

# Arrange Customer/Vendor Entries

With this function you can arrange existing Customer or Vendor Ledger Entries, adding, removing or grouping the installments.

From the Customer Ledger Entries page, select the document to arrange (all installments will be searched by Customer No., Document Type, Document No., Posting Date and Currency Code) and select the action "Arrange Entries".

Arrange the entries as you want in the details page and select the action "Apply".

If controls have succeed, the new installments are written in the ledger.

Dynamics 365 Business Central

Arrange Customer/Vendor Entries | Work Date: 31/01/2025

Search + New Edit List Delete Apply

Source No. 10000 Currency Code

Document Type Invoice Document Amount 34.260,00

Document No. 25-102030 Installments Amount 34.260,00

Posting Date 31/01/2025

	Remaining Amount	Due Date	Payment Method Code
	12.790,80	28/02/2025	
	8.290,80	31/03/2025	
	10.000,00	30/04/2025	
→	3.178,40	31/05/2025	

In case of rounding amounts, the difference will be placed on the last installment.

The original Transaction No. is retained, in case of new installment a "dummy" G/L Entry will be added at the end of the table to preserve Transaction No. sequence.

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