

# AR History Account Transactions

Last Modified on 01/28/2025 12:39 pm PST

Pathway: [Accounts](#) > [Search](#) > [Accounts screen](#)

This article explains how to access account transactions by right-clicking within a line item's row. The available options vary depending on the line item type: **Invoice**, **Payment** and **Adjustment**.

AR HISTORY													
CURRENT		1-30 DAYS		31-60 DAYS		61-90 DAYS		91-120 DAYS		120+ DAYS		TOTAL	
0.00		0.00		0.00		0.00		0.00		0.00		0.00	
<input type="checkbox"/> Limit to open items   STATEMENT   INVOICE   AUTO APPLY   BALANCE WRITE OFF   WALLET (1)										<input type="text" value="Search"/>		<input type="button" value="Q"/> <input type="button" value="X"/> <input type="button" value="↺"/>	
DATE ↓	DUE DATE	PERIOD	SITE ID	TYPE	REFERENCE NO	AMOUNT	APPLIED AMOUNT	BALANCE	RUNNING SUM				
02/07/22		2022-02		Payment - Check	79158	(45,153.77)	45,153.77		0.00				
01/31/22	02/20/22	2022-01		Invoice	311323	45,153.77	(45,153.77)		45,153.77				
01/06/22		2022-01		Payment - Check	78948	(42,879.87)	42,879.87		0.00				
12/31/21	01/20/22	2021-12		Invoice	284176	42,879.87	(42,879.87)		42,879.87				
12/31/21	01/20/22	2021-12		Reversed Invoice	284175	0.00			0.00				
12/31/21		2021-12		Credit Memo - Adjustment	223736	(0.03)	0.03		0.00				
12/29/21		2021-12		Payment - Check	78824	(42,963.30)	42,963.30		0.03				
11/30/21	12/20/21	2021-11		Invoice	243489	42,963.30	(42,963.30)		42,963.33				
11/30/21	12/20/21	2021-11		Reversed Invoice	243488	0.00			0.03				
11/18/21		2021-11		Payment - Check	78610	(43,019.49)	43,019.49		0.03				
11/05/21	11/25/21	2021-11		Invoice	223736	43,019.52	(43,019.52)		43,019.52				
10/08/21		2021-10		Payment - Check	78345	(43,082.10)	43,082.10		0.00				

## Permissions

The following permissions are required to view and use features in the AR History screen:

Permission ID	Permission Name
5	View Account
6	View Site
41	View AR History

## Type - Invoice

If the line item's Type is 'Invoice,' the following options display upon right click.

AR HISTORY													
CURRENT		1-30 DAYS		31-60 DAYS		61-90 DAYS		91-120 DAYS		120+ DAYS		TOTAL	
0.00		0.00		0.00		0.00		0.00		0.00		0.00	
<input checked="" type="checkbox"/> Limit to open items   STATEMENT   INVOICE   AUTO APPLY   BALANCE WRITE OFF   WALLET (0)										<input type="text" value="Search"/>		<input type="button" value="Q"/> <input type="button" value="X"/> <input type="button" value="↺"/>	
DATE ↓	DUE DATE	PERIOD	SITE ID	TYPE	REFERENCE NO	AMOUNT	APPLIED AMOUNT	BALANCE					
11/30/24	12/20/24	2024-11	49232001	Invoice	903897	25.00		25.00					
11/29/24	12/19/24	2024-11	49232001	Invoice		300.00		300.00					
11/25/24		2024-11		Payment - Check		(300.00)	0.00	(300.00)					
11/25/24		2024-11		Payment - Check		(25.00)	0.00	(25.00)					

- View Details / Adjust Invoice
- Add Account Request
- Email
- Print
- Reverse Invoice

## Available Right Click Options

Right Click Option	Description
<b>View Details / Adjust Invoice</b>	Select this option to reduce the invoice amount or credit the entire invoice. Details on this feature can be reviewed here: <a href="#">View Details / Adjust Invoice</a>
<b>Add Account Request</b>	Select to create a customer request and assign it to yourself, or another user.
<b>Email</b>	Select to email the invoice to a contact on the account. Invoices can be emailed as either a URL link, or as a PDF attachment.
<b>Print</b>	Select to print the selected invoice.
<b>Reverse</b>	Select to reverse the invoice record. This can only be done to the most recent invoice, or period that is currently open. Details on this feature can be reviewed here: <a href="#">Reverse / Transfer / Split Payments</a>

## Type - Payment

If the line item's Type is 'Payment,' the following options display upon right click.

The screenshot shows the 'AR HISTORY' interface with a table of transactions. A right-click context menu is open over the 'Payment - Check' entry (11/25/24, 2024-11, 1234). The menu options are:

- Auto Apply
- Auto Apply to next Invoice
- Email
- Print Receipt
- Record Chargeback
- Reverse / Transfer / Split
- Convert to Deposit

CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	120+ DAYS	TOTAL
0.00	0.00	0.00	0.00	0.00	0.00	0.00

DATE	DUE DATE	PERIOD	SITE ID	TYPE	REFERENCE NO	AMOUNT	APPLIED AMOUNT	BALANCE
11/30/24	12/20/24	2024-11	49232001	Invoice	903897	25.00		25.00
11/29/24	12/19/24	2024-11	49232001	Invoice	903905	300.00		300.00
11/25/24		2024-11		Payment - Check	1234	(300.00)	0.00	(300.00)
11/25/24		2024-11		Payment - Check		(25.00)	0.00	(25.00)

### Available Right Click Options

Option	Description
<b>Payment - Credit Card</b>	
<b>Email</b>	Select to email a copy of the payment receipt to an account contact.
<b>Print Receipt</b>	Select to print a copy of the receipt.
<b>Record Chargeback</b>	In the event the customer's payment was reversed by the financial institution, record the chargeback using the Record Chargeback tool. Details on this feature can be reviewed here: <a href="#">Void, Refund and Payment Chargeback</a>
<b>Void Payment</b>	The Void Payment option is available for unsettled Credit Card payments usually less than 24 hours old. If the payment was settled (processed by the bank) this option will not display. Details on this feature can be reviewed here: <a href="#">Void, Refund and Payment Chargeback</a>

Payment - Check & eCheck (ACH)	
<b>Auto Apply</b>	Select the Auto Apply option for the system to apply the payment to the open invoice balances, starting with the oldest invoice first.
<b>Auto Apply to Next Invoice</b>	Select the <b>Auto Apply to Next Invoice</b> option to apply the payment to the next invoice or a selected work order.
<b>Email</b>	Select to email a copy of the payment receipt to an account contact.
<b>Print Receipt</b>	Select to print a copy of the receipt.
<b>Record Chargeback</b>	In the event the customer's payment was reversed by the financial institution, record the chargeback using the Record Chargeback tool. Details on this feature can be reviewed here: <a href="#">Void, Refund and Payment Chargeback</a>
<b>Reverse/Transfer/Split</b>	<ul style="list-style-type: none"> <li>• Reverse: Option to reverse the payment for insufficient funds.</li> <li>• Transfer: Option to transfer the payment to another account. If selected, a search field displays to search for the account the payment will be transferred to.</li> <li>• Split: Option to split the payment between accounts. If selected, a search field displays to search for the account the payment will be split between.</li> </ul> <p>Details on this feature can be reviewed here: <a href="#">Reverse / Transfer / Split Payments</a></p>

## Type - Adjustment

If the line item's Type is 'Adjustment,' the following options display upon right click.

AR HISTORY									
CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	120+ DAYS	TOTAL			
-20.00	0.00	0.00	0.00	0.00	0.00	-20.00			
<input type="checkbox"/> Limit to open items    STATEMENT    INVOICE    AUTO APPLY    BALANCE WRITE OFF    WALLET (0)    Search									
DATE	DUE DATE	PERIOD	SITE ID	TYPE	REFERENCE NO	AMOUNT	APPLIED AMOUNT	BALANCE	RUNNING SUM
11/30/24	12/20/24	2024-11	49232001	Invoice	903897	25.00		25.00	(20.00)
11/30/24	12/20/24	2024-11		Invoice	903776	2,137.31	(2,137.31)		(45.00)
11/29/24	12/19/24	2024-11	49232001	Invoice	903905	300.00	(20.00)	280.00	(2,182.31)
11/26/24		2024-11		Payment Transfer - Check	1234	300.00			(2,482.31)
11/26/24		2024-11		Payment - Check	1234	(300.00)			(2,782.31)
11/25/24		2024-11		Payment - Check	1234	(300.00)	0.00	(300.00)	(2,482.31)
11/25/24		2024-11		Payment - Check	8524	(25.00)	0.00	(25.00)	(2,182.31)
11/25/24		2024-11		Credit Memo - Adjustment	903905	(20.00)	20.00		(2,157.31)
11/21/24		2024-11		Balance Write Off - Adjustment		237.31	3,237.31		(2,137.31)
11/08/24	11/28/24	2024-11		Invoice		100.00	(1,100.00)		1,100.00

### Available Right Click Options

Option	Description
<b>Print Memo</b>	Option to print the credit memo.
<b>Email</b>	Select to email a copy of the credit memo to an account contact.
<b>Reverse Adjustment</b>	Option to reverse an adjustment that was applied to the invoice.

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## Related Articles

[AR History Overview](#)

[Reverse / Transfer / Split Payments](#)

[Void, Refund and Payment Chargeback](#)

[View Details / Adjust Invoice](#)

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