

How to Apply an Overpayment to Customer Invoice (No Prompt Pay Discount)

Apply "Overpayment" to A/R Customer Invoices when No Prompt Pay Discount is Taken

1. Select **Accounts Receivable** from Main.
2. Select **Transaction** from A/R Menu.
3. (If prompted, enter printer# for Audit.)
4. Top right hand corner of screen indicates **PAYMENT, PAID or REVIEW.**
 - If **PAYMENT MODE** does not display, press **TAB** until mode is **PAYMENT.**
5. **Id:** Enter Customer ID (or press <Enter> to **Name** field to enter partial name) to "read up" customer account.
6. In **L#** column, enter line # of transaction to pay **or** in **Tran#** column, enter invoice # to pay and press <Enter>.
7. Press **F10** to Select it. Notice Y (yes) in "**S**"elect column.
8. Repeat for each transaction you wish to pay:
 - Notice amounts accumulating in Debits_____ & Credits _____ at bottom of screen.
9. When finished selecting transactions to pay:
 - **<F3>** = Apply.
 - **P** = Payment Entry
 - **S** = Selected Transactions
 - Payment Entry Box displays.
10. **Check Number** - Enter Check#

11. **Total on Account** - This will pre-fill with the amount that has been selected. When a customer overpays, you must override this amount. The "total on account" is the amount that should be applied to Accounts Receivable. When the customer overpays and there is no prompt pay discount involved, **OVERRIDE** the Total on Account with the amount of the check.

12. **Payment Amount** - Press <Enter> to make payment amount same as "Total on Account."
13. **Discount Amount** - Pre-fills with zero.
14. **Receive Method** - Defaults to **2=Check**. If not paying by check, choose pay method from screen display.
15. **<F9> to Clear Screen** and enter another Customer ID or name. When finished applying payments, press **<F12> to exit.**
16. **Audit report** prints to selected printer.