

# Credit Invoices

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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	7500

<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	Prepay \$ Used	Sales Tax	Amount Due
	52.50	0.00	0.00	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	7500

<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	Prepay \$ Used	Sales Tax	Amount Due
	-52.50	0.00	0.00	-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.



Barry Anderson  
2220 N 1000 Rd E  
Assumption, IL 62510

**Credit Memo**

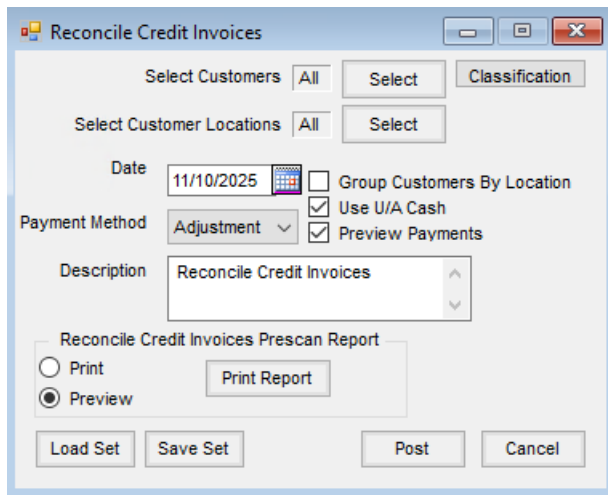
1200993

Invoice Date 10/25/2025  
Due Date 11/15/2025  
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.

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

## Apply a Credit Invoice to an AR Balance

When the Customer has a credit Regular balance, that credit may be applied to the Customer's open charge. There are multiple scenarios for how a credit Invoice may be applied. The credit may be applied at *Accounting / A/R / Payments* or by selecting the **Payment on Account(s)** shortcut icon.

Add a Payment for the Customer. Tag any Invoices in the grid that should be paid by the credit, including the Credit Invoice, and set the *Pay Method* to *Adjustment*. For all scenarios listed below, no *Payment Amount* should be entered in the top portion of the *Payment* screen.

**Scenario 1:** The Credit Invoice is for the same amount as the Invoice(s). Select **Save** to complete the Payment.

**Payment on Accounts**

Date: 05/05/2025 Payment Number: 120478

<Customer ID>: AndBa Barry Anderson

Payment Amount: [ ] Regular

Surcharge Amount: 0.00

Payment Collected: 0.00

Discount Amount: [ ] <Disc Acct>: 4100-00

Total Credit: 0.00 Control #: [ ]

	Pay Method	Ref #	Pay Amount	Surcharge	Apply Surch:
1	Adjustment			0.00	<input type="checkbox"/>
2					<input type="checkbox"/>

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	Control #
1	<input checked="" type="checkbox"/>	05/05/2025	1201085	06/15/2025	-350.00	-350.00	Expired	0.00	-350.00	N15
2	<input checked="" type="checkbox"/>	05/05/2025	1201087	06/15/2025	350.00	350.00	Expired	0.00	350.00	N15

Totals: 0.00 0.00

Email This Show Email Addresses  Print on Save  Issue Check

**Scenario 2:** The Credit Invoice is for more than the Invoice(s) being paid. Edit the amount of the *Payment* amount on the credit line to offset the amounts being paid. Select **Apply**, then **Save**.

**Payment on Accounts**

Date: 05/05/2025 Payment Number: 120477

<Customer ID>: AndBa Barry Anderson

Payment Amount: [ ] Regular

Surcharge Amount: 0.00

Payment Collected: 0.00

Discount Amount: [ ] <Disc Acct>: 4100-00

Total Credit: 0.00 Control #: [ ]

	Pay Method	Ref #	Pay Amount	Surcharge	Apply Surch:
1	Adjustment			0.00	<input type="checkbox"/>
2					<input type="checkbox"/>

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	Control #
1	<input checked="" type="checkbox"/>	05/05/2025	1201085	06/15/2025	-350.00	-350.00	Expired	0.00	-102.13	N15
2	<input checked="" type="checkbox"/>	05/05/2025	1201086	06/15/2025	102.13	102.13	Expired	0.00	102.13	N15

Totals: 0.00 0.00

Email This Show Email Addresses  Print on Save  Issue Check

**Scenario 3:** If the Credit Invoice is less than the chosen Invoice(s), edit the amount of the selected Invoice(s) to offset the amount of the credit, or choose **Auto Apply** to allow Agvance to edit the amounts automatically.

Select **Apply** (if not auto-applied), then **Save**.

**Payment on Accounts**

Date: 05/05/2025 Payment Number: 120477

<Customer ID>: AndBa Barry Anderson

Payment Amount: [ ] Regular

Surcharge Amount: 0.00

Payment Collected: 0.00

Discount Amount: [ ] <Disc Acct>: 4100-00

Total Credit: 0.00 Control #: [ ]

	Regular	Prepay	U/A Cash	Budget
Before	102.13	20000.00	3322.50	0.00
After	102.13	20000.00	3322.50	0.00

Clear Locks

Description: [ ]

Sort Invoices by: Standard

Use U/A Cash

Auto Apply

	Pay Method	Ref #	Pay Amount	Surcharge	Apply Surch
1	Adjustment			0.00	<input type="checkbox"/>
2					<input type="checkbox"/>

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount	Payment	Invoice Terms	Control #	
1	<input checked="" type="checkbox"/>	05/05/2025	1201085	06/15/2025	-350.00	-350.00	Expired	0.00	350.00	N15	
2	<input checked="" type="checkbox"/>	05/05/2025	1201086	06/15/2025	102.13	102.13	Expired	0.00	102.13	N15	
3	<input checked="" type="checkbox"/>	05/05/2025	1201087	06/15/2025	350.00	350.00	Expired	0.00	247.87	N15	

View Invoices

Totals: 0.00 0.00

Apply Untag All Print Form

Email This Show Email Addresses

Print on Save  Issue Check

Save Cancel

Once saved, the selected Invoice(s) will be marked as paid, and the Customer balance will be reduced.