Fill in the gaps:

deposit	reconcile	defer shipped	shipped	assigned
issues	reimbursed	reimburse	ship	archive

1) You might require a _____ before you manufacture items to order, or you might require payment before you _____ items to a customer.

2) If a customer wants to return items or be _____ for items or services that you have sold and received payment for, you must create and post a sales credit memo that specifies the requested change.

3) A sales return order automatically _____ the related sales credit memo and other return-related documents, such as a replacement sales order, if needed.

4) Banks provide electronic bank statements for all your financial interactions. You can import these statements into the bank or giro journals and _____ them.

5) After a posted sales invoice has been partially or fully paid, you cannot correct or cancel it from the posted sales invoice itself. Instead, you must manually create a sales credit memo to void the sale and _____ the customer, optionally managed with a sales return order.

6) You can correct or cancel an unpaid posted sales invoice, provided that it has not been fully _____.

7) To recognize a revenue or an expense in a period other than the period in which the transaction was posted, you can use functionality to automatically _____ revenues and expenses over a specified schedule.

8) The credit memo posting will also revert any item charges that were assigned to the posted document, so that the item's value entries are the same as before the item charge was _____.

9) You can make a replacement with the same item or a different item. This situation could occur if you mistakenly _____ the wrong item to the customer, for example.

10) You can _____ sales and purchase orders, quotes, return orders, and blanket orders, for example because you want to save a copy of a document for reuse later.