

How to Credit Off Invoices

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□ Prior to using this function, read this entire article to make certain you fully understand the process. **Once invoices are credited off using this function, it cannot be reversed!**

Follow the instructions below to credit off one or multiple customer invoices.

1. Navigate to the main application menu and select the Accounts Receivable / Credit Off Invoices menu option.
2. Enter Selection Criteria - The Credit Off Invoice Balance form will be displayed. Fill in the required fields then click the green arrow button to the right of the Invoice Balance field to generate a list of customer invoices that meet the criteria entered.

As of Invoice Date – Enter the desired date. The application will search for all invoices dated on or prior to the date entered in this field.

Invoice Balance Less Than or Equal To – Enter the desired amount. The application will search for all invoices dated on or prior to the date enter in the As of Invoice Date field that have an open balance that is equal to or less than the amount entered in this field.

3. Review the Results List – After clicking the green arrow a list will be display with all invoices that met the date and amount criteria entered. You may exclude any of the invoices presented on the list by un-checking the checkbox located to the left of the invoice number.

In the header area of this form will be a total of all invoices that met the selection criteria and a total of all the customer invoices that have been selected to be credited off.

Note: If the Invoice Balance entered is greater than \$1.00, a warning message will be displayed to the user that the amount seems high.

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4. Posting the Credits – When ready to write off the invoice balances, you must fill in the fields required to generate the credits that will be applied to the invoices selected in the list. Once all required fields have been populated, click the Post button located at the lower right of the form to create the credits.

Date – Enter or select a date from the calendar on which the credits will post to the general ledger.

GL Account – Enter or select from the drop-down list the G/L Account number that will be used for the debit side of the transaction. The credit side of the transaction will post to the accounts receivable account.

Category Code – Select the Category from the drop-down list that will be used in posting the credits.

Memo - You may enter a note in the Memo field to describe why the invoice balances are being credited-off. This note will appear in the GL Account Register for reference purposes. This field is optional.

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5. After clicking the Post button, a confirmation message will be displayed asking if you are certain you want to credit off the invoices. Click the Yes button to proceed with the process - Make certain this is what you want to do.

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Depending on the number of invoices being credited off, this may take a bit of time. A progress bar will be displayed as the invoice credits are being created and applied to the selected invoices. When the posting process finishes you may close out of the Credit Off Invoices form.

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