In Accounts Receivable take option 1, Key Cash Receipts. Key in customer information and take F10 for A/R Details. Key in a "P" to the right of the invoice you want to future date. This will pay off this invoice.

```
INV #  DATE   G/L ACC  BR    INV AMT  OUTSTD AMT    060697
                                      <-SEARCH->
000011 033197 10400    01  126500.00   126500.00
000014 033197 10400    01  103500.00   103500.00  P
LATECH 043097 10400    01    8485.00     8485.00
              *****END OF DATA*****

INV #  DATE   G/L ACC  BR    INV AMT  OUTSTD AMT    060697
                                      <-SEARCH->
000011 033197 10400    01  126500.00   126500.00
000014 033197 10400    01  103500.00   103500.00    060697  10350000-
LATECH 043097 10400    01    8485.00     8485.00
              *****END OF DATA*****
```

Then key in an "R" beside the payment to reverse it. This will copy the payment data to the bottom of the screen, where it can be modified.

```
INV #  DATE   G/L ACC  BR    INV AMT  OUTSTD AMT    060697

000011 033197 10400    01  126500.00   126500.00
000014 033197 10400    01  103500.00   103500.00  R 060697  10350000-
LATECH 043097 10400    01    8485.00     8485.00


INV #  DATE   G/L ACC  BR    INV AMT  OUTSTD AMT    060697

000011 033197 10400    01  126500.00   126500.00
000014 033197 10400    01  103500.00   103500.00    060697  10350000-
LATECH 043097 10400    01    8485.00     8485.00
              *****END OF DATA*****
INV#   DATE   G/L ACC     DESCRIPTION               DATE          AMT  CHK#
000014 033197 10400       DAVID MCHUGH                      10350000
```

Then change date to be the future date , in this case 08311997

```
INV #  DATE   G/L ACC  BR    INV AMT  OUTSTD AMT    060697
                                      <-SEARCH->
000011 033197 10400    01  126500.00   126500.00
000014 033197 10400    01  103500.00   103500.00    060697  10350000-
LATECH 043097 10400    01    8485.00     8485.00
              *****END OF DATA*****
INV#   DATE   G/L ACC     DESCRIPTION               DATE          AMT  CHK#
000014 083197 10400       DAVID MCHUGH                      10350000
```

Hit enter again and the reversal amount appears on the right hand side of the screen with today's date as the transaction date and 083197 as the A/R date.

```
INV #  DATE   G/L ACC  BR    INV AMT  OUTSTD AMT    060697
                                      <-SEARCH->
000011 033197 10400    01  126500.00   126500.00
000014 033197 10400    01  103500.00   103500.00    060697  10350000-
LATECH 043097 10400    01    8485.00     8485.00
000014 08319710400    01                           060697  10350000
INV#   DATE   G/L ACC     DESCRIPTION               DATE          AMT  CHK#
```

Note: You can only future due an invoice to a date of the current year + 1.
So an invoice keyed in 2000 cannot be made due later than Dec 31/2001.