present the user with the A/R Transaction Search screen.

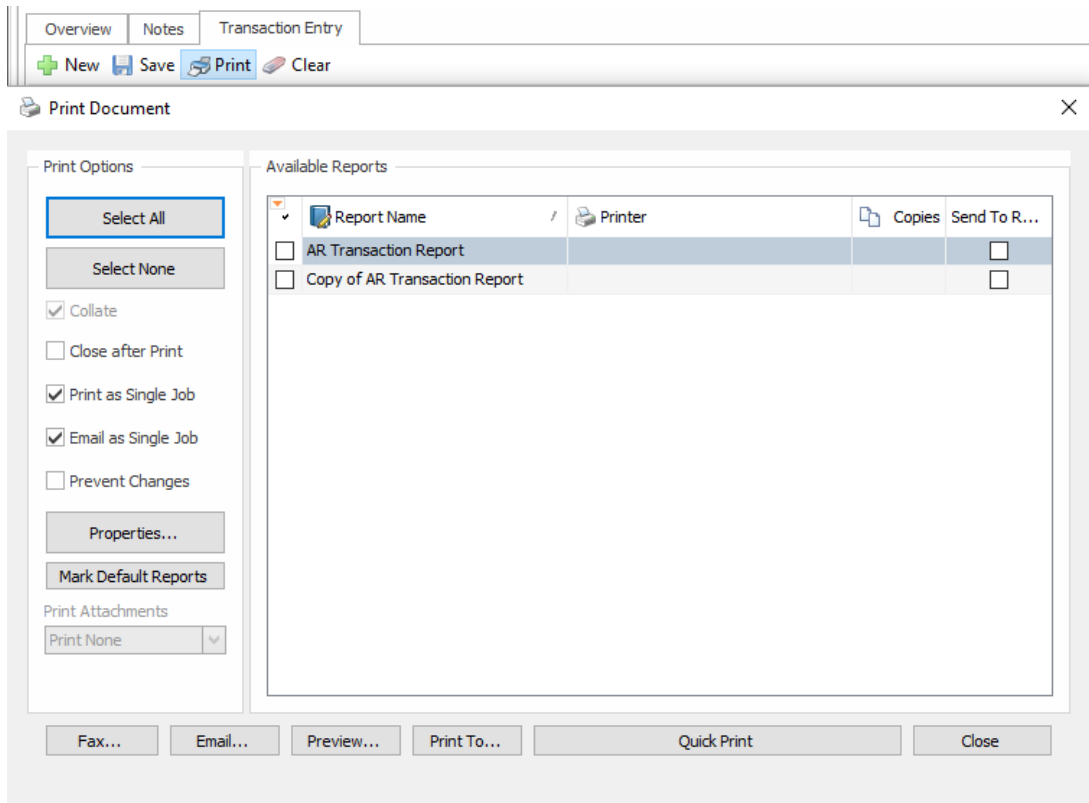
Customer Num	Transaction T...	Transaction Num...	Transaction Sta...	Transaction D...	Transaction Descrip...	Total	Sales Amount	Tax Amount	Misc Amount	Payment Terms	Tax Schedule	Batch Number	Void Status
AARONFIT0...	Sale / Invoice	SALES00000001...	Work	5/9/2017		53.50	50.00	3.50	0.00	Net 30	USASTCIT...	RM BATCH	0

Users can then search for a transaction by number, or by using the auto filter row. Once a transaction is selected, the A/R Transaction Entry window will then populate with information from the selected transaction.

Transaction Info	Amounts	Amount Detail	Customer Info
Transaction Type: Sale / Invoice	Transaction Amount: 50.00	Cash Amount: 0.00	Customer Num: AARONFIT0001
Transaction Num: SALES000000010001	Cost: 0.00	Check Amount: 0.00	Customer Name: Aaron Fitz Electrical
Batch Num: RM BATCH	Trade Discount: 0.00	Credit Card Amount: 0.00	Currency ID: Z-US\$
Credit Card ID:	Freight: 0.00	Discount Amount: 0.00	Payment Terms: NET 30
Checkbook ID:	Misc Charge: 0.00	Total: 53.50	Shipping Method: Local Delivery
Check Number:	Tax: 3.50	On Account: 53.50	Tax Schedule: State Tax-USA
PO Number:			Sales Rep: West, Paul
Transaction Date: 5/9/2017			Address Code: PRIMARY
Description:			Sales Territory: Illinois and Missouri

Printing

Users can print A/R Transactions using the **Print** button located in the toolbar of the Transaction Entry tab. Clicking this button will present the user with the "Print Document" window. Here, users can select the report they wish to print. Reports can be created and edited in Report Manager. For more information about designing reports, refer to our [Reports](#) documentation.



Security

*Customer A/R Transaction Entry** - Allows users to use the A/R transaction entry in the Customer card

Note: Securities with an asterisk (such as *Customer A/R Transaction Entry*) have sub-securities that are listed in the middle section of the Security field. Sub-security descriptions appear in the bottom section of the field. Review and customize these as desired.