How to Use Credits to Payoff Invoice

Credits such as Credit Memo, prepayment, and overpayment can be used to payoff or offset an invoice.

- 1. Make sure the customer has existing invoice and credit memo, prepayment or overpayment transactions.
- 2. Open a new Receive Payments Detail screen from Sales | Receive Payment Details menu.
- On Receive Payments Detail screen, enter the needed details like Customer No, Location, Currency, Date Paid, and Payment Method. Refer to Receive Payments Detail | Field Description | Header Details to help you in filling out the fields.

ch Delete Undo							
en beiete ondo	Print Post Reca	p Close					
og (0)							
001005116		✓ Date Paid:	6/29/2016		Record No:	Created On Sav	ve
001 - Fort Wayne		✓ Bank Account:	68215422	~	Payment Method:		~
	0	.00 Unapplied Amount:		0.00	Check No:		
JSD		✓ Apply on Account:			Apply to Budget:		
멾 Layout 🔍	Filter Records (F3)					×c	lear All Filters
✓ Equals	✓ 0001 - Fort	Wayne					
Date Invoice	No.	Terms	Invoice Total	Discount	Interest	Amount Due	Payment
9/2016 SI-451		Due on Receipt	50.00	0.	0.00	50.00	0.00
9/2016 COP-1	5 Overpayment	Due on Receipt	-6.50	0.	00.00	-6.50	0.00
9/2016 SI-453	Credit Memo	Due on Receipt	-18.50	0.	0.00	-18.50	0.00
	g (0) 201005116 2011 - Fort Wayne SD SD BI Layout Q [1 V Equals Date Invoice V/2016 SI-451 V/2016 SI-453	g (0) 201005116 201 - Fort Wayne 0 SD 88 Layout Q. Filter Records (F3) V Equals V 0001 - Fort Date Invoice No. 7/2016 SI-451 7/2016 COP-16 Overpayment 7/2016 SI-453 Credit Memo	g (0) 201005116 V Date Paid: 2011 - Fort Wayne V Bank Account: 2010 - Fort Wayne V Bank Account: 2000 Unapplied Amount: 2000 SI Apply on Account: 2000 - Fort Wayne V Apply on Account: 2000 - Fort Wayne V Due on Receipt 2016 SI-451 Due on Receipt 2016 SI-453 Credit Memo Due on Receipt 2016 SI-453 Credit Memo Due on Receipt	g (0) 2011005116 Var Date Paid: 6/29/2016 501 - Fort Wayne Date Paid: 6/29/2016 68215422 0.00 Unapplied Amount: 68215422 15D V Apply on Account: B8 Layout Q Filter Records (F3) V Equals V 0001 - Fort Wayne Date Invoice No. Terms Invoice Total /2016 SI-451 Due on Receipt 50.00 /2016 COP-16 Overpayment Due on Receipt -6.50 /2016 SI-453 Credit Memo Due on Receipt -18.50	g (0) 2011005116 V Date Paid: 6/29/2016 2011 - Fort Wayne V Bank Account: 68215422 V 0.000 Unapplied Amount: 0.000 ISD V Apply on Account: B8 Layout Q Filter Records (F3) V Equals V 0001 - Fort Wayne Date Invoice No. Terms Invoice Total Discount V2016 SI-451 Due on Receipt 50.00 0.0 V2016 COP-16 Overpayment Due on Receipt -6.50 0.0 V2016 SI-453 Credit Memo Due on Receipt -18.50 0.0	g (0) 2011005116 Date Paid: 6/29/2016 Record No: 001 - Fort Wayne Bank Account: 68215422 Payment Method: 68215422 Payment Method: 5000 Check No: Apply on Account: Apply to Budget: B8 Layout Filter Records (F3) Fequals O001 - Fort Wayne Date Invoice No. Terms Invoice Total Discount Interest V2016 SI-451 Due on Receipt 50.00 0.00 0.00 V2016 SI-453 Credit Memo Due on Receipt -18.50 0.00 0.00	g(0) Date Paid: 6/29/2016 Record No: Created On Sal D011005116 V Date Paid: 6/29/2016 Record No: Created On Sal D01 - Fort Wayne V Bank Account: 68215422 V Payment Method: 0.000 Unapplied Amount: 0.000 Check No: Image: Created On Sal Created On Sal ISD V Apply on Account: Apply to Budget: Image: Created On Sal Created On Sal ISD V Apply on Account: Apply to Budget: Image: Created On Sal Created On Sal ISD V Equals 0001 - Fort Wayne Created On Sal Created On Sal Created On Sal Date Invoice No. Terms Invoice Total Discount Interest Amount Due V2016 SI-451 Due on Receipt 50.00 0.00 50.00 V2016 SI-453 Credit Memo Due on Receipt -18.50 0.00 -18.50

- 4. From above sample, fill out the receivables line item detail. Refer to Receive Payments Detail | Field Description | Grid Details to help you in filling out the fields.
 - a. Pick the invoice transaction/s you want to apply a payment for and enter the payment in the **Payment** field.
 - b. Pick the credit transaction/s that will be used to pay off the invoices and enter the payment in the Payment field.

In above sample, let us use both the overpayment and credit memo to pay the invoice.

	t Log (0)							
Customer No:	0001005110	6	✓ Date Paid:	6/29/2016		Record No:	Created On Sa	ive
Location:	0001 - Fort	Wayne	✓ Bank Account:	68215422	~	Payment Method:	Cash	~
Amount Paid:		1	0.00 Unapplied Amount:		-25.00	Check No:		
Currency:	USD		 Apply on Account: 			Apply to Budget:		
Notes:								
Q. View Invoice	e 🔠 Layout	Q Filter Records (F3)					×	Ilear All Filters
× Location	~ E	Equals 🗸 0001 - For	t Wayne					
✓ Location [Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Due	Payment
 ✓ Location L ✓ 0001 6 	Due Date 5/29/2016	Invoice No. SI-451	Terms Due on Receipt	Invoice Total 50.00	Discount 0.1	Interest 0.00	Amount Due	Payment 50.00
 ✓ Location [✓ 0001 6 ✓ 0001 6 	Due Date 5/29/2016 5/29/2016	Invoice No. SI-451 COP-16	Terms Due on Receipt Due on Receipt	Invoice Total 50.00 -6.50	Discount 0.1	Interest 00 0.00 0.00 0.00	Amount Due 0.00 0.00	Payment 50.00 -6.50
✓ Location I ✓ 0001 6 ✓ 0001 6 ✓ 0001 6	Due Date 5/29/2016 5/29/2016 5/29/2016	Invoice No. SI-451 COP-16 SI-453	Terms Due on Receipt Due on Receipt Due on Receipt Due on Receipt	Invoice Total 50.00 -6.50 -18.50	Discount 0.1 0.1	Interest 00 0.00 00 0.00 00 0.00	Amount Due 0.00 0.00	Payment 50.00 -6.50 -18.50
✓ Location I ✓ 0001 6 ✓ 0001 6 ✓ 0001 6	Due Date 6/29/2016 6/29/2016 6/29/2016	Invoice No. SI-451 COP-16 SI-453	Terms Due on Receipt Due on Receipt Due on Receipt Due on Receipt	Invoice Total 50.00 -6.50 -18.50	Discount 0. 0.	Interest 00 0.00 00 0.00 00 0.00	Amount Due 0.00 0.00	Payment 50.00 -6.50 -18.50
✓ Location I ✓ 0001 6 ✓ 0001 6 ✓ 0001 6	Due Date 5/29/2016 5/29/2016 5/29/2016	Invoice No. SI-451 COP-16 SI-453	Terms Due on Receipt Due on Receipt Due on Receipt Due on Receipt	Invoice Total 50.00 -6.50 -18.50	Discount 0.1 0.1	Interest 00 0.00 00 0.00 00 0.00 00 0.00	Amount Due 0.00 0.00	Payment 50.00 -6.50 -18.50
✓ Location [✓ 0001 6 ✓ 0001 6 ✓ 0001 6	Due Date 5/29/2016 5/29/2016 5/29/2016 5/29/2016 5/29/2016	Invoice No. SI-451 COP-16 SI-453	Terms Due on Receipt Due on Receipt Due on Receipt Due on Receipt	Invoice Total 50.00 -6.50 -18.50	Discount 0,1 0,1	Interest 00 0.00 00 0.00 00 0.00 00 0.00	Amount Due 0.00 0.00	Payment 50.00 -6.50 -18.50

- 5. On Amount Paid field, enter the total payment received from the customer. You can skip this step if the credits and invoice offset each other.
- 6. Click the Recap button to review the GL details. You can proceed to the next step if you do not see the need to review the details.

7. Once done reviewing, Post the transaction.

Here is the	payment	t after posting.							
Receive Paymer	nts Detail - N	ew Orchard							^ □ X
N									
New Save Se	earch Delete	undo Print Unpost Recar	o Close						
Details Audit	Log (3)								
Customer No:	0001005116	5	Date Paid:	6/29/2	016		Record No:	RCV-252	
Location:	0001 - Fort V	Wayne	Bank Account:	682154	122		Payment Method:	Cash	
Amount Paid:		25.00	Unapplied Amount:			0.00	Check No:		
Currency:	USD		Apply on Account:				Apply to Budget:		
Notes:									
		-							
Q. View Invoice	- 田 Layout	C Filter Records (F3)							
Location D)ue Date	Invoice No.	Terms		Invoice Total	Discoun	t Interest	Amount Due	Payment
0001 6	/29/2016	SI-451	Due on Receipt		50.00	0.	00 0.00	0.00	50.00
0001 6	/29/2016	COP-16	Due on Receipt		-6.50	0.	00.00	0.00	-6.50
0001 6	/29/2016	SI-453	Due on Receipt		-18.50	0.	00 0.00	0.00	-18.50
					25.00	(0.00 0.00	0.00	25.00
0000	Posted						Id d Pag	ge 1 a	of 1 🕨 🕅

Credits such as Credit Memo, prepayment, and overpayment can be used to payoff or offset an invoice.

- 1. Make sure the customer has existing invoice and credit memo, prepayment or overpayment transactions.
- 2. Open a new Receive Payments Detail screen from Sales | Receive Payment Details menu.
- On Receive Payments Detail screen, enter the needed details like Customer No, Location, Currency, Date Paid, Bank Account, and Payment Method. Refer to Receive Payments Detail | Field Description | Header Details to help you in filling out the fields.

Let's take a look at the open transactions of this customer. The boxed rows are the open credit of the customer

	208(0)						
ustomer No:	0001005072	✓ Date Paid:	01/14/2016	Rec	ord No:		
ocation:	0001 - Fort Wayne	✓ Bank Account:	68215422	✓ Payr	ment Method:	Check	
nount Paid:		0.00 Unapplied Amoun	ti	0.00 Che	ck No:	123	
irrency:	USD	~					
otes:							
ue Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Du	Payme
1/14/2016	SI-101 credit memo	Due on Receipt	-20.25	0.00	0.00	-20.25	
1/14/2016	CPP-3 customer prepayment	Due on Receipt	-10.00	0.00	0.00	-10.00	
1/14/2016	COP-6 overpayment	Due on Receipt	-7.25	0.00	0.00	-7.25	
1/14/2016	SI-103	Due on Receipt	92.50	0.00	0.00	92.50	

4. From above sample, enter the receivables line item detail. Refer to Receive Payments Detail | Field Description | Grid Details to help you in filling out the fields.

a. Pick the invoice transaction/s you want to apply a payment for and enter the payment in the Payment field.

b. Pick the credit transaction/s that will be used to pay off the invoices and enter the payment in the Payment field.

In above sample, let us use overpayment and prepayment to pay the invoice.

Receive Paymer	nts Detail - New Orchard							^ □
New - Save	Search Delete Undo Post	Recap Close						
Details Audit	t Log (0)							
Customer No:	0001005072	~	Date Paid:	01/14/2016		Record No:		
Location:	0001 - Fort Wayne	~	Bank Account:	68215422	~	Payment Method:	Check	~
Amount Paid:		0.00	Unapplied Amount:		-75.25	Check No:	123	
Currency:	USD	~						
Notes:								
	0 54 5 4 (53)							
BB Layout	Filter Records (F3)	T		Investor Total	Disease	Internet	Array at Du	Deversent
01/14/2016	SI 101	Due on P	aceint	20.25	Discount	0 0.00	20.25	Payment
01/14/2016	CPP-3	Due on R	eceipt	-10.00	0.0	0 0.00	0.00	-10.00
01/14/2016	COP-6	Due on R	eceipt	-7.25	0.0	0.00	0.00	-7.25
01/14/2016	SI-103	Due on R	eceipt	92.50	0.0	0 0.00	0.00	92.50
				55.00	0.00	0.00	-20.25	75.25
0000	🖂 Edited					Id d Pag	e 1	of 1 🗼 🕅

- 5. On Amount Paid field, enter the total payment received from the customer. You can skip this step if the credits and invoice offset each other.
- 6. Click the Recap button to review the GL details. You can proceed to the next step if you do not see the need to review the details. 7. Once done reviewing, Post the transaction.
- Here is the payment after posting.

			01/14/2010		Necora No.	RCV-25	
ocation:	0001 - Fort Wayne	Bank Account:	68215422		Payment Method:	Check	
mount Paid:		75.25 Unapplied Amour	nt:	0.00	Check No:	123	
urrency:	USD						
otes:							
品 Layout (C Filter Records (F3)						
Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Du	Paymen
01/14/2016	CPP-3	Due on Receipt	-10.00	0.0	0.00	0.00	-10
01/14/2016	COP-6	Due on Receipt	-7.25	0.0	0.00	0.00	-7
01/14/2016	SI-103	Due on Receipt	92.50	0.0	0.00	0.00	92

Credits such as Credit Memo, prepayment, and overpayment can be used to payoff or offset an invoice.

- Make sure the customer has existing invoice and credit memo, prepayment or overpayment transactions.
 Open a new Receive Payments Detail screen from Sales | Receive Payment Details menu.
- 3. On Receive Payments Detail screen, enter the needed details like Customer No, Location, Currency, Date Paid, Bank Account, and Payment Method. Refer to Receive Payments Detail | Field Description | Header Details to help you in filling out the fields.

Let's take a look at the open transactions of this customer. The boxed rows are the open credit of the customer

New Save Si	earch Delete Undo Post	Recap Close				
Details Audit	Log					
Customer No:	0001005067	Ƴ Date Paid:	01/14/2016	Record No:		
Location:	0001 - Fort Wayne	➤ Bank Account:	~	Payment Method:		¥
Amount Paid:		0.00 Unapplied Amount:	0.00	Check No:		
Currency:	USD	¥				
Notes:						
👫 Layout 🗸 🦷	Filter Records (F3)					
Due Date	Invoice No.	Terms	Invoice Total	Discount	Amount Due	Payment
01/14/2016	SI-35 credit memo	Due on Receipt	-20.25	0.00	-20.25	0.00
01/14/2016	CPP-1 customer prepayment	Due on Receipt	-10.00	0.00	-10.00	0.00
01/14/2016	COP-1 overpayment	Due on Receipt	-3.00	0.00	-3.00	0.00
01/14/2016	SI-37	Due on Receipt	92.50	0.00	92.50	0.00
			59.25	0.00	59.25	0.00
0 😧 🤉 🕼 E	dited			14 4	Page	1 of 1 > >

- 4. From above sample, enter the receivables line item detail. Refer to Receive Payments Detail | Field Description | Grid Details to help you in filling out the fields.
 - a. Pick the invoice transaction/s you want to apply a payment for and enter the payment in the Payment field.
 - b. Pick the credit transaction/s that will be used to pay off the invoices and enter the payment in the Payment field.

In above sample, let us use overpayment and prepayment to pay the invoice.

🎝 Receive Payme	ents Detail - New Orchard							* 🗆 ×
New Save	Search Delete Undo Post	Recap Cl	₽ ose					
Details Aud	it Log							
Customer No:	0001005067	¥ C	Date Paid:	01/14/2016		Record No:		
Location:	0001 - Fort Wayne	Ƴ B	Bank Account:		~	Payment Method:		*
Amount Paid:		0.00 L	Inapplied Amount:		-79.50	Check No:		
Currency:	USD	¥						
Notes:								
Hayout -	Filter Records (F3)							
Due Date	Invoice No.	Те	rms		Invoice Total	Discount	Amount Due	Payment
01/14/2016	SI-35	Du	e on Receipt		-20.25	0.00	-20.25	0.00
01/14/2016	CPP-1	Du	ie on Receipt		-10.00	0.00	0.00	-10.00
01/14/2016	COP-1	Du	ie on Receipt		-3.00	0.00	0.00	-3.00
01/14/2016	SI-37	Du	ie on Receipt		92.50	0.00	0.00	92.50
					59.25	0.00	-20.25	79.50
0 😧 🖓 🕼	Edited						Page	1 of 1 🕨 🕅

- 5. On Amount Paid field, enter the total payment received from the customer.
- 6. Click the Recap button to review the GL details.

7. Once done reviewing, **Post** the transaction. Here is the payment after posting.

	ayment after posting.	•					
Receive Paymer	nts Detail - New Orchard						× D
New Save S	Gearch Delete Undo Unpost	Recap	Close				
Customer No:	0001005067		Date Paid:	01/14/2016	Record No:	RCV-8	
Location:	0001 - Fort Wayne		Bank Account:	68215422	Payment Method:	Check	
Amount Paid:		79.50	Unapplied Amount:	0.00	Check No:	123	
Currency:	USD						
Notes:							
🖶 Layout 👻 👇	Filter Records (F3)						
Due Date	Invoice No.		Terms	Invoice Tota	Discount	Amount Due	Payment
01/14/2016	CPP-1	1	Due on Receipt	-10.	0.00	0.00	-10.00
01/14/2016	COP-1	1	Due on Receipt	-3.	0.00	0.00	-3.00
01/14/2016	SI-37		Due on Receipt	92.	0.00	0.00	92.50
				79.50	0.00	0.00	79.50
0 😟 🏆 🚇 P	Posted				14 4	Page	1 of 1 🕨