

How Do You Transfer a Deposit from an order? - Accrual

Tammy Mason - 2017-09-18 - in Customer

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Note: *This is a special posting using the paid column even though there is not an actual payment for this order during this run. The paid column is used to create a Bal to dist, which can then be applied as an order deposit.*

1. Highlight the line that has the credit and click Inv edit. Enter the Amt due as a negative in the Paid field. Click Ok. This creates a positive Bal to dist.
2. Click Ord dep to record the deposit to one or more Unwritten/Unbilled Orders. Enter the order number or have the computer assign the next available number.
3. Verify the salesperson number. Enter the amount of the deposit for this order. Click Ok. Repeat if entering more than one order deposit.