

How Do You Move a Deposit Attached to an Invoice that Needs to be Credit Memoed? - Accrual

Tammy Mason - 2017-09-18 - in Customer

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1. Enter a credit memo for the full original invoice amount, applying the credit memo to the original invoice number. This will leave a credit amount on the account, for the amount of the original deposit.
2. Print the Credit Memo. Enter a Bill Only and DO NOT print it.
3. In Cash Receipts, highlight the Credit Memo created above and click Inv edit. Enter the Amt due as a negative in the Paid field. Click Ok.
4. Click Ord dep to record the deposit to the unprinted Bill Only. Enter the Bill Only order number. Verify the salesperson number. Enter the amount of the deposit for this order. Click Ok.
5. Print the Bill Only. The deposit will print on the new invoice.