

How Do You handle a Small Underpayment by a Customer that will not be Collected? - 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 paid and click inv edit.
3. In the amt paid field enter the amount received against this invoice. The small underpayment amount will be in the End balance fields and Totals field.
4. To remove the End balance, enter a POSITIVE amount in Cr/adj amt field and the system will automatically distribute the amount as needed in the Adjustment column.