

## Payer Transactions

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# Payer Transactions

Browse of A/R invoice and receipt transactions for a selected payer.

You may enter a range of transaction month/years to browse. Information will be displayed based on the columns selected in the View setting at the top of the screen.

Right-click on any row allows you the option to browse the batch for that row.

**Edit:** After an invoice or receipt has been posted, the only thing you may edit is the Item ID (invoice#), Comments, Reference#, Date, or accounting period. Ability to edit is based on user menu permissions. If G/L account# or amount is wrong, you may enter reversal transaction/s to correct.

**Edit by Item ID:** Displays all lines of the selected invoice, allowing you to edit the comments and/or transaction date of the invoice.

**Print Receipt:** To print a receipt, click to highlight a receipt line and click Receipt > Print (or Preview).

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