

How Do You post a Payment to Invoice that's Been Adjusted off Due to Bad? - Cash Basis

Tammy Mason - 2017-09-18 - in Customer

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The invoice was previously adjusted off and is not in the open invoices file.

1. In system, conversion, Hand Billed Invoices add the information back into the system that pertains to this invoice.
2. Enter the Cust #, Inv #, Inv amt, Inv date, Sales amt, Shpg/Hdlg, Insurance, Discount (if applicable), Tax code(s) and Tax amt(s).
3. Go into cash receipts and pay invoice in the normal manner. If commission was to be paid on this invoice then a commission adjustment will be necessary.