



Tip of the Month – July 2002

Processing Paid Transaction Removal in Receivables Management

Use the Paid Sales Transaction Removal window to transfer paid transactions to history, and to consolidate balance forward accounts. This will also speed the generation of Receivable Aged Trial Balance reports.

If you aren't keeping history, this procedure removes paid transactions from the system and you'll be unable to print reports containing information about the transactions that are removed.

To remove a paid transaction:

1. Open the Paid Sales Transaction Removal window.
(Routines >> Sales >> Paid Trx. Removal)
2. Select a range of customer cards to remove paid transactions for.
3. Select a range of class IDs to further restrict the customer cards to be affected. A customer card must fall within both the customer range and the class range in order to have transactions removed.
4. Select the types of transactions you want to remove and enter a cutoff date. You can select NSF checks, voided transactions, waived finance charges, paid transactions and checks.

All of the selected transactions that fall on or before the cutoff date are removed.

Checks have a separate cutoff date because those that have been transferred to history or removed from the system can't be marked as NSF. Therefore, we suggest that you enter a cutoff date that is one month prior to the transaction cutoff date. This way, you won't remove any checks that may potentially have insufficient funds.

Indicate whether you want to consolidate balance forward customer accounts. If you select this option, all documents for the customer are summarized and moved from the current aging period to the noncurrent aging period.

1. Select Print Register to print a Removed Transaction Register. After the transactions are removed, the report is printed and all of the removed transactions are displayed.
2. Choose Process to remove the selected transactions. The report is printed automatically if you chose to print it.