

# Cancel/Credit an Invoice

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When cancelling an invoice, the corresponding invoice is automatically credited

When re-invoicing a booking, processing is dependant 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.

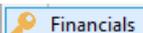
## Manually Credit an Invoice

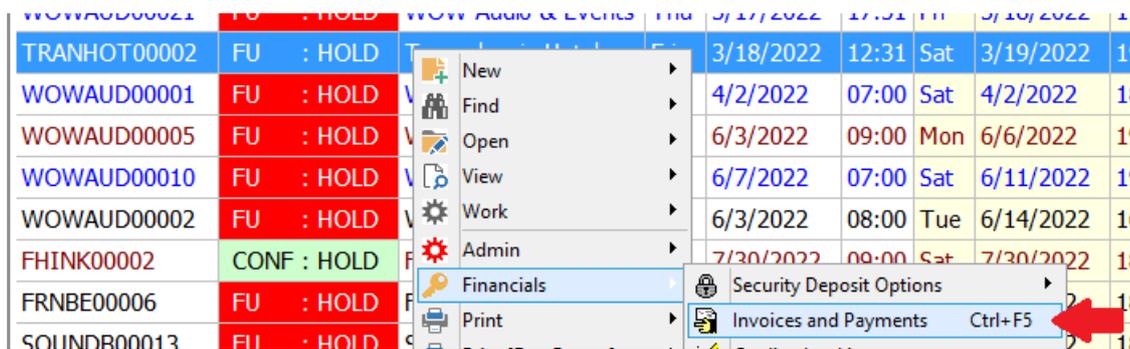
Access the Customer Account Payment window.....

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



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

Next highlight the invoice you want to credit and click 

Account Payment - TRANHOT - Transylvania Hotel

Payment Details | **Invoices and Payments** | Security Deposits

Account Balances

| 90 days+ | 60 days | 30 days | Current  | Total Due | Payments (last 30 days) |
|----------|---------|---------|----------|-----------|-------------------------|
| 0.00     | 0.00    | 580.00  | 2,544.48 | 3,124.48  | 0.00                    |

Scope

- Invoices
- Credits
- Pre-payments
- Payments

Start Date:

End Date:

Age to Display

- Last 12 months
- Last 6 months
- Last 3 months
- Select dates
- All dates

Include Archived

Sort By

- Invoice No.
- Invoice Date

All

Archive

| Tag                                 | Invoice No. | Date     | Ref.         | Amount   | Type    | Amount Credited | Credit Date | Outstanding | Cheque/Card # | Pay Type |
|-------------------------------------|-------------|----------|--------------|----------|---------|-----------------|-------------|-------------|---------------|----------|
| <input checked="" type="checkbox"/> | 9           | 01/28/22 | TRANHOT00001 | 580.00   | Invoice |                 |             | 580.00      |               |          |
|                                     | 34          | 03/18/22 | TRANHOT00002 | 547.20   | Invoice |                 |             | 0.00        |               |          |
|                                     | 34          | 03/22/22 | TRANHOT00002 | 547.20   | Credit  | 547.20          | 03/22/22    |             |               |          |
| <input type="checkbox"/>            | 35          | 03/18/22 | TRANHOT00002 | 2,544.48 | Invoice |                 |             | 2,544.48    |               |          |

Re-apply | Reverse | **Credit** | Convert | Delete | Properties | Options

Memo

Current Payment Status

| Payment Amount | Amount Applied | Settlement Discount |
|----------------|----------------|---------------------|
| 0.00           | 0.00           | 0.00                |

[What is this?](#)

All amounts shown in \$.

Then follow the prompts

RP Properties of Credit 34

Customer: TRANHOT Transylvania Hotel

Credit Details: Project Code, Invoice No. / Credit # (34), Memo (Wrong Amount), Credit Date (03/22/22). All amounts shown in CAD.

Account Details:

|                         |         |
|-------------------------|---------|
| Payments (last 30 days) | 0.00    |
| Current                 | 2544.48 |
| 30 days                 | 580.00  |
| 60 days                 | 0.00    |
| 90 days+                | 0.00    |
| Total Due               | 3124.48 |

Credit Amount Breakdown:

|                       |        |                     |        |
|-----------------------|--------|---------------------|--------|
| Rental Total          | 456.00 | Sundry Total        | 0.00   |
| Rental Discount Total | 0.00   | CC Surcharge        | 0.00   |
| Del/Pickup            | 0.00   | Event Management    | 0.00   |
| Total Labour          | 91.20  | Exempt              | 0.00   |
| Tax Exempt Labour     | 0.00   | Exempt              | 0.00   |
| Damage Wai            | 0.00   |                     |        |
| Losses and Breakages  | 0.00   |                     |        |
| Sales Total           | 0.00   |                     |        |
| Sales Discount        | 0.00   | Total Credit Amount | 547.20 |

Buttons: Edit Amounts, OK, Cancel

To proceed click YES, to cancel click NO

Confirm

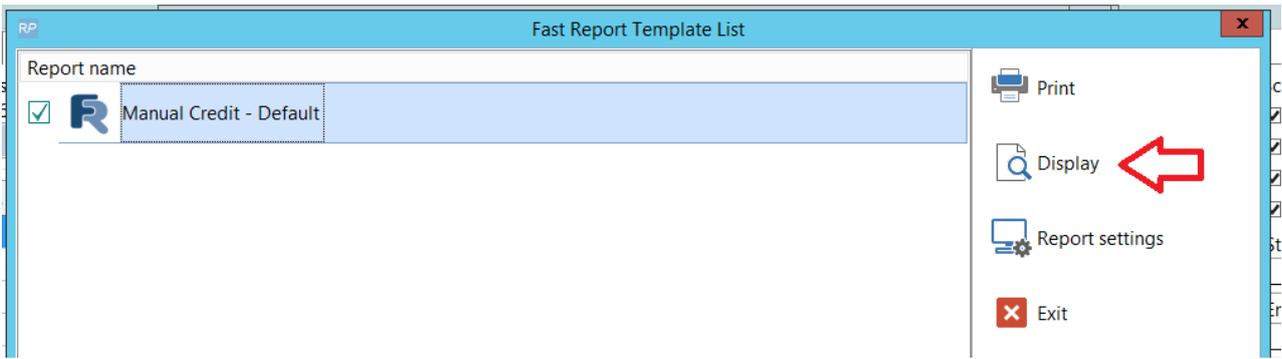
Post this credit?

Yes No

Confirm

Print this credit?

Yes No



## To Remove/Re-Print a Credit etc.

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

