

# Credit Invoices

Last Modified on 10/25/2024 9:56 am CDT

Used for customer credit or return items, Credit Invoices update inventory and the Customer's account balance.

## Credit Invoices

At the *Select an Invoice* screen found at *A/R / Invoice*, there are two selections related to credit situations: **Credit** and **Reverse**. More on reversing Invoices can be found [here](#).

This is used when product is returned or a billing error is made and voiding is not appropriate (such as an Invoice generated in a prior month). Select **Credit** and fill out the screen like a regular Invoice using **POSITIVE** quantities.

| Split                  | ID       | AndBa          | Grain Balances | Regular | PrePay    | UAC     | Credit Limit |       |          |            |     |         |           |          |
|------------------------|----------|----------------|----------------|---------|-----------|---------|--------------|-------|----------|------------|-----|---------|-----------|----------|
| Customer               |          | Barry Anderson |                | 1549.07 | 0.00      | 3000.00 | 75000        |       |          |            |     |         |           |          |
| Field ID               |          |                |                |         |           |         |              |       |          |            |     |         |           |          |
| Tickets                |          |                |                |         |           |         |              |       |          |            |     |         |           |          |
| <Comments>             |          |                |                |         |           |         |              |       |          |            |     |         |           |          |
| <Product Name>         | Quantity | Inv U          | Level          | Status  | <Unit \$> | Bill U  | Total        | Split | <%>      | Your Share | Tax | Dept ID | Prod ID   | Tax Exem |
| 1 Bagged Fert 19-19-19 | 5.000    | Bags           | List           |         | 6.00      | Bags    | 30.00        | 1     | 100.0000 | 30.00      |     | Bag00   | 19-19-... |          |
| 2 Bagged Fert 10-10-10 | 5.000    | Bags           | List           |         | 4.50      | Bags    | 22.50        | 1     | 100.0000 | 22.50      |     | Bag00   | 10-10-... |          |

|                |       |
|----------------|-------|
| Subtotal       | 52.50 |
| Prepay \$ Used | 0.00  |
| Sales Tax      | 0.00  |
| Amount Due     | 52.50 |

As this new Invoice is saved, the quantities are negated.

| Split                  | ID       | AndBa          | Grain Balances | Regular | PrePay    | UAC     | Credit Limit |       |          |            |     |         |           |          |
|------------------------|----------|----------------|----------------|---------|-----------|---------|--------------|-------|----------|------------|-----|---------|-----------|----------|
| Customer               |          | Barry Anderson |                | 1496.57 | 0.00      | 3000.00 | 75000        |       |          |            |     |         |           |          |
| Field ID               |          |                |                |         |           |         |              |       |          |            |     |         |           |          |
| Tickets                |          |                |                |         |           |         |              |       |          |            |     |         |           |          |
| <Comments>             |          |                |                |         |           |         |              |       |          |            |     |         |           |          |
| <Product Name>         | Quantity | Inv U          | Level          | Status  | <Unit \$> | Bill U  | Total        | Split | <%>      | Your Share | Tax | Dept ID | Prod ID   | Tax Exem |
| 1 Bagged Fert 19-19-19 | -5.000   | Bags           | List           |         | 6.00      | Bags    | -30.00       | 1     | 100.0000 | -30.00     |     | Bag00   | 19-19-... |          |
| 2 Bagged Fert 10-10-10 | -5.000   | Bags           | List           |         | 4.50      | Bags    | -22.50       | 1     | 100.0000 | -22.50     |     | Bag00   | 10-10-... |          |

|                |        |
|----------------|--------|
| Subtotal       | -52.50 |
| Prepay \$ Used | 0.00   |
| Sales Tax      | 0.00   |
| Amount Due     | -52.50 |

Invoices created by selecting **Credit** are displayed in blue in the *Select an Invoice* window.

**Note:** The Credit Invoice document displays *Credit Memo* at the top and bottom of the printout, signifying a balance is not due. Additionally, Invoices created using the *Credit* option display in blue on the *Select an Invoice* window.



Barry Anderson  
2220 N 1000 Rd E  
Assumption, IL 62510

**Credit Memo**

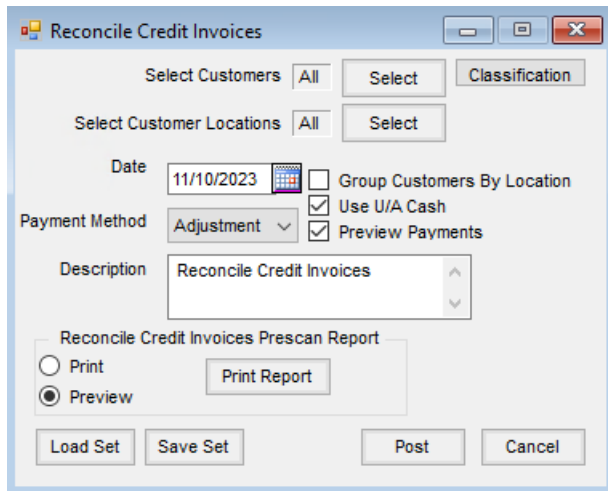
1200993

Invoice Date 10/25/2024  
Due Date 11/15/2024  
Customer ID AndBa  
Shipping Loc. 00MAIN

| Quantity                | Description               | Unit Price | Total \$      |
|-------------------------|---------------------------|------------|---------------|
| -5.000                  | Bags Bagged Fert 19-19-19 | 6.00 /Bags | -30.00        |
| -5.000                  | Bags Bagged Fert 10-10-10 | 4.50 /Bags | -22.50        |
| Sub Total               |                           |            | -52.50        |
| <b>Credit Due</b>       |                           |            | <b>-52.50</b> |
| <b>** DO NOT PAY **</b> |                           |            |               |

## Reconcile Credit Invoices

This function at *A/R / Reconcile Credit Invoices* allows Credit Invoices and/or Unapplied Cash to easily be applied against open Invoices. It can be run at any time during the month and multiple times if desired. It is recommended to use this utility prior to assessing Finance Charges and printing Customer Statements.



Any Customer with Credit Invoices and/or Unapplied Cash (if selected) as well as open regular Invoices is automatically selected or specific Customers may be selected by using **Select** or **Classification**.

If the *Preview Payments* option is checked when **Post** is selected, the first Customer is displayed for review. If this option is not selected, zero dollar payments are automatically posted for applicable Customers without further review. All credits are applied (oldest to newest) to open Invoices from the top down in the payment grid (just as

**Auto Apply** does at the regular *Payment on Accounts* screen).

If the option to *Use U/A Cash* was selected, then it is applied in addition to the Credit Invoices. The grid loads in *Standard* order - credits first, finance charges second, then other charges by due date. The *Group Customers By Location* option orders the Customers by Location ID first then Customer ID as the payments are processed. With this option unchecked, payments are ordered by Customer ID.

A Reconcile Credit Invoices Prescan report is available to *Preview* or *Print*. This report includes *Unapplied Cash*, the *Customer ID*, *Customer Name*, *Invoice Number*, *Invoice Date*, *Due Date*, and *Unpaid Balance*, and is grouped and sorted in the same manner as when previewing payments.

**Payment on Accounts**

Date: 11/10/2023    Payment Number: 120322

<Customer ID>: 236119    Alton Krudop

|        | Regular  | Prepay | U/A Cash | Budget |
|--------|----------|--------|----------|--------|
| Before | -2875.00 | 0.00   | 0.00     | 0.00   |
| After  | 0.00     | 0.00   | -2875.00 | 0.00   |

Payment Amount: [ ]    Regular

Surcharge Amount: 0.00

Payment Collected: 0.00

Discount Amount: 0    <Disc Acct>: 4100000-00

Total Credit: 0.00    Control #: [ ]

Description: Reconcile Credit Invoices

Use U/A Cash    **Auto Apply**

|   | Pay Method | Ref # | Pay Amount | Surcharge | Apply S |
|---|------------|-------|------------|-----------|---------|
| 1 | Adjustment |       | 0.00       |           | [ ]     |
| 2 |            |       |            |           | [ ]     |

|   | Date       | Invoice # | Due        | Gross | Unpaid Amt | Disc Date | <Discount> | Payment  | Invoice Terms | Cor |
|---|------------|-----------|------------|-------|------------|-----------|------------|----------|---------------|-----|
| 1 | 09/05/2023 | 1200093   | 10/15/2023 | 0.00  | 0.00       | Expired   | 0.00       | -2875.00 |               |     |

Totals: 0.00    -2875.00

Buttons: Apply, Untag All, Print Form, Auto Apply, View Invoices, Cancel, Save, Skip

Options:  Print on Save     Issue Check

**Save** creates a zero-dollar payment applying the credits to open Invoices. **Skip** does no posting and displays the next applicable Customer.