

## How Can You Move an Overpayment from a Customer? - Accrual

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### **How Can You Move an Overpayment from a Customer? - Accrual**

#### **Move overpayment to another invoice**

After recording a large overpayment on an invoice, you have researched and decided to post it to another invoice.

1. In cash receipts enter the customer number and click add customer check. Do not enter a check number or check amount.
2. Highlight the credit and click Inv edit. Enter the Amt of the credit as a negative in the Amt paid field, this creates a Bal to dist. Click Ok.
3. Highlight the invoice that you are applying the overpayment to and click Inv edit. Enter overpayment amount as a positive in the Amt paid field. Click Ok.

#### **Move overpayment to order deposit**

After recording a large overpayment on an invoice, you have researched and decided to post it as a deposit on an order.

1. In cash receipts enter the customer number and click add customer check. Do not enter a check number or check amount.
2. Highlight the credit and click Inv edit. Enter the credit amount as a negative in the Paid field. Click Ok. This creates a positive Bal to dist.
3. Click Ord dep to record the deposit to one or more Unwritten/Unbilled Orders. Enter the order number or have the computer assign the next available number.
4. Verify the salesperson number. Enter the amount of the deposit for this order. Click Ok. Repeat if entering more than one order deposit.