

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.

Invoice #1200993 Customer (AndBa) 1 of 1

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-...	

Prod ID: Bar Code:

Extra Charges: Discount Programs: Apply To All Customers: Apply Rollups: Print Method: 1. No Roll up

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.

Invoice #1200993 Customer (AndBa) 1 of 1

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-...	


Prod ID: Bar Code:

Extra Charges: Discount Programs: Apply To All Customers: Apply Rollups: Print Method: 1. No Roll up

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
** Credit Due			-52.50
DO NOT PAY			

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.

Reconcile Credit Invoices

Select Customers All Select Classification

Select Customer Locations All Select

Date 11/10/2023 ☐ Group Customers By Location

Payment Method Adjustment ☒ Use U/A Cash

☒ Preview Payments

Description Reconcile Credit Invoices

Reconcile Credit Invoices Prescan Report

☐ Print ☒ Preview

Print Report

Load Set Save Set Post Cancel

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

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.

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> 4100000-00

Total Credit: 0.00 Control #:

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	05/05/2025	1201085	06/15/2025	-350.00	-350.00	Expired	0.00	-350.00	N15	
2	05/05/2025	1201087	06/15/2025	350.00	350.00	Expired	0.00	350.00	N15	

View Invoices

Apply Untag All Print Form

Totals: 0.00 0.00

☐ Email This Show Email Addresses ☒ Print on Save ☐ Issue Check Save Cancel

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. Click **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> 4100000-00

Total Credit: 0.00 Control #:

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	05/05/2025	1201085	06/15/2025	-350.00	-350.00	Expired	0.00	-102.13	N15	
2	05/05/2025	1201086	06/15/2025	102.13	102.13	Expired	0.00	102.13	N15	

View Invoices

Apply Untag All Print Form

Totals: 0.00 0.00

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Scenario3: If the credit Invoice is less than the selected Invoice(s), edit the amount of the selected Invoice(s) to offset the amount of the credit, or select **Auto Apply** to allow Agvance to edit the amounts automatically. Click **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> 4100000-00

Total Credit: 0.00 Control #:

Clear Locks

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

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

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	05/05/2025	1201085	06/15/2025	-350.00	-350.00	Expired	0.00	-350.00	115	
2	05/05/2025	1201086	06/15/2025	102.13	102.13	Expired	0.00	102.13	115	
3	05/05/2025	1201087	06/15/2025	350.00	350.00	Expired	0.00	247.87	115	

View Invoices

Apply Untag All Print Form

Totals 0.00 0.00

☐ 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 reduced.