

How Do You Handle a Customer that does not Pay Invoice (Bad Debt)? - Cash Basis

Tammy Mason - 2017-09-18 - in Customer

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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 invoice to be adjusted and click Inv edit. If the entire invoice is to be adjusted, enter the Amt due figure into the Cr/adj amt field and let the system distribute the adjustment. No tax code adjustment is need. Click Ok.