

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.
3. 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.

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

Location	Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Due	Payment
0001 ...	6/29/2016	SI-451	Due on Receipt	50.00	0.00	0.00	50.00	0.00
0001 ...	6/29/2016	COP-16	Overpayment	-6.50	0.00	0.00	-6.50	0.00
0001 ...	6/29/2016	SI-453	Credit Memo	-18.50	0.00	0.00	-18.50	0.00
				25.00	0.00	0.00	25.00	0.00

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.

Location	Due Date	Invoice No.	Terms	Invoice Total	Discount	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	Overpayment	-6.50	0.00	0.00	0.00	-6.50
0001 ...	6/29/2016	SI-453	Credit Memo	-18.50	0.00	0.00	0.00	-18.50
				25.00	0.00	0.00	0.00	25.00

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.

Receive Payments Detail - New Orchard

New Save Search Delete Undo Print Unpost Recap Close

Details Audit Log (3)

Customer No: 0001005116 Date Paid: 6/29/2016 Record No: RCV-252
 Location: 0001 - Fort Wayne Bank Account: 68215422 Payment Method: Cash
 Amount Paid: 25.00 Unapplied Amount: 0.00 Check No:
 Currency: USD Apply on Account: ☐ Apply to Budget: ☐
 Notes:

View Invoice Layout Filter Records (F3)

Location	Due Date	Invoice No.	Terms	Invoice Total	Discount	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	0.00	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

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Receive Payments Detail - New Orchard

New Save Search Delete Undo Post Recap Close

Details Audit 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: 0.00 Check No: 123
 Currency: USD
 Notes:

Layout Filter Records (F3)

Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Du...	Payment
01/14/2016	SI-101 credit memo	Due on Receipt	-20.25	0.00	0.00	-20.25	0.00
01/14/2016	CPP-3 customer prepayment	Due on Receipt	-10.00	0.00	0.00	-10.00	0.00
01/14/2016	COP-6 overpayment	Due on Receipt	-7.25	0.00	0.00	-7.25	0.00
01/14/2016	SI-103	Due on Receipt	92.50	0.00	0.00	92.50	0.00
				55.00	0.00	0.00	55.00

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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 Payments Detail - New Orchard

New Save Search Delete Undo Post Recap Close

Details Audit 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:

Layout Filter Records (F3)

Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Du...	Payment
01/14/2016	SI-101	Due on Receipt	-20.25	0.00	0.00	-20.25	0.00
01/14/2016	CPP-3	Due on Receipt	-10.00	0.00	0.00	0.00	-10.00
01/14/2016	COP-6	Due on Receipt	-7.25	0.00	0.00	0.00	-7.25
01/14/2016	SI-103	Due on Receipt	92.50	0.00	0.00	0.00	92.50
			55.00	0.00	0.00	-20.25	75.25

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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.

Receive Payments Detail - New Orchard

New Save Search Delete Undo Post Unpost Recap Close

Details Audit Log (1)

Customer No: 0001005072 Date Paid: 01/14/2016 Record No: RCV-23
Location: 0001 - Fort Wayne Bank Account: 68215422 Payment Method: Check
Amount Paid: 75.25 Unapplied Amount: 0.00 Check No: 123
Currency: USD
Notes:

Layout Filter Records (F3)

Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Du...	Payment
01/14/2016	CPP-3	Due on Receipt	-10.00	0.00	0.00	0.00	-10.00
01/14/2016	COP-6	Due on Receipt	-7.25	0.00	0.00	0.00	-7.25
01/14/2016	SI-103	Due on Receipt	92.50	0.00	0.00	0.00	92.50
			75.25	0.00	0.00	0.00	75.25

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Receive Payments Detail - New Orchard

Details Audit Log

Customer No: 0001005067 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	-20.25	0.00	-20.25	0.00
01/14/2016	CPP-1	customer prepayment	-10.00	0.00	-10.00	0.00
01/14/2016	COP-1	overpayment	-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

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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.

- Pick the invoice transaction/s you want to apply a payment for and enter the payment in the **Payment** field.
- 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 Payments Detail - New Orchard

Details Audit Log

Customer No: 0001005067 Date Paid: 01/14/2016 Record No:
 Location: 0001 - Fort Wayne Bank Account: Payment Method:
 Amount Paid: 0.00 Unapplied Amount: -79.50 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	Due on Receipt	-20.25	0.00	-20.25	0.00
01/14/2016	CPP-1	Due on Receipt	-10.00	0.00	0.00	-10.00
01/14/2016	COP-1	Due on Receipt	-3.00	0.00	0.00	-3.00
01/14/2016	SI-37	Due on Receipt	92.50	0.00	0.00	92.50
			59.25	0.00	-20.25	79.50

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

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

Receive Payments Detail - New Orchard

New Save Search Delete Undo Unpost Recap Close

Details Audit Log

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 Total	Discount	Amount Due	Payment
01/14/2016	CPP-1	Due on Receipt	-10.00	0.00	0.00	-10.00
01/14/2016	COP-1	Due on Receipt	-3.00	0.00	0.00	-3.00
01/14/2016	SI-37	Due on Receipt	92.50	0.00	0.00	92.50
			79.50	0.00	0.00	79.50

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