

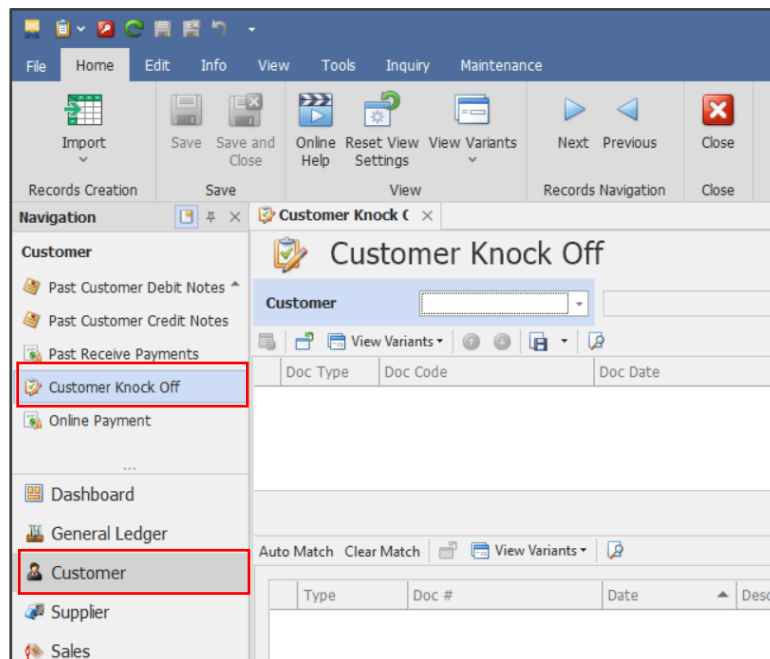


## How to Edit in Customer Knock Off and in Supplier Knock Off

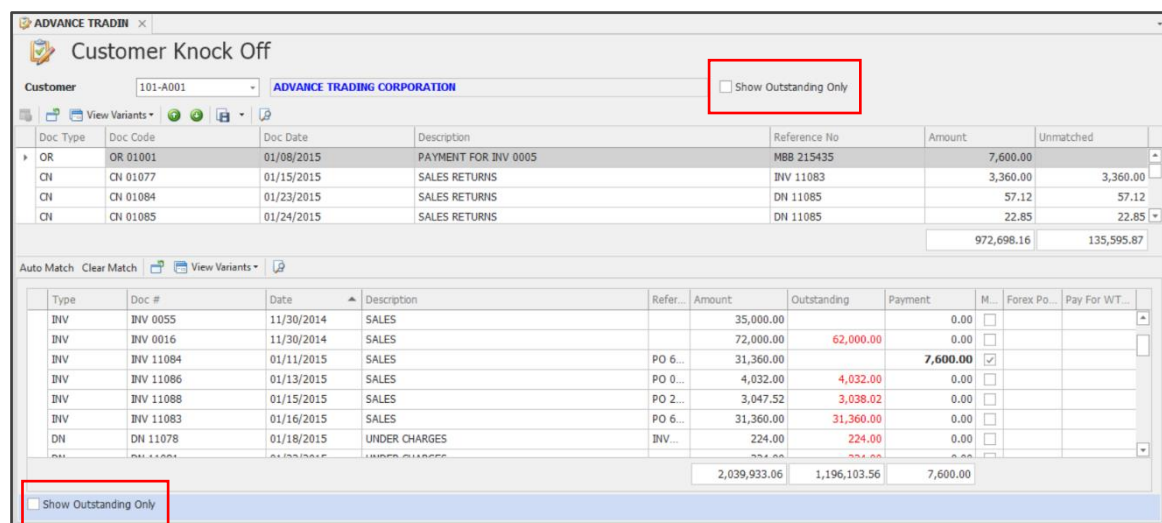
In Customer Knock Off and Supplier Knock Off, once the transaction has been fully matched, that transaction will be concealed. To revert this, please follow the steps below.

### Customer Knock Off

1. Go to Customer Knock Off



2. Untick the 'Show Outstanding Only' checkboxes on the 1<sup>st</sup> and 2<sup>nd</sup> table.



3. On the first table, click to select the transaction or amount you want to unmatched.

**Customer Knock Off**

Customer: 101-A001 ADVANCE TRADING CORPORATION ☐ Show Outstanding Only

View Variants

Doc Type	Doc Code	Doc Date	Description	Reference No	Amount	Unmatched
OR	OR 01007	01/31/2015	PAYMENT FOR ACCOUNT	SCB 301189	36,592.50	
CN	CN 01086	01/31/2015	ACCOUNT CREDITED	INV 0055	224.00	224.00
CN	CN0101/001	01/31/2015	ACCOUNT CREDITED		5,824.00	364.00
OR	OR 01009	02/08/2015	PAYMENT FOR ACCOUNT	SCB 876545	20,000.00	
					972,698.16	135,595.87

4. On the second table, **untick** the checkbox(s) of the corresponding transaction(s) you want to unmatched.

Auto Match Clear Match View Variants

Type	Doc #	Date	Description	Refer...	Amount	Outstanding	Payment	M...	Forex Po...	Pay For WT...
INV	INV 0005	01/01/2011	SALES		10,400.00		5,582.50	<input checked="" type="checkbox"/>		
INV	INV 0009	08/08/2014	SALES		120,000.00		0.00	<input type="checkbox"/>		
INV	INV 0013	09/08/2014	SALES		78,000.00		0.00	<input type="checkbox"/>		
INV	INV 0055	11/30/2014	SALES		35,000.00		31,010.00	<input checked="" type="checkbox"/>		
INV	INV 0016	11/30/2014	SALES		72,000.00	62,000.00	0.00	<input type="checkbox"/>		
INV	INV 11084	01/11/2015	SALES	PO 6...	31,360.00		0.00	<input type="checkbox"/>		
INV	INV 11086	01/13/2015	SALES	PO 0...	4,032.00	4,032.00	0.00	<input type="checkbox"/>		
					2,039,933.06	1,196,103.56	36,592.50			

☐ Show Outstanding Only

5. Click **Save**. The unmatched amount will be refreshed.

**Customer Knock Off**

Customer: 101-A001 ADVANCE TRADING CORPORATION ☐ Show Outstanding Only

View Variants

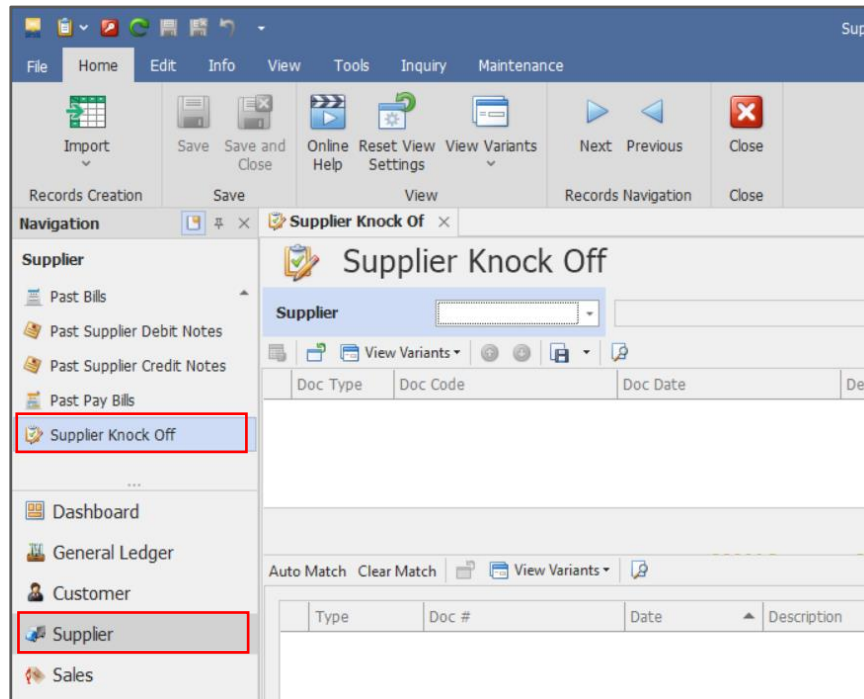
Doc Type	Doc Code	Doc Date	Description	Reference No	Amount	Unmatched
OR	OR 01007	01/31/2015	PAYMENT FOR ACCOUNT	SCB 301189	36,592.50	36,592.50
CN	CN 01086	01/31/2015	ACCOUNT CREDITED	INV 0055	224.00	224.00
CN	CN0101/001	01/31/2015	ACCOUNT CREDITED		5,824.00	364.00
OR	OR 01009	02/08/2015	PAYMENT FOR ACCOUNT	SCB 876545	20,000.00	
					972,698.16	172,188.37

Auto Match Clear Match View Variants

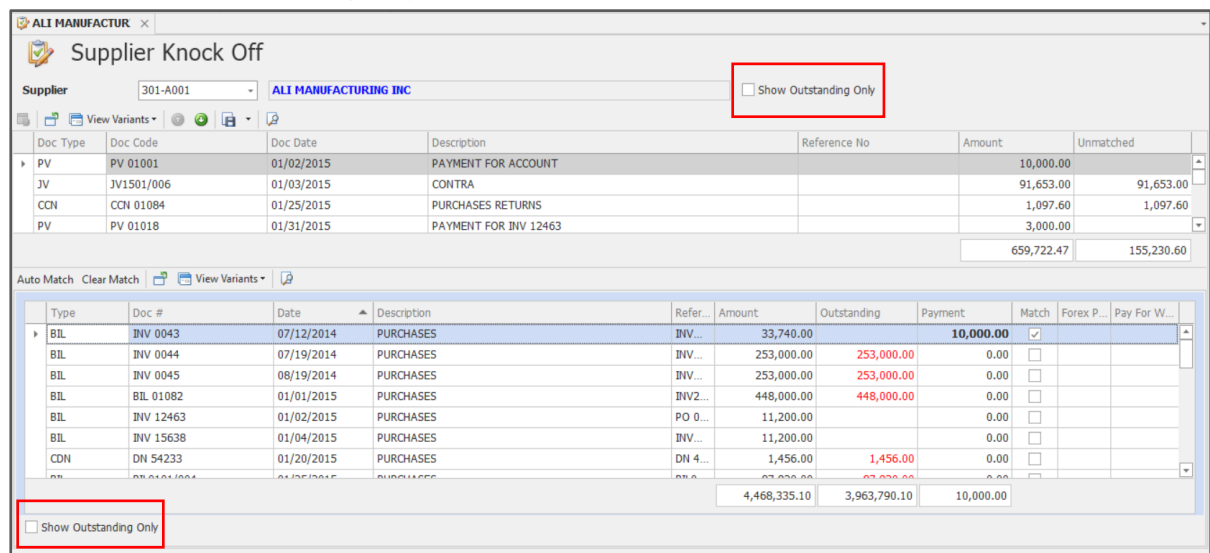
Type	Doc #	Date	Description	Refer...	Amount	Outstanding	Payment	Match	Forex P...	Pay For W...
INV	INV 0005	01/01/2011	SALES		10,400.00	5,582.50	0.00	<input type="checkbox"/>		
INV	INV 0009	08/08/2014	SALES		120,000.00		0.00	<input type="checkbox"/>		
INV	INV 0013	09/08/2014	SALES		78,000.00		0.00	<input type="checkbox"/>		
INV	INV 0055	11/30/2014	SALES		35,000.00	31,010.00	0.00	<input type="checkbox"/>		
INV	INV 0016	11/30/2014	SALES		72,000.00	62,000.00	0.00	<input type="checkbox"/>		

## Supplier Knock Off

1. Go to Supplier Knock Off.



2. Untick the 'Show Outstanding Only' checkboxes on the 1<sup>st</sup> and 2<sup>nd</sup> table.



3. On the first table, click to select the transaction or amount you want to unmatched.

**Supplier Knock Off**

Supplier: 301-A001 **ALI MANUFACTURING INC** ☐ Show Outstanding Only

Doc Type	Doc Code	Doc Date	Description	Reference No	Amount	Unmatched
PV	PV 01001	01/02/2015	PAYMENT FOR ACCOUNT		10,000.00	
JV	JV1501/006	01/03/2015	CONTRA		91,653.00	91,653.00
CCN	CCN 01084	01/25/2015	PURCHASES RETURNS		1,097.60	1,097.60
PV	PV 01018	01/31/2015	PAYMENT FOR INV 12463		3,000.00	
					659,722.47	155,230.60

4. On the second table, **untick** the checkbox(s) of the corresponding transaction(s) you want to unmatched.

Auto Match Clear Match ☐ View Variants

Type	Doc #	Date	Description	Refer	Amount	Outstanding	Payment	Match	Forex P..	Pay For W...
BIL	INV 0043	07/12/2014	PURCHASES	INV...	33,740.00		10,000.00	<input checked="" type="checkbox"/>		
BIL	INV 0044	07/19/2014	PURCHASES	INV...	253,000.00	253,000.00	0.00	<input type="checkbox"/>		
BIL	INV 0045	08/19/2014	PURCHASES	INV...	253,000.00	253,000.00	0.00	<input type="checkbox"/>		
BIL	BIL 01082	01/01/2015	PURCHASES	INV2...	448,000.00	448,000.00	0.00	<input type="checkbox"/>		
BIL	INV 12463	01/02/2015	PURCHASES	PO 0...	11,200.00		0.00	<input type="checkbox"/>		
BIL	INV 15638	01/04/2015	PURCHASES	INV...	11,200.00		0.00	<input type="checkbox"/>		
CDN	DN 54233	01/20/2015	PURCHASES	DN 4...	1,456.00	1,456.00	0.00	<input type="checkbox"/>		
					4,468,335.10	3,963,790.10	10,000.00			

☐ Show Outstanding Only

5. Click **Save**. The unmatched amount will be refreshed.

**Supplier Knock Off**

Supplier: 301-A001 **ALI MANUFACTURING INC** ☐ Show Outstanding Only

Doc Type	Doc Code	Doc Date	Description	Reference No	Amount	Unmatched
PV	PV 01001	01/02/2015	PAYMENT FOR ACCOUNT		10,000.00	10,000.00
JV	JV1501/006	01/03/2015	CONTRA		91,653.00	91,653.00
CCN	CCN 01084	01/25/2015	PURCHASES RETURNS		1,097.60	1,097.60
PV	PV 01018	01/31/2015	PAYMENT FOR INV 12463		3,000.00	
					659,722.47	165,230.60



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>