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.
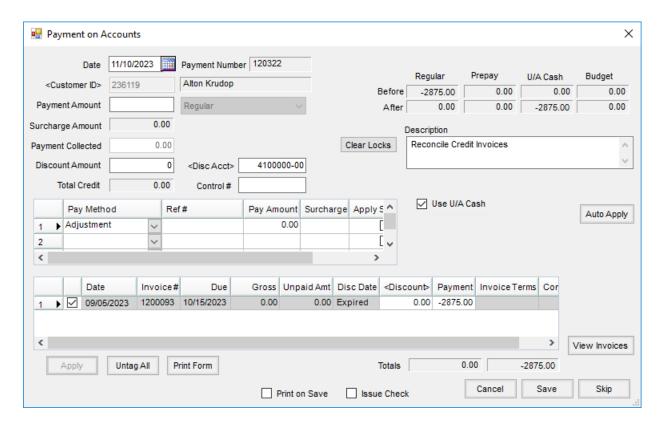

Any customer with Credit Invoices and/or Unapplied Cash (if selected) as well as open regular Invoices is automatically selected or specific customers may be selected by using **Select** or **Classification**.

If the *Preview Payments* option is selected, 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

Payment Amount: [ ] Regular

Surcharge Amount: 0.00

Payment Collected: 0.00

Discount Amount: 0 <Disc Acct> 4100000-00

Total Credit: 0.00 Control #: [ ]

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

Description
Reconcile Credit Invoices

Clear Locks

☑ 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		

View Invoices

Apply   Untag All   Print Form

Totals: 0.00   -2875.00

☐ Print on Save   ☐ Issue Check

Cancel   Save   Skip

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