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Customer Summary Transactions

Fund Accounting > Accounts Receivable > Customers > Customer Summary Transactions

Displays A/R invoices and receipts for a customer in summary. Invoices or receipts with multiple lines will be displayed as one line. ***Records > Customers > Customer Summary***

The menu option under Customer Summary allows you to display invoices, receipts, or both (All). Voids appear in red.

Header

Customer ID: Customer IDs may be manually keyed, or the Customer list may be displayed by clicking the search icon.

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

Type: Option to filter for All with Balances, Invoices, Invoices with Balances, Receipts, Receipts with Balances. It dictates the general ledger account to which the invoice debit was entered.

Totals for Range: Calculates the total Invoices/Receipts for the selected period.

Totals for Customer: This function calculates the total Invoices/Receipts for the customer's lifetime, regardless of the selected period.

View: This feature allows you to save your settings for which columns are displayed or hidden, as well as their order.

- To hide or unhide columns, click the **Customize Columns** button and check which columns will be displayed.
- To order columns, you can either click the **Customize Columns** button or drag the column header to where you want them.

You can save a view by clicking the Save View button. Saving a view is based on user menu permissions.

Menu Buttons

Customer Detail: Opens the Customer Detail screen to display the detailed transaction history. The screen will open to view the same Period that is currently selected on the Customer Summary screen.

Edit: After an invoice has been posted, the only items that can be edited are the Invoice#, Comments, Invoice Date, or Accounting Period. If the G/L account number or amount is wrong, you may enter reversal transaction/s to correct it. After a receipt has been posted, you can only edit the Check/Ref# number, Receipt Date, Period, and Comments. The ability to edit is based on user menu permissions.

Void Invoice/Receipt: Opens the Void screen where an Invoice or Receipt can be voided. An Invoice status must be 'Unpaid' to be voided. Receipts can be voided regardless of their status. The ability to void is based on user menu permissions.

Pay Invoice: Opens the A/R Receipt entry screen, where a Receipt can be entered and applied to an Open Invoice, or Distributions can be entered into the bottom grid. The Receipt entry screen will open, displaying the same line item(s) selected for payment as were selected on the Customer Summary screen. Payment amounts to be applied may be adjusted if needed.

Write-Off: This opens the Write-Off screen, where an Invoice or Receipt can be written off. An Invoice's status must be either Partially Paid or Unpaid to be Written Off, but receipts can be written off at any status. The ability to Write Off is based on user menu permissions.

Cash Application: Apply Receipts/Unapply Receipts: Opens the Cash Application screen, where Open A/R Credits are applied or unapplied to Open Invoices.

Invoice Dropdown Menu:

- **Print:** To print an invoice, click to highlight an Invoice line and select Print from the dropdown.
- **Email:** Opens the Email Forms to select the Distribution email address and the invoice form. The **Email To** field is populated from the Customer Record.

Receipt Dropdown Menu: Print or Preview a Receipt by clicking to highlight a Receipt line and selecting either Print or Preview from the dropdown.

Attachments: These are documents associated with the A/R Invoice or Receipt (Microsoft accepted file format). Attachments can be added at the time of invoice or receipt entry, or later from the Customer Transaction History screen. Select the invoice or receipt to add/edit attachments**.**

Links: User-created linkages to other system entries, system screens, and/or custom URLs.

Adjust Distribution Rows: Increases/reduces the number of rows displayed in the view.

Reports: Print, Export only visible rows to Excel, or Export all rows to Excel.

Display

The user can double-click on an invoice or receipt to review or edit the entry.

Right-clicking on any displayed row allows you to browse the Batch, Invoice/Receipt, Pay Invoice, or Void for the selected row.

- When you select an Invoice row, the distributions or line items are displayed in a separate grid at the bottom of the screen under the Distributions tab.
  - The receipts applied to this invoice are displayed in a separate grid at the bottom of the

    screen under the Applications tab.

- When you select a Receipt row, the distributions of line items are displayed in a separate grid at the bottom of the screen under the Distributions tab.
    - Paid invoices are also displayed in a separate grid at the bottom of the screen under the Applications tab.
