

Partners

Accounts

Next to the **{Partner}**, **{Customer}**, **{Supplier}** and **{Member}** fields in every form there is a  icon that opens the **Card** dialog — an overview of all postings on the receivables or payables account of the selected partner. The dialog header shows the code and name of the account the partner is kept on, e.g. *1205 Domestic trade receivables*.

Filter

- **{From date}** and **{To date}** — Period for which the postings are shown.
- **{All}**, **{Open}**, **{Closed}** or **{Due}** — Show all postings, only open items, only closed items, or only items past their due date.

Columns

- **{Account}** — Account the item is posted to.
- **{Date}** — Posting date.
- **{Document}** — Type, number and description of the document the posting comes from, e.g. an invoice or a bank statement.
- **{Amount}** — Posting amount; charges are positive, payments and credit notes negative.
- **{Open}** — Part of the amount not yet reconciled.
- **{Payment Due}** — Due date of the item, for documents that have one.
- **{Ref}** — Payment reference of the item.

The totals row at the end of the list shows the total amount and the total open amount of the listed items. The list is paged; the number of rows per page is chosen at the bottom of the dialog.

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