



Reapplying a Receipt to a Different Invoice

If you realise that you have applied a receipt to the wrong invoice you can reapply it.

However, you cannot reapply a receipt that you have already reversed. In this case you would have to enter a brand new receipt for it.

Navigate: Receipts → Receipt Batches

1. Recall the receipt batch by clicking on the torch icon to activate the **Find Batches** window.
2. Enter details of your original receipt batch and then click on **Find**.

Find Batches (CAPSA)

Main More

Batch Type

Batch Source

Batch Numbers -

Batch Dates -

GL Dates -

Deposit Dates -

3. Click on **Receipts** and select the receipt to reapply.
4. Click on **Apply** to open the Applications window.
5. Remove the tick in the **Apply** field against the invoice you wish to un-apply.

Applications - AG/AK/13/01/14/02/01

Customer Name

Customer Number

Location

Receipt Amount

Exchange

Remove the tick

Apply	Saved	Apply To	Installment	Apply Date	Amount Applied
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	792009	1	13-JAN-2014	750.00
<input type="checkbox"/>	<input type="checkbox"/>				

6. Click on to the next available line.
7. In the **Apply To** field select the new invoice using the LOV or simply enter the invoice number.
8. **Save** your work. Ticks should appear in both the **Apply** and **Saved** fields.

Applications - AG/AK/13/01/14/02/01

Customer Name BOBS BOOKS
Customer Number 201843
Location AG-CAMBRIDGE
Receipt Amount GBP 750.00

Applications

Apply	Saved	Apply To	Installment	Apply Date	Amount Applied
<input type="checkbox"/>	<input type="checkbox"/>	792009	1	13-JAN-2014	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	792008	1	13-JAN-2014	750.00

Select the new invoice to apply in the next line down