

## How do You handle if the Customer Does Not Pay the Freight? -Cash Basis

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### **How do You handle if the Customer Does Not Pay the Freight? -Cash Basis**

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 being paid and click Inv edit.
3. In the Amt paid field enter the payment amount. This is less than the amount due.
4. Enter the freight amount as a positive in the Cr/adj amt field.
5. Then edit the amounts in both 'Paid' and 'Adjustment' columns.
6. The amounts in the Paid column should match the Beg balance for Sales and Sales tax but Freight is 0.00. The entire freight amount should be entered in the Adjustment column.