

AR History Account Transactions

Last Modified on 07/19/2024 3:00 pm EDT

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	2,095.03	0.00	0.00	0.00	527.93	2,622.96

<input checked="" type="checkbox"/> Limit to open items	STATEMENT	INVOICE	AUTO APPLY	BALANCE WRITE OFF	WALLET (2)	Search
---	-----------	---------	------------	-------------------	------------	--------

DATE	DUE DATE	PERIOD	SITE ID	TYPE	REFERENCE NO	AMOUNT	APPLIED AMOUNT	BALANCE
05/30/24	06/09/24	2024-05	41902001	Invoice	900160	2,095.03		2,095.03
10/01/23	10/11/23	2023-10		Invoice	884157	314.59		314.59
09/14/23	09/24/23	2023-09		Invoice	883844	105.74		105.74
08/10/23	08/20/23	2023-08		Invoice	883842	107.60		107.60

Right click

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

Available Right Click Options

Right Click Option	Description
View Details / Adjust Invoice	Select this option to reduce the invoice amount or credit the entire invoice.
Add Account Request	Select to create a customer request and assign it to yourself, or another user.
Email	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.
Print	Select to print the selected invoice.
Reverse	Select to reverse the invoice record. This can only be done to the most recent invoice, or period that is currently open.

Type - Payment

If the line item's Type is 'Payment,' 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			
-50.00	0.00	0.00	0.00	0.00	109.03	59.03			
<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
06/11/24	2024-06			Payment Reversal - Check	997265	19.03			59.03
06/10/24	2024-06			Payment Reversal - Check	997238	90.00			40.00
07/13/23	2023-07			Payment - Visa - Credit Card	123456_DEMO_...	0.00			(50.00)
07/12/23	2023-07			Payment - Visa - Credit Card	123456_DEMO_...	(29.95)	4.95	(25.00)	(50.00)
07/12/23	07/12/23	2023-07	18535001	Invoice	881454	4.95	(4.95)		(20.05)
07/10/23	2023-07			Payment - Bank Account - eCheck	123456_DEMO_...	(127.55)	102.55	(25.00)	(25.00)
07/10/23	07/10/23	2023-07	18535001	Invoice	881448	2.55	(2.55)		102.55
06/01/23	2023-06			Payment - Bank Account - eCheck	123456_DEMO_...	(8.99)	8.99		100.00
06/01/23	06/01/23	2023-06	18535001	Invoice	872642	2.55	(2.55)		108.99
04/25/23	2023-04			Payment - Bank Account - eCheck	123456_DEMO_...	(10.00)	10.00		106.44
04/12/23	2023-04			Declined - Bank Account - eCheck	62402802	0.00			116.44
04/11/23	2023-04			Declined - Bank Account - eCheck	62358942	0.00			116.44
04/11/23	2023-04			Declined - Bank Account - eCheck	62358861	0.00			116.44
02/01/23	02/21/23	2023-02		Invoice	849967	106.64	(106.64)		116.44
10/10/22	2022-10			Payment - Check	997312	(110.00)	110.00		9.80
10/01/22	10/21/22	2022-10		Invoice	751511	10.00	(10.00)		119.80
09/05/22	09/25/22	2022-09		Payment - Credit Card	720558	109.80	(109.80)		109.80
07/05/22	2022-07			Payment - Credit Card	48984889_050176	(119.74)	119.74		0.00
07/01/22	07/21/22	2022-07		Invoice	537440	10.00	(10.00)		119.74
06/05/22	06/25/22	2022-06		Invoice	514862	109.74	(109.74)		109.74

Right click

- Email
- Print Receipt
- Record Chargeback
- Reverse / Transfer / Split

Available Right Click Options

Option	Description
Payment - Credit Card	
Email	Select to email a copy of the payment receipt to an account contact.
Print Receipt	Select to print a copy of the receipt.
Record Chargeback	In the event the customer's payment was reversed by the financial institution, record the chargeback using the Record Chargeback tool.
Void Payment	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.
Payment - Check & eCheck (ACH)	
Email	Select to email a copy of the payment receipt to an account contact.
Print Receipt	Select to print a copy of the receipt.
Record Chargeback	In the event the customer's payment was reversed by the financial institution, record the chargeback using the Record Chargeback tool.
Reverse/Transfer/Split	<ul style="list-style-type: none"> Reverse: Option to reverse the payment for insufficient funds. 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. 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.

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			
0.00	631.44	390.00	0.00	0.00	0.00	1,021.44			
<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
07/19/24		2024-07		Credit Memo - Adjustment	900907	(50.00)	50.00		1,021.44
06/01/24	06/21/24	2024-06		Invoice		631.44		631.44	1,071.44
05/01/24	05/21/24	2024-05		Invoice		440.00	(50.00)	390.00	440.00

Available Right Click Options

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