

PayBiz –Reverse/Copy Financial Transactions

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Reverse/Copy Transaction

In Financial Transactions (Debtor invoice, receipt or journal, Creditor invoice, payment or journal, Cashbook other transaction, G/L transactions) **Ctrl+R** opens the **Reverse/Copy Transaction** screen.

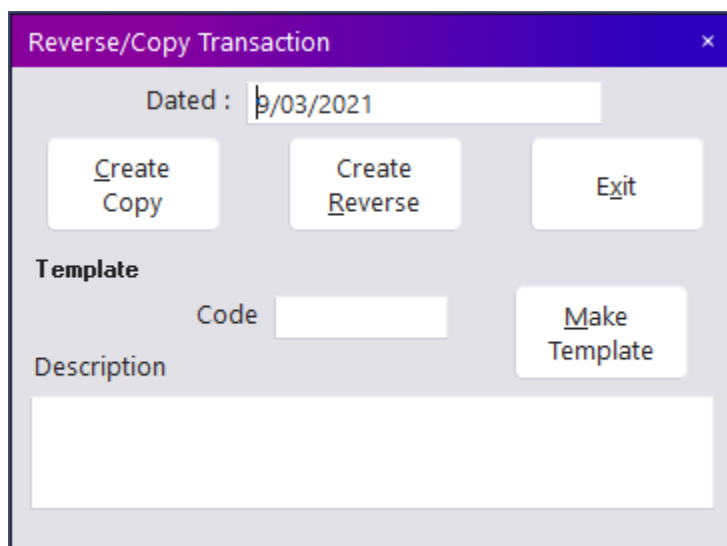


Figure 1: Reverse/Copy Transaction

| Field | Description |
|-----------------|--|
| Dated | Enter the date for the new transaction. Double click or F8 for a calendar to pick from. Defaults to today. |
| Create Copy | Click to create a duplicate transaction using the date entered. The new transaction will open so you can edit and print it. |
| Create Reverse | Click to replicate the transaction, but reversed out for the given date. |
| Exit | Close the window. |
| Template | |
| Code | Enter a code for the template |
| Description | Enter a description for the template. |
| Make Template | The current transaction will be loaded into a template list for this type of transaction. <i>Notes:</i> <ul style="list-style-type: none"> To remove from the list, null out the code and description. Template options are only available for Creditor Invoice, Cashbook Other and G/L Journal transactions. |

Using Templates

Templates apply to Creditor (Vendor) Invoices, Cashbook Other Transactions and G/L Journals.

When Adding one of these transactions, and while the screen is yet to be entered, type **Ctrl+R** to display this form:

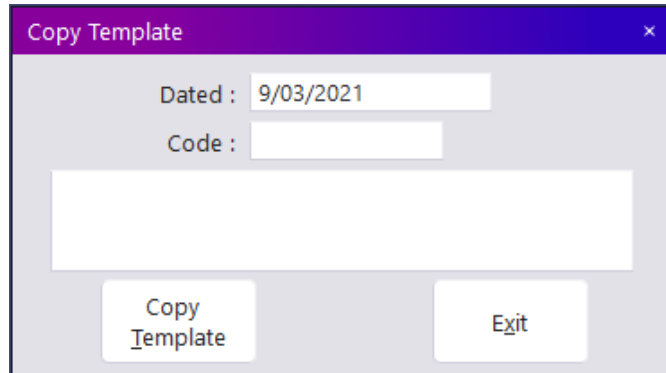


Figure 2: Copy Template

| Field | Description |
|---------------|---|
| Dated | Enter the date for the new transaction. Double click or F8 for a calendar to pick from. Defaults to today. |
| Code | Enter the template code. Double click or F8 for a lookup list of saved templates for this type of transaction to pick from. |
| Copy Template | The template description will display automatically when a template code is entered. Click to create a new transaction using the selected template for the given date. |
| Exit | Close the window. |

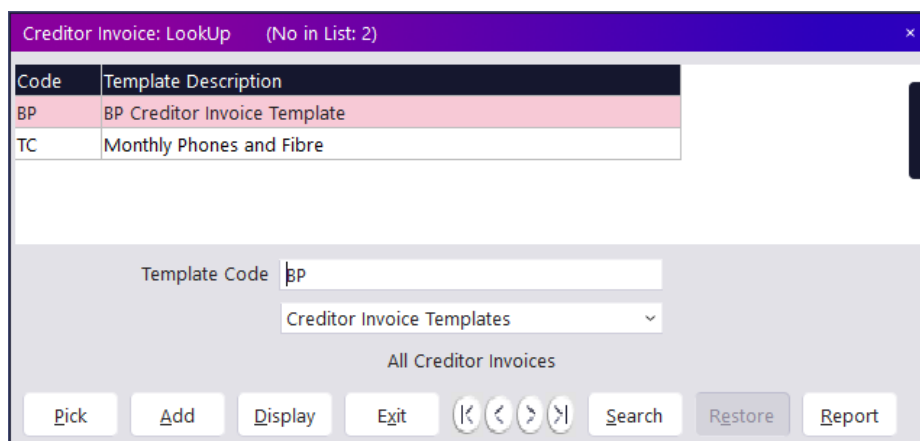


Figure 3: Template lookup screen example