Cancel/Credit an Invoice

Last Modified on 22/03/2022 12:06 pm EDT

When cancelling an invoiced, the corresponding invoice is automatically credited

When re-invoicing a booking, processing is dependent on Invoicing Parameter 47 setting:

Invoicing Parameter #47

- When set to 'Keep the same Number when re-invoicing'. If a booking is re-invoiced, the old invoice is deleted and replaced by the newly generated invoice using the same number.
- When set to 'Generate a new Invoice Number'. If a booking is re-invoiced, the old invoice is credited and new invoice is generated using a newly generated number.

Manually Credit an Invoice

Access the Customer Account Payment window.....

Either from the bookings menu, highlight any booking for the customer

OR from the customer menu highlight the customer,

then click Ctrl F5 OR

access the 'right click' menu to click Financials then Invoices and Payments Ctrl+F5, highlight the booking and click the credit button at the bottom of the window.ensure the credits box is click under scope if you want to see the credit in the window

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SOUNDB00013	FU	· HOLD		Print	ł	8	Invoices and	Paymen	ts (Ctrl+F5	11

To see credits in the window, ensure Credits is checked in the scope

Next highlight the invoice you want to credit and click

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Payme	nt Details In	voices and P	ayments	Security D	Deposits							
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	9	01/28/22	TRANHO	T00001	580.00	Invoice			580.00			Start Date:
	34	03/18/22	TRANHO	T00002	547.20	Invoice			0.00			
	34	03/22/22	TRANHO	T00002	547.20	Credit	547.20	03/22/22				End Date:
	35	03/18/22	TRANHO	тоооо2	2,544.48	Invoice			2,544.48			
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All am	All amounts shown in \$.										× Cancel / Close	

Then follow the prompts

RP	Properties	of Credit	34	x
Customer TRANHOT	Transylvania Hotel			
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Project Code		C7	Payments (last 30 days)	0.00
Invoice No. /3	4		Current	2544.48
Credit #			30 days	580.00
Memo Wrong (mount		60 days	0.00
Gradit Data 02/22/22	s		90 days+	0.00
All amounts shown in CA			Total Due	3124.48
Credit Amount Breakdov	/n			
		- ·		
Rental Total	456.00	Sundry	r Total	0.00
Rental Discount Total	0.00	CC Sur	charge	0.00
Del/Pickup	0.00	Event I	Management	0.00
Total Labour	91.20	Exemp	t	0.00
Tax Exempt Labour	0.00	Exemp	t	0.00
Damage Wai	0.00			
Losses and Breakages	0.00			
Sales Total	0.00			
Sales Discount	0.00	Total (Credit Amount	547.20
Edit Amounts			✔ ОК	× Cancel

To proceed click YES, to cancel click NO



RP	Fast Report Template List	x	
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To Remove/Re-Print a Credit etc.

Highlight the credit and click or access the same option from the right click menu



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