When a customer has a credit balance they will occasionally request a refund for that amount.

Customer I	Maintenance (TST) 11/11/20 1	4						
Customer No.	01-ABF		_1-3, E1, IA, 🔌				Copy From	Renumber	vore 🔻
Name	American Business	Futures							
<u>1</u> . Main	2. Additional	<u>]</u> <u>3</u> . Statis	ics <u>4</u> . Sum	mary <u>5</u> . I	History <u>6</u> . In	voices 7. Tr	ansactions	<u>8</u> . S/Os	
Invoice No.	Invoice Type	Inv Date ⊽	Inv Due Date	Disc Date	Sold To	Amount	Discount	Balance C	- M
0100056	Credit Memo	5/31/2014				500.00-	0.00	500.00-	
0000191	Invoice	5/31/2010	6/30/2010			2,416.25	0.00	0.00	
0100041	Invoice	5/31/2010	6/30/2010			38.20	0.00	38.20 78	5 🎒
0100048	Invoice	5/30/2010	6/29/2010			130.00	0.00	130.00 78	
0000169	Invoice	5/29/2010	6/28/2010			2,416.25	0.00	0.00	
0100011	Invoice	5/28/2010	6/2//2010			265.86	0.00	0.00	
0100012	Invoice	5/28/2010	6/2//2010			000.03	0.00	0.00	
0100003	Invoice	5/23/2010	6/22/2010			2,032.04	0.00	0.00	
0100042	invoice	5/21/2010	0/20/2010			004.23	0.00	0.00	<u>ب</u>
								<u> </u>	
Trans Date	Trans Type	Trans Amo	unt PayDate	Check No.	Payment Ref	Cr Card	RMA No.		
B	alance	Current	30 Diays	60 Days	90 D ay:	s 120 E)ays		
5,2	32.36 5,2	232.36	0.00	0.00	0.00	C).00		
<u></u>								ncel Delete	
							George Cog		

CREATE AN AR CLEARING ACCOUNT:

Click on General Ledger -> Main -> Account Maintenance. Create a Refund Clearing Account. This will be used to adjust your AR Credit Invoice to and post the AP Check. The balance should always be zero.

See Account Mainter	ance (TST) 11/11/2014		
Account No. 430-0	0.00		<u>B</u> udget
Description Refur	d Llearing Account		Fixed Year 2014
<u>1</u> . Main	2. History <u>3</u> . Variance <u>4</u> . Transactions		
Account Group			
Account Category	Revenue		
Account Type	Net Sales		
Status	Active		
Start Date			
End Date			
Cash Flow Type	None		
Clear Balances			
·			
		<u>A</u> ccept <u>C</u> ance	

Conner Ash P.C. © 2014

ACCOUNT RECEIVABLE:

Click on Cash Receipts Entry. Create a new Batch, if you are using batch processing. Select a new Deposit Number, enter ZERO for the Cash Deposit Amount.

⁸⁰⁹ Cash Receipts	Deposit	? <u>- </u>
Deposit Number Description Bank Code Deposit Date	00006 - E M A Batch	00003
Cash Deposit Am Credit Card Depo Deposit Balance	nount .00 .00 .00 .00 .00 .00	
	Accept Cancel	Delete

Enter the Customer Number in the Customer Number field. Enter REFUND CR for Check Number and Zero for the Amount Received.

^{sage} Cash Receipts Entry (TST) 11/11/2014		
Customer No. 01-ABF 1 1 Name American Business Futures Deposit Type Cash Check No. REFUND 1. Header 2. Lines 3. Credit Card	INVOICE NO.	Customer Deposit
Amount Received .00 🗐 Customer Balance 5,232.36 Posting Balance .00	Deposit Information Deposit Number 00006 Description D Bank Code D Deposit Date 11/11/2014 Cash Amount Remaining Credit Card Amount Remaining Deposit Remaining	Auto Batch 00003 .00 .00 .00
	Accept Ca	ncel Delete 😓 🕢

Click on the Lines tab. Click the Select Invoices icon. Select the Credit invoice from the list.

Cash Receipts	Entry (TST)	11/11/2014			_	
ustomer No. 01 lame Am leposit Type Ca <u>1</u> . Header	-ABF herican Busines ish 💽 2. Lines	s Futures Check No. F <u>3</u> . Credit Card	Invoice No.		Customer Dep	iosi <u>t</u>
	<u>[</u>	Quick Row)	81661×	
In	voice No.	Inv Date	Inv Amount	Disc Used	Amt Posted	
1	٩		.00	.00	.00	
•						Þ
Line Type	Invoice		▼ ▲			
Discount Date				Posting Ba	lance	.00
GL Account G/L Acct Desc			Ţ	Total Poste	ed	.00
					Cancel Delete 🚑	Ĩć

🔓 Select Cash	Receipts Inv	pices			ļ	_ 🗆 🗙
Customer No.	01-ABF		America	n Business Futures	:	
InvoiceNo. 0000122-IN 0000141-IN 0100033-IN 0100034-IN 0100041-IN 0100048-IN 0100055-CM 0100055-CM 0100055-CM	Inv Date 1/31/2010 3/31/2010 4/30/2010 5/15/2010 5/15/2010 5/31/2010 5/30/2010 3/1/2010 5/10/2010 5/31/2014 4/30/2010	Inv Amount 850.00 1,178.69 85.00 613.05 2,467.61 38.20 130.00 407.40 81.48- 500.00- 43.89	Disc Avail .00 .00 .00 .00 .00 .00 .00 .00 .00	Amt Posted .00 .00 .00 .00 .00 .00 .00 .00 .00	Inv Balance 850.00 1,178.69 85.00 613.05 2,467.61 38.20 130.00 407.40 81.48 500.00 43.89	
Amount Rece	ived	.00	Total S	elected	500.00-	

Confirm that the amount in the Amount Posted field is the entire amount of the credit.

🎫 Cash Re	ceipts Entry (TST)	11/11/2014			_ 🗆 ×
<u>Customer N</u> Name Deposit Ty <u>1</u> . Head	No. 01-ABF American Busines ype Cash	s Futures Check No. F <u>3</u> . Credit Card	Invoice No. [Invoice No. [REFUND CR]-2		Customer Deposit
	<u> </u>	Quick Row	2 🔁 🚔		≝∎кака≅∙
	Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Poste
1	0100056-CM	5/31/2014	500.00-	.00	500.00-
2	Q,		.00	.00	.00
Line	Type Invoice			Posting Balan	ce 500.00
GL Ac	ct Desc		T	Total Posted	500.00-
				Accept Ca	ncel Delete 😝 🕢

On Line 2, click on the Line Type field in the bottom grid and select GL Account from the drop down. Enter the Refund account in the GL Account field. The system will automatically enter the debit amount of the invoice in the Amount Posted field. The Posting Balance will now show Zero. Click Accept.

Cash R	eceipts Entry (TST)	11/11/2014				1
i <mark>ustomer</mark> Iame)eposit T <u>1</u> . Hea	No. 01-ABF American Busine: ype Cash V der 2. Lines	ss Futures Check No. RI	L, [14 4 6 61 Invoice No. EFUND CR		Customer Deposit	
		Quick Row	2 🗗 🖶		5e 💀 € (= 🛼 •	
	Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted	
1	0100056-CM	5/31/2014	500.00-	.00	500.00-	
2			.00	.00	500.00 🗐	
3			.00	.00	.00	
	Turn GL Account					
Discou	int Date			Posting Bala	nce 00	
GLA	ccount 430-00-00			Total Posted	.00	
G/LAC	Cot Desc Refund Clea	aring Account	•	rotan bated		
				Accept C	ancel Delete 🔒 🕢	

Print the Cash Receipts Journal and Update.

Cash Receipts Journal Register Number: CR-000002 Batch Number: 00003

Test Company (TST)

Cash Deposits					
Customer Number	Name				Credit Misc
Invoice Number	Comment	Amount Applied Discount Date	Discount Amount Invoice Balance	Credit A/R:	Account
Bank: DWells Fa	rgo Checking	Batch Number: 00003	Deposit Date: 11/11/2014 Deposit Number: 00006	Deposit Amount:	0.00
01-ABF	American Business Futures	Check Number: REF	UND CR		
0100056-CM		500.00-	0.00 0.00	500.00-	
GL: 430-00-00		500.00			500.00
	Posting Total	0.00	0.00	500.00-	500.00
	01-ABFTotal:	0.00	0.00	500.00-	500.00
	Division 01 Total:	0.00	0.00	500.00-	500.00
	Deposit 00006 Total:	0.00	0.00	500.00-	500.00
	11/11/2014 Total:	0.00	0.00	500.00-	500.00
	Bank D Total:	0.00	0.00	500.00-	500.00
	Cash Deposits Total:	0.00	0.00	500.00-	500.00
	Report Total	0.00	0.00	500.00-	500.00

Accounts Receivable Recap By Division Register Number: CR-000002 Batch Number: 00003

Test Company (TST)

Division Number: 01 EAST SALES OFFICE								
G/L Account	Description		Debit	Credit				
105-00-01	Accts. receiv East Warehse		500.00					
430-00-00	Refund Clearing Account			500.00				
		Division 01 Total:	500.00	500.00				

🤒 Customer	Maintenance (TS	T) 11/11/2014	l i						<u>_ ×</u>
Customer No. Name	01-ABF American Business	Futures	<u>-, [1</u> 14 4	D			Copy From	Renum <u>b</u> er	More 💌
<u>1</u> . Main	<u>2</u> . Additional	<u>3</u> . Statistic	:s <u>4</u> . Sumr	mary <u>5</u> . H	History <u>6</u> . h	nvoices <u>7</u> . 1	ransactions	<u>8</u> . S/Os	
Invoice No 0100056 0000191 0100041 0100048 0000169 0100011 0100012 0100009	Invoice Type Credit Memo Invoice Invoice Invoice Invoice Invoice Invoice Invoice	Inv Date ⊽ 5/31/2010 5/31/2010 5/30/2010 5/30/2010 5/28/2010 5/28/2010 5/28/2010 5/23/2010	Inv Due Date 6/30/2010 6/30/2010 6/29/2010 6/28/2010 6/27/2010 6/27/2010 6/22/2010	Disc Date	Sold To	Amount 500.00- 2,416.25 38.20 130.00 2,416.25 265.86 666.53 2,032.54	Discount 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Balance 0 0.00 38.20 7/ 130.00 7/ 0.00 0.00 0.00 0.00 0.00	
0100042	Invoice	5/21/2010 Trans Amour 500.0	6/20/2010 nt Pay Date	Check No.	Payment Ref	864.25	0.00	0.00	
E	alance	Surrent 0.00	30 Days 0.00	60 Days	90 Day 0.0	vs 120 D 5,73	Days 2.36		
						(Accept C	ancel <u>D</u> elete	

ACCOUNTS PAYABLE:

Click on Accounts Payable -> Main -> Manual Check Entry. Click on the Quick Print icon.

Payment Check and Payment Entry (TST) 11/11/2014 Bank Code D Payment Type Check Check No. I. Header Quick Print Check, Alt-K Check	Cash Account 101-01-00	_□×
Check Date Check Amount [
	Accept Cancel De	lete 🔒 📀 ;

Enter the amount of the check and NOF as the Vendor Number.

^{sage} Manual Check and Payment Entry (TST) 11/11/2014	
Bank Code D J J M M Payment Type Check V Check No. **PRNT* V I 1. Header 2. Lines Cash Account 101-01-00	Vendor
Check Date 11/11/2014	

Click on the Vendor No. hyper link. The Vendor Maintenance box will open.

Manual Check and Payment Entry (TST) 11/11/2014	
Bank Code D J N M M M Payment Type Check V Check V Check No. *PRNT* J I 1. Header 2. Lines	⊻endor Cash Account 101-01-00
Check Date 11/11/2014 Check Amount 500.00 Vendor No. 01-NDF Comment 01-NDF Comment	
	Accept Cancel Delete

Enter the Customer address information that you are sending the Refund check to.

🔓 Vendor Maint	enance (TST) 11/11/2014	
Vendor No. 01 Name Ar	I-NOF	Copy From Renumber More V
<u>1</u> . Main	<u>2</u> . Additional <u>3</u> . Statistics <u>4</u> . Summary	<u>5. History 6. Invoices 7. Transactions 8. Checks 9. P/Os</u>
Address ZIP Code	2131 N. 14th Street Suite 100 53205	Terms Code 00 N0 TERMS Reference
City Country <u>Primary Contact</u> Telephone Fax	Milwaukee State WI USA Q United States of America	Exemption No. on File <u>Tax Schedule</u> NONTAX Q Nontaxable T
E-mail Address URL Address		Paperjess
		Accept Cancel Delete

The Customer Name will now appear in the Vendor Name field.

See Manual Check and Payment Entry (TST) 11/11/2014 Bank Code D Payment Type Check Check No. *PRNT* 1. Header 2. Lines	Lash Account 101-01-00
Check Date 11/11/2014 Check Amount 500.00 Vendor No. 01-NDF Comment 01-NDF	
	Accept Cancel Delete

Click on the Lines tab. Click on the GL Distribution button.

See Manual Chee	ck and Payment Entry (1	IST) 11/11/201	4			
Bank Code Payment Type Check No.	D 2, 35, 14 4 Check *PRNT* 2, [17]			Cash Account	: 101-01-00	⊻endor.
1. Header	2. Lines					
		iick Row	1		1월 11 년 6	
	Invoice No.	Invoice Date	Invoice Amt	Discount Amt	Comment	
1	٩		.00	.00		
						ŀ
Discount Da	te					
1099 Form						
1099 Box						
G/L Distributi	on 🗌					
			Check Distribu	tion Balance	500.00 Payment Total	0.00
					Accept Cancel Delete	8

Select the Refund Clearing Account for the GL account. Enter the refund amount in the Amount field. Click Accept.

Genera	al Ledge	r Distribution				? _O×
		[]	Quick Row	1		₩ €
	1	G/L Account	Amount		Commen	t
1	430-00-	00	500.00			
2			.00			
Desi	cription	Refund Clearing Ad	ccount]	
			Distribution Balance	e	0.00	Distribution Total 500.00

Date	Invoice Number	Comment	Amount	Discount Amount	Net Amount
11/11/2014	CK00000101		500.00	0.00	500.00

Check:	000001	11/11/2014	American Business Futures		Check Total:	500.00
					000001	
	FIVE HUN	DRED AND XX	/ 100			
	American 2131 N. 1 Suite 100 Milwaukee	Business Futures 4th Street e, WI 53205		11/11/2014	***********500	0.00*
	01-NOF					

Print the Check Register and Update.

Manual Check Journal Posting Register Numb	Aanual Check and Payment Register Iournal Posting Date: 11/11/2014 Register Number: MC-000003 Test Company (TST)									
Bank: D Wells Fa	argo Checking									
Check Number/ Invoice Number	Check Date Invoice Date	VendorNu	umber Invoice Amount	Discount	Distribution Amount	Check Amount				
000001 CK00000101	11/11/2014	01-NOF	American Business Futures			500.00				
	11/11/2014		500.00	0.00						
GLA	ccount: 430-00-00		Refund Clearing Account		500.00					
Bank D Total: 500.00		500.00	0.00	500.00	500.00					
Report Total			500.00	0.00	500.00	500.00				

Accounts Payable Manual Check and Payment Register - Recap By Division Journal Posting Date: 11/11/2014 Register Number: MC-000003

Test Company (TST)

Division Number: 01 TRADE ACCOUNTS PAYABLE									
G/L Account	Description		Debit	Credit					
101-01-00	Cash in bank - Reg. checking			500.00					
430-00-00	Refund Clearing Account		500.00						
		Division 01 Total:	500.00	500.00					

The General Ledger Balance for the Refund account will be zero.

Account M	aintenance	(TST) 11	/11/2014	_		M	_ 🗆 🗙
Account No.	430-00-00	• •				P.1	
Description	Refund Clea	ring Accol	unt				
<u>1</u> . Main	<u>2</u> . Histo	ory [🕃	3. Variance	<u>4</u> . Transactions		Fiscal Year	2014 💌
Per A D	ate Jo	urnal	Posting Rem	nark	Deb	it Credi	u 🛯 👪 🛛
11 11	/11/2014 CR /11/2014 MC	-000002 .	American Bu American Bu	siness Futures REF: siness Futures 000001	500.0	500.00	
	Beginning		Debit	Credit	Net Change	Ending Bal	ance
	0.00		500.00	500.00	0.00		0.00
					Accept	<u>Cancel</u> <u>D</u> elete	80

OTHER OPTIONS:

You can set up the Customer as a Vendor if you don't want to use the Not-On-File (NOF) Vendor code. You can enter the refund as an Invoice and make a payment using Check and Electronic Payments instead of doing a Quick Print check. Then use Manual Check entry to clear the two invoices against each other.

Match Open Credit to Invoices

Method 1 – Zero Cash Receipt

^{sage} Cust	tomer N	laintenance (T	5T) 11/25/2	014						<u>_ X</u>
Custor	mer No.	01-MAVRK			Þ ÞI 📖			Copy From	enum <u>b</u> er Mor	e 💌
Name		Maverick Papers								
1.	. Main	<u>2</u> . Additiona	<u>3</u> . Sta	tistics <u>4</u> . Sum	mary <u>5</u> . H	istory <u>6</u> . Inv	oices <u>7</u> . Tra	ansactions <u>8</u> .	S/Os]	1
Inv	oice No. 0057	△ <u>Invoice Type</u> Credit Memo	Inv Date	Inv Due Date	Disc Date	Sold To	Amount 210 00-	Discount	Balance Cust	• H
010 010 010	10057 10058 10060	Invoice Invoice Credit Memo	5/14/2014 5/14/2014 5/31/2014	4 6/13/2014 4 6/13/2014 4	5/24/2014 5/24/2014		210.00 145.00 145.00-	2.00 2.90 0.00	0.00 145.00 145.00-	
									ŀ	
Tra	ans Date	△ Trans Type	Trans Ar	nount Pay Date	Check No.	Payment Ref	Cr Card	RMA No.		
5/1/ 5/3	4/2014 1/2014	Payment Credit Memo	2	10.00 5/14/2014 10.00-	CLEAR					
	Ba	alance	Current	30 Days	60 Days	90 Days	120 D	ays		ا 🚜 [
		0.00	0.00	0.00	0.00	0.00	0.	.00		
								Accept Cance	el <u>D</u> elete (₽0

Click on Cash Receipts Entry. Create a new Deposit with a zero Cash Deposit Amount.

⁸⁹⁹ Cash Receipts	Deposit	? _ 🗆 🗙
Deposit Number Description Bank Code	00007 🗐 🚺 📢 🌒 🕨 Batch	لر *
Deposit Date	11/25/2014	
Cash Deposit Am Credit Card Depo Deposit Balance	ount .00 🗐 sit Amount .00	
	<u>Accept</u> <u>Cancel</u>	<u>)</u> elete

Select the Customer Number and enter CLEAR CM in the check number field. Amount Received should be Zero. Click on the Lines tab.

see Cash Receipts Entry (TST) 11/25/2014		
Customer No. 01-MAVRK '-+ [* Name Maverick Papers Deposit Type Cash 💌 Check No. CLEAR C	Invoice No.	Customer Deposit
J. Header 2. Lines 3. Credit Card Amount Received .00	Deposit Information Deposit Number 00007 Description Bank Code D Deposit Date 11/25/2014 Cash Amount Remaining Credit Card Amount Remaining Deposit Remaining	Auto Batch 00004 .00 .00 .00
	Accept Car	ncel Delete 🖶 🕜

Click the Select Invoices button. Choose the invoices that you want to post against each other and click Ok.

See Cash F	Receipts Entry (r No. 01-MAVRK	(TST) 11/25/2	2014			Custom	er Deposi	1 × 1
Depos	Select Cash	Receipts Invo	vices	Invoice No.	1	I	-o×	
<u>1</u> . H	Customer No.	01-MAVRK		Maverick F	Dapers			
	InvoiceNo. 0100058-IN 0100060-CM	Inv Date 5/14/2014 5/31/2014	Inv Amount 145.00 145.00-	Disc Avail 2.90 .00	Amt Posted .00 .00	Inv Balance 145.00 145.00-		
	Amount Recei	ved	.00	Total Sel	ected	.00		
Dis Gl	Show Zero Ba	lance Invoices				<u><u> </u></u>	 	
					Accept	<u>C</u> ancel [Delete	

*Important – Make sure that the Amount Posted field is the same as the Invoice Amount. You may have to click on that field and manually enter the invoice Amount.

Customer Name Deposit T	Receipts Entry (TST) No. 01-MAVRK Maverick Papers Type Cash ader 2. Lines	11/25/2014 Check No. C <u>3</u> . Credit Card	Image: Second		Cu <u>s</u> tomer Deposi <u>t</u>
		Quick Row	3 🗗 📑		월□십년 <mark></mark> , •
	Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted
1	0100058-IN	5/14/2014	145.00	.00	.00
2	0100060-CM	5/31/2014	145.00-	.00	145.00-
3	9		.00	.00	.00
Line	a Tupe Invoice				
Disco	unt Date			Posting Bal	ance 145.00
GLA G/LA	Account cct Desc		.	Total Poste	d 145.00-
				Accept [Cancel Delete 🔒 🕜

The Posting Balance should be Zero. Click on Accept. Print and Update the Cash Receipts Journal.

Cash R	eceipts Entry (TST)	11/25/2014			_ 🗆 ×	1
i <mark>ustomer</mark> Iame)eposit T <u>1</u> . Hea	No. 01-MAVRK Maverick Papers Type Cash 💌 ader 2. Lines	Check No.	Invoice No. LEAR CM		Customer Deposit	
	.	Quick Row	3 🛃 🛛 🖶		毎日はは憂・	
	Invoice No.	Inv Date	Inv Amount	Disc Used	Amt Posted	
1	0100058-IN	5/14/2014	145.00	.00	145.00	
2	0100060-CM	5/31/2014	145.00-	.00	145.00-	
3	٩,		.00	.00	.00	
	a Type Invoice			Posting Bal	ance	
GLA				Total Poste	d 00	
G/LA	cct Desc		_			
				Accept (Cancel Delete 🔒 🕜	

^{sage} Cash Receipts Journal (TST) 11/25/2014	<u>? ×</u>
ACCOUNTS RECEIVABLE CASH	RECEIPTS JOURNAL
HP LaserJet P2055d UPD PCL 6	<u>Print</u> Pre <u>v</u> iew <u>S</u> etup

Cash Receipts Journal Register Number: CR-000003 Batch Number: 00004

Test Company (TST)

								,
Cash Deposits								
Invoice Number	Comment	Amount Applied	Discount Da	te Discour	t Amount Invoid	ce Balance	Credit A/R:	Credit Misc Account
Bank: DWells Fargo Checking		Batch Numbe	r: 00004	Deposit Date:	11/25/2014	Deposit Number: 00007	Deposit Amount:	0.00
01-MAVRK Maverick Pa	pers	Chec	k Number: Cl	LEAR CM				
0100058-IN		145.00	5/24/2014		0.00	0.00	145.00	
0100060-CM		145.00-			0.00	0.00	145.00-	
	Posting Total	0.00			0.00		0.00	0.00
	01-MAVRK Total:	0.00			0.00		0.00	0.00
	Division 01 Total:	0.00			0.00		0.00	0.00
	Deposit 00007 Total:	0.00			0.00		0.00	0.00
	11/25/2014 Total:	0.00			0.00		0.00	0.00
	Bank D Total:	0.00			0.00		0.00	0.00
	Cash Deposits Total:	0.00			0.00		0.00	0.00
	Report Total	0.00			0.00		0.00	0.00

⁹ Customer I	Maintenance (TS	T) 11/25/20	14						<u>_ ×</u>
Customer No.	01-MAVRK		- R. Et 🖬 🖣	Þ ÞI 📖			Copy From	Renum <u>b</u> er	ore 💌
Name	Maverick Papers								
<u>1</u> . Main	2. Additional	<u>3</u> . Stati	stics <u>4</u> . Sum	mary <u>5</u> . Hi	story <u>6</u> . Ir	ivoices <u>7</u> . T	ransactions	<u>8</u> . S/Os	
Invoice No.	△ Invoice Type	Inv Date	Inv Due Date	Disc Date 9	Sold To	Amount	Discount	Balance Cu	sto 👔
0100057	Credit Memo	5/31/2014				210.00-	0.00	0.00	00
0100057	Invoice	5/14/2014	6/13/2014	5/24/2014		210.00	0.00	0.00	
0100058	Credit Memo	5/31/2014	6/13/2014	3/24/2014		145.00	0.00	0.00	-
•									•
Trans Date	🛆 Trans Type 👘	Trans Am	ount Pay Date	Check No.	Payment Ref	Cr Card	RMA No.		
5/14/2014 11/25/2014	Invoice Payment	14 14	5.00 5.00- 11/25/2014	CLEAR CM					
В	alance	Current	30 Days	60 Days	90 D ay	s 120	Days		3
	0.00	0.00	0.00	0.00	0.00)	0.00		
						[Accept C	ancel <u>D</u> elete	80

Page: 1

Statement

Statement Date: 11/25/2014

Salesperson: Susan Maye

Customer Number: 01-MAVRK

Maverick Papers 220 Michigan Ave. Chicago, IL 60601 Contact: Annette O'Toole

TestCompany

Date	Reference	Description	Charge	Credit	Balance
5/14/2014	0100058-IN		145.00		
11/25/2014		Payment Ref: CLEAR CM		145.00	0.00
5/31/2014	0100060-CM			145.00	
11/25/2014		Payment Ref: CLEAR CM	145.00		0.00

Method 2 – Match Credits to Open Invoices

Customer Mair	ntenance (TST) 11/25/201	4						
Customer No. 02-	JELLCO] [1] 14 - 4	D DI 📰			Copy From	Renum <u>b</u> er	More
Name Jell	lco Packing								
<u>1</u> . Main	<u>2</u> . Additional] <u>3</u> . Statisti	cs <u>4</u> . Sum	mary <u>5</u> . H	History <u>6</u> . In	nvoices <u>7</u> . 1	Transactions	<u>8</u> . S/Os	
Invoice No. A	Invoice Type	Inv Date	Inv Due Date	Disc Date	Sold To	Amount	Discount	Balance	Custo 🙀
0100004 0100015 0100038 0100059 0100061	Invoice Invoice Invoice Invoice Credit Memo	5/5/2010 5/28/2010 5/16/2010 5/14/2014 5/31/2014	6/4/2010 6/27/2010 6/15/2010 6/13/2014			2,766.22 2,173.61 116.08 220.00 220.00	0.00 0.00 0.00 0.00	2,766,22 2,173.81 116.08 220.00 220.00	VERB.
4									Ð
Trans Date A	Trans Type	Trans Amou 2,766.	int PayDate	Check No.	Payment Ref	Cr Card	RMA No.		
Balan	ice (Current	30 Days	60 Days	90 D a	ys 120	I Days		
5,055.9	91 5,0	955.91	0.00	0.00	0.0	0	0.00		
3						(Accept	<u>Cancel D</u> elet	• 👌 🕜

Click on Period End, then Match Credits to Open Invoices. Select to match Sequentially or by Invoice Date. Then enter the Customer number in the Value field.

sag	Match Credits to Open I	nvoices (TST) 1	1/25/2014		_ 🗆 🗙
	Apply Credits Sequent	ially 💌 ially Date			
	Select Field	Operand	Value		
	Customer Number	All 🔹			
	HP LaserJet P2055d UPD PC	L 6 💌	[<u>Print</u> Pre <u>v</u> iew <u>S</u> etur	• •

Click Print.

^{sage} Match Credits to Open In	voices (TST) 11	1/25/2014		? <u>_ </u>
Apply Credits Invoice D	ate 💌			
Select Field	Operand	Value		
Customer Number	Equal to 🔹	02JELLCO	Q ,	
HP LaserJet P2055d UPD PCL	6 💌		Pre <u>v</u> iew <u>S</u> etu	ab 🔇

*Important – the system will choose the oldest invoice to apply the credit too.

Match Credits To Open Invoices Test Company (TST)								
Customer Number	Name	Credit Invoice	Credit Amount	Invoice Number	Invoice Amount	Amount Applied	Credit Balance	
02-JELLCO	Jellco Packing	0100061-CM	220.00	0100004-IN	2,766.22 Report Total	220.00 220.00	0.00	

Click Yes to Update.



The Invoice will be shown as Paid with a Payment Reference of CREDIT-X.

🤓 Customer I	Maintenance (T	IST) 11/25/20	14						_	
Customer No.	02-JELLCO		<u>-</u>	Þ ÞI 📖			Copy From	Renum <u>b</u> er	More	1-
Name	Jellco Packing									
<u>1</u> . Main	<u>2</u> . Addition	al <u>3</u> . Statis	tics <u>4</u> . Sum	mary <u>5</u> . F	History <u>6</u> . Ir	nvoices <u>7</u> . 1	Fransactions	<u>8</u> . S/Os		
Invoice No.	△ Invoice Type	e _ Inv Date	Inv Due Date	Disc Date	Sold To	Amount	Discount	Balance	Custo	H
0100004 0100015 0100038 0100059 0100061	Invoice Invoice Invoice Invoice Credit Memo	5/5/2010 5/28/2010 5/16/2010 5/14/2014 5/31/2014	6/4/2010 6/27/2010 6/15/2010 6/13/2014			2,766.22 2,173.61 116.08 220.00 220.00-	0.00 0.00 0.00 0.00 0.00	2,546,22 2,173.61 116.08 220.00 0.00	VERB.	
		1							Þ	
5/5/2010 11/25/2014	Invoice Payment	Trans Amo 2,761 221	5.22 5.00- 11/25/2014	Uheck No.	CREDIT-X	Ur Lard	HMA NO.			
В	alance	Current	30 Days	60 Days	90 Day	vs 120	Days			F
5,0	55.91	5,055.91	0.00	0.00	0.00)	0.00			
((Accept C	ancel <u>D</u> elet	•]	

		Stater	nent		Page: 1
TestCompan	v		State	ment Date: 11/25/201	4
			Si	a lesperson : HarveyEa	arlwright
Jellco Packin	g .		Custom	e rNumber : 02-JELLC	œ
Orange, CA	Road 92553 Mary Winfrey		Credit/		20,000.00 6,600.96
Date	Reference	Description	Charge	Credit	Balance
5/5/2010	0100004-IN	PaymentRef: CREDIT-X	2,766.22	220.00	2,546.22
11/25/2014 5/16/2010 5/28/2010 5/14/2014 5/21/2014	0100038-IN 0100015-IN 0100059-IN 0100051-CM		2,173.61 220.00	220.00	2,173.61 220.00