

# Billing: Understanding and Using Transaction Types

Payment or Receipt? Refunds? Writeoffs?

# What is an Invoice?

- Transaction created when a purchase is made that is not paid for at the time.
- Utilizes an Accounts Receivable account in order to track money owed from customers.

Click 'New Invoice' from the Transaction History

chambermaster PRO Members 126 of 210 [filter options](#) Find + Add Michelle's Chamber / ID:1528

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### Member Management

General Repts Web Communication Account Stats Advanced Marketing Files Tasks

#### Michelle's Little Pet Shop [Login as this Member](#)

Save Cancel

+ General Information

+ Membership Fees & Dues

- Transaction History

New Invoice New Sales Receipt New Payment New Credit

View: All Transactions Transaction Date: 12/29/2016 to more...  
☐ Include voluntary fee items in balance. ☐ Don't filter dates Refresh  
☐ Show bill-to information Rep Txns:

Billing Transactions (13 total transactions)						
Type	Ref #	Invoice #	Detail	Date	Amount	Balance
CREDIT	<a href="#">15</a>	<a href="#">30081</a>	Cancelled registration	12/29/2017	100.00	0.00
WRITEOFF	<a href="#">[id #2583]</a>	<a href="#">30080</a>		12/29/2017	1200.00	0.00
INVOICE	<a href="#">30078</a>	<a href="#">30078</a>	1200.00 Golf Tournament Sponsorship	12/28/2017	1200.00	0.00
INVOICE	<a href="#">30079</a>	<a href="#">30079</a>	100.00 Golf Tournament	12/28/2017	100.00	0.00
PAYMENT	<a href="#">122817</a>	<a href="#">10154</a> <a href="#">30078</a>		12/28/2017	4465.00	0.00
PAYMENT	<a href="#">45644</a>	<a href="#">30079</a>		12/28/2017	100.00	0.00
INVOICE	<a href="#">30080</a>	<a href="#">30080</a>	1200.00 Golf Tournament Sponsorship	11/1/2017	1200.00	0.00
INVOICE	<a href="#">22272</a>	<a href="#">22272</a>	1000.00 Membership Dues	10/9/2017	1000.00	0.00

Batch Type: Individual Member ? **Verify AR Account** **A/R Account:** Accounts Receivable

Bill To: Michelle's Pet Shop  
Michelle Diamon  
555 Main Street  
Ironton, MN 56455

**Message:** Thank you edit

Sales Tax:

Notes/Memo:

Default Class:

☒ Allow member to pay this invoice online

**Invoice Date:** 12/28/2017

**Invoice Number:** 30078 🔑

**P.O. Number:**

**Date Due:** 01/27/2018

**Payment Terms:** Net 30

Include any desired message.

Enter invoice date.

Enter due date or use Payment Terms to

☐ Edit Revenue Recognition ?

Invoice Line Items							
Item Name	Description	Class	Price Each	Qty	Sales Tax	Amount	
Golf Tournament Sponsor	Golf Tournament Sponsorshi		1200	1	Non	1200.00	
			0.00	1		0.00	
			0.00	1		0.00	
			0.00	1		0.00	
			0.00	1		0.00	
			0.00	1		0.00	
			0.00	1		0.00	
			0.00	1		0.00	

Select the Item that is being purchased.

Customize description, if needed

Assign Class (optional for QB users only)

Edit price, if needed

Select to Print or Email at a later time and then click 'Save' OR choose to save and print/email immediately

- ☐ Invoice is marked to be **Printed**
- ☐ Invoice is marked to be **Emailed**

Save and Print

Save and Email

Apply Credits

Subtotal: 1200.00  
Sales Tax: 0.00  
Total Amount: 1200.00

Save

Close

# When to use 'Payment'

- Money is received to pay for an invoice that has a balance due
- Money is received, but there is not an invoice with a balance due, and the customer has not indicated what they are paying for

- Use the 'New Payment' option to record money received on an open invoice balance.
- DO NOT create a 'New Sales Receipt' in addition to a Payment. This will duplicate the income reported on the financial reports.

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**Michelle's Little Pet Shop** [Login as this Member](#)

Save Cancel

**+ General Information**

**+ Membership Fees & Dues**

**- Transaction History**

New Invoice New Sales Receipt **New Payment** New Credit

View: All Transactions Transaction Date: 12/28/2016 to more...  
☐ Include voluntary fee items in balance. ☐ Don't filter dates Refresh  
☐ Show bill-to information Rep Txns:

**Billing Transactions (6 total transactions)**

Type	Ref #	Invoice #	Detail	Date	Amount	Balance
INVOICE	<a href="#">30078</a>	<a href="#">30078</a>	1200.00 Golf Tournament Sponsorship	12/28/2017	1200.00	1200.00
INVOICE	<a href="#">22272</a>	<a href="#">22272</a>	1000.00 Membership Dues	10/9/2017	1000.00	0.00
INVOICE	<a href="#">22277</a>	<a href="#">22277</a>	2000.00 Golf Tournament	10/9/2017	2000.00	0.00
PAYMENT	<a href="#">131</a>	<a href="#">22272</a>		10/9/2017	1000.00	0.00
PAYMENT	<a href="#">222</a>	<a href="#">22277</a>		10/9/2017	2000.00	0.00
INVOICE	<a href="#">10154</a>	<a href="#">10154</a>	1000.00 New Member Dues 25.00 Membership 2000.00 Membership Dues 240.00 Trade Fee Item	3/8/2017	3265.00	3265.00

Save Cancel




- Enter Payment Amount
- Enter Payment Date
- Enter Reference # (check #, CASH, other distinguishing info)
- Select Payment Method
- Confirm the selected invoices that are being paid
- Click 'Save'

Deposit To: (Undeposited Funds) ▼

Received From: [Michelle's Pet Shop](#)  
Michelle Diamon  
555 Main Street  
Ironton, MN 56455 edit

Member Balance: 4465.00


Payment Amount: 4465  
Payment Date: 12/28/2017  
Reference #: 122817   
Payment Method: Check ▼

Notes / Memo:

**Outstanding Invoices:** Select the invoice(s) to which the payment applies.

	Date	Ref #	Line Items	Orig. Amt	Amt Due	Payment
			New Member Dues	1000.00	1000.00	1000.00
<input checked="" type="checkbox"/>	3/8/2017	<a href="#">10154</a>	Membership	25.00	25.00	25.00
			Membership Dues	2000.00	2000.00	2000.00
			Trade Fee Item	240.00	240.00	240.00
<input checked="" type="checkbox"/>	12/28/2017	<a href="#">30078</a>	Golf Tournament Sponsorship	1200.00	1200.00	1200.00
			<b>Total</b>	<b>4465.00</b>	<b>4465.00</b>	<b>4465.00</b>

Payment Total: 4465.00  
Payment Applied: 4465.00  
Available Amount: 0.00  
Credits/Discounts: 0.00


Save  Close

- When money is received from a customer, but there are no open invoices, and it is unclear what the money is for....enter amount, date, ref #, click 'Save'.

Deposit To: (Undeposited Funds)

Received From: [Michelle's Pet Shop](#)  
Michelle Diamon  
555 Main Street  
Ironton, MN 56455 [edit](#)

Member Balance: 0.00


Payment Amount: 100  
Payment Date: 12/28/2017  
Reference #: 45644   
[Payment Method](#): Check

Notes / Memo:

**Outstanding Invoices:** Select the invoice(s) to which the payment applies.


Date	Ref #	Line Items	Orig. Amt	Amt Due	Payment
There are no unpaid invoices for this account.					

Payment Total: 0.00  
Payment Applied: 0.00  
Available Amount: 0.00  
Credits/Discounts: 0.00

[Save](#)  [Close](#)

- Select 'OK' at next screen

An unapplied payment of \$100.00 will be saved to the account.  
Continue?

[OK](#)  [Cancel](#)



- 'Payment Remaining' will now display the amount that was not applied to an invoice.
- Close the window

Deposit To: (Undeposited Funds)

Received From: [Michelle's Pet Shop](#)  
Michelle Diamon  
555 Main Street  
Ironton, MN 56455  
Member Balance: 0.00

Payment Amount: 100.00 [unapply](#)  
Payment Date: 12/28/2017  
Reference #: 45644   
Payment Method: Check

Notes / Memo:

Application Date

Ref #

Line Items

Orig. Amt

Amt Due

Payment

There are no invoices associated with this payment.  
Click on the [Apply Payment](#) button to assign the payment to existing invoices for this member.

Payment Remaining: 100.00 [Apply Payment](#)

Payment Total: 100.00  
Payment Applied: 0.00

[Print Now](#)  
[Email Now](#)

[Save](#)
[Close](#)
[Refund Payment\\*](#)
[Delete Payment](#)

- Unapplied payments will show in the Transaction History as a negative balance item.
- To use an available payment click on the Ref #.

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General Reps Web Communication Account Stats Advanced Marketing Files Tasks

**Michelle's Little Pet Shop** [Login as this Member](#)

Save Cancel

**+ General Information**


**+ Membership Fees & Dues**

**- Transaction History** 

New Invoice New Sales Receipt New Payment New Credit

View: All Transactions Transaction Date: 12/28/2016 to [more...](#)

☐ Include voluntary fee items in balance. ☐ Don't filter dates [Refresh](#)

☐ Show bill-to information Rep Txns: 

Billing Transactions (9 total transactions)						
Type	Ref #	Invoice #	Detail	Date	Amount	Balance
INVOICE	<a href="#">30078</a>	<a href="#">30078</a>	1200.00 Golf Tournament Sponsorship	12/28/2017	1200.00	0.00
INVOICE	<a href="#">30079</a>	<a href="#">30079</a>	100.00 Golf Tournament	12/28/2017	100.00	100.00
PAYMENT	<a href="#">122817</a>	<a href="#">10154</a> <a href="#">30078</a>		12/28/2017	4465.00	0.00
PAYMENT	<a href="#">45644</a>			12/28/2017	100.00	-100.00
INVOICE	<a href="#">22272</a>	<a href="#">22272</a>	1000.00 Membership Dues	10/9/2017	1000.00	0.00
INVOICE	<a href="#">22277</a>	<a href="#">22277</a>	2000.00 Golf Tournament	10/9/2017	2000.00	0.00
PAYMENT	<a href="#">131</a>	<a href="#">22272</a>		10/9/2017	1000.00	0.00
PAYMENT	<a href="#">222</a>	<a href="#">22277</a>		10/9/2017	2000.00	0.00
INVOICE	<a href="#">10154</a>	<a href="#">10154</a>	1000.00 New Member Dues 25.00 Membership 2000.00 Membership Dues 240.00 Trade Fee Item	3/8/2017	3265.00	0.00

Save Cancel


- Click 'Apply Payment'

Deposit To: (Undeposited Funds) ▼

Received From: Michelle's Pet Shop  
Michelle Diamon  
555 Main Street  
Ironton, MN 56455 edit

Payment Amount: **100.00** unapply

Payment Date: 12/28/2017

Reference #: 45644 


Member Balance: 0.00

Payment Method: Check ▼

Notes / Memo:

**Payment Amounts Applied to Invoices**

Application Date	Ref #	Line Items	Orig. Amt	Amt Due	Payment
There are no invoices associated with this payment. Click on the <a href="#">Apply Payment</a> button to assign the payment to existing invoices for this member.					

Payment Remaining: **100.00** Apply Payment 

Payment Total: **100.00**  
Payment Applied: **0.00**

Print Now  
Email Now

Save

### Apply Credits and Payments

Michelle's Pet Shop

Payment Ref. #: 45644 ▼

Date Posted: 12/28/2017

Available Amount: **100.00**  
Original Amount: 100.00

Open Invoices						
<input type="checkbox"/>	Invoice #	Date	Description	Initial Amount	Current Balance	Payment Applied
<input checked="" type="checkbox"/>	30079	12/28/2017	Golf Tournament	100.00	100.00	100.00
Total				100.00	100.00	100.00

Apply Payment  Close Window

- Verify the application date (defaults to current date)
- Specify invoice to apply it against.
- Click 'Apply Payment'
- Close the Payment window

# When to use 'Sales Receipt'

- Money is received to pay for something on the spot. AKA, Point of Sale Purchase

NOTE: Sales Receipts are not always preferred. Check with accountant as to preference.

- Enter Sale Date
- Enter Payment Reference #
- Select Payment Method
- Select the Item being purchased
- Click 'Save'

NOTE: Since this is a point of sale, immediate, purchase payment info and purchase info are recorded at the same time. No use of Accounts Receivable.

Default Class:

Sold To: Michelle's Pet Shop  
Michelle Diamon  
555 Main Street  
Ironton, MN 56455

edit

Sale Date: 12/28/2017  
Sale Number: 41  
Payment Reference #: 1228172  
Payment Method: Check  
Deposit To: (Undeposited Funds)

Message: 

edit

  
Sales Tax: 

?

  
Notes/Memo:

☐ Receipt is marked to be Printed 

Print Now

  
☐ Receipt is marked to be Emailed 

Email Now

Subtotal: 1200.00  
Sales Tax: 0.00  
Total Amount: 1200.00

Save

Close

# Refunds

- Money that is returned to a client for a purchase that the client no longer wants

NOTE: Refunds do not re-open an invoice balance. If a balance needs to be opened again, a new invoice must be created.



- From the Transaction History click on the payment Ref# that needs to be refunded
- Click 'Refund Payment'

Save

Cancel

+ General Information

+ Membership Fees

- Transaction History

View: All Transactions

☐ Include voluntary fees
 ☐ Show bill-to information

Type	Ref #	In
INVOICE	<a href="#">30078</a>	
INVOICE	<a href="#">30079</a>	
PAYMENT	<a href="#">120317</a>	
PAYMENT	<a href="#">45644</a>	
INVOICE	<a href="#">22272</a>	
INVOICE	<a href="#">22277</a>	
PAYMENT	<a href="#">131</a>	
PAYMENT	<a href="#">222</a>	

Deposit To: (Undeposited Funds)

Received From: Michelle's Pet Shop  
Michelle Diamon  
555 Main Street  
Ironton, MN 56455

edit

Payment Amount: 100.00

unapply

Payment Date: 12/28/2017

Reference #: 45644

Member Balance: 0.00

Payment Method: Check

Notes / Memo:

Payment Amounts Applied to Invoices

Application Date	Ref #	Line Items	Orig. Amt	Amt Due	Payment
12/28/2017	<a href="#">30079</a>	\$100.00 Golf Tournament	100.00	0.00	100.00
Total			100.00	0.00	100.00

Payment Total: 100.00

Payment Applied: 100.00

Print Now

Email Now

Save

Close

Refund Payment

Delete Payment

- Original invoice line items that the payment was applied to will be reversed.
- If doing a partial refund, make necessary changes to line items
- Click 'Save'

Default Class:

Sold To: Michelle's Pet Shop  
Michelle Diamon  
555 Main Street  
Ironton, MN 56455 edit

Message:  edit

Sales Tax:  ?

Notes/Memo: Refund for payment at

Sale Date: 12/28/2017

Sale Number: 41

Payment Reference #: Refund for ID#699

Payment Method: Check

Deposit To: (Undeposited Funds)

Refund Line Items						
Item Name	Description	Class	Price Each	Qty	Sales Tax	Amount
<u>Golf Tournament</u>	Refund for Golf Tournament		-100.00	1	Non	-100.00
			0.00	1		0.00
			0.00	1		0.00
			0.00	1		0.00
			0.00	1		0.00
			0.00	1		0.00
			0.00	1		0.00
			0.00	1		0.00

☐ Refund is marked to be Printed Print Now

☐ Refund is marked to be Emailed Email Now

Subtotal: -100.00

Sales Tax: 0.00

Total Amount: -100.00

Save Close

# Writeoffs

- Used to decrease the uncollectible balance due on an invoice.

- Click on the invoice # for the transaction that needs to be written off

chambermaster PRO Members 126 of 210 filter options Find + Add Michelle's Chamber / ID:1528

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Save Cancel

#### + General Information

#### + Membership Fees & Dues

#### - Transaction History

New Invoice New Sales Receipt New Payment New Credit

View: All Transactions Transaction Date: 12/29/2016 to more...  
☐ Include voluntary fee items in balance. ☐ Don't filter dates Refresh  
☐ Show bill-to information Rep Txns:

Billing Transactions (10 total transactions)						
Type	Ref #	Invoice #	Detail	Date	Amount	Balance
INVOICE	30078	30078	1200.00 Golf Tournament Sponsorship	12/28/2017	1200.00	0.00
INVOICE	30079	30079	100.00 Golf Tournament	12/28/2017	100.00	0.00
PAYMENT	122817	10154 30078		12/28/2017	4465.00	0.00
PAYMENT	45644	30079		12/28/2017	100.00	0.00
INVOICE	30080	30080	1200.00 Golf Tournament Sponsorship	11/1/2017	1200.00	1200.00
INVOICE	22272	22272	1000.00 Membership Dues	10/9/2017	1000.00	0.00
INVOICE	22277	22277	2000.00 Golf Tournament	10/9/2017	2000.00	0.00
PAYMENT	131	22272		10/9/2017	1000.00	0.00
PAYMENT	222	22277		10/9/2017	2000.00	0.00
INVOICE	10154	10154	1000.00 New Member Dues 25.00 Membership 2000.00 Membership Dues 240.00 Trade Fee Item	3/8/2017	3265.00	0.00

- Click on the 'New Transaction' drop-down
- Select 'Writeoff Balance'

Batch Type: Individual Member ? A/R Account: Accounts Receivable

Balance: **1200.00** add/view payments

Bill To: [Michelle's Pet Shop](#)  
Michelle Diamon  
555 Main Street  
Ironton, MN 56455 edit

Message: Thank you edit

Sales Tax: ?

Notes/Memo:

Default Class: Associate with Event ?

☒ Allow member to pay this invoice online

Sent Date:   
Invoice Date: 11/1/2017  
Invoice Number: 30080   
P.O. Number:   
Date Due: 11/1/2017  
Payment Terms: Due on Receipt

☐ Edit Revenue Recognition ?

Invoice Line Items						
Item Name	Description	Class	Price Each	Qty	Sales Tax	Amount
Golf Tournament Spons	Golf Tournament Sponsorship		1200.00	1	Non	1200.00
			0.00	1		0.00
			0.00	1		0.00
			0.00	1		0.00
			0.00	1		0.00
			0.00	1		0.00
			0.00	1		0.00
			0.00	1		0.00

☐ Invoice is marked to be Printed Print Now  
☐ Invoice is marked to be Emailed Email Now

Show Balance Summary

Save Close Delete Invoice

New Transaction:

- Receive Payment
- Apply Credit
- Add Discount
- Writeoff Balance

Subtotal: 1200.00  
Sales Tax: 0.00  
Total Amount: 1200.00

- Enter Writeoff Date (current date populates by default)
- Select the appropriate Expense Account (not necessarily an Expense account – ask accountant if unsure)
- If doing a partial writeoff, change the Writeoff Amount
- Click Finish

NOTE: In the Expense Account selection, do not select Accounts Receivable

## Invoice Writeoff

Michelle's Pet Shop

Invoices Being Written Off					
Date	Ref #	Line Items	Original Amount	Current Balance	Writeoff Amount
11/1/2017	<a href="#">30080</a>	\$1200.00 Golf Tournament Sponsorship	1200.00	1200.00	1200.00
Total			1200.00	1200.00	1200.00

Writeoff Date: 12/29/2017

Expense Account: Office Supplies

Billing Class:

Notes / Memo:

Finish

Cancel



# Credits

- A transaction created to provide a customer with a value that can be put towards a future purchase.
- Credits are not paid to a customer if they aren't used.

- Click the 'New Credit' button in the Transaction History

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Save Cancel

+ General Information

+ Membership Fees & Dues

- Transaction History

New Invoice New Sales Receipt New Payment New Credit

View: All Transactions Transaction Date: 12/29/2016 to more...  
☐ Include voluntary fee items in balance. ☐ Don't filter dates Refresh  
☐ Show bill-to information Rep Txns:

Billing Transactions (11 total transactions)						
Type	Ref #	Invoice #	Detail	Date	Amount	Balance
WRITEOFF	<a href="#">[id #2583]</a>	<a href="#">30080</a>		12/29/2017	1200.00	0.00
INVOICE	<a href="#">30078</a>	<a href="#">30078</a>	1200.00 Golf Tournament Sponsorship	12/28/2017	1200.00	0.00
INVOICE	<a href="#">30079</a>	<a href="#">30079</a>	100.00 Golf Tournament	12/28/2017	100.00	0.00
PAYMENT	<a href="#">122817</a>	<a href="#">10154</a> <a href="#">30078</a>		12/28/2017	4465.00	0.00
PAYMENT	<a href="#">45644</a>	<a href="#">30079</a>		12/28/2017	100.00	0.00
INVOICE	<a href="#">30080</a>	<a href="#">30080</a>	1200.00 Golf Tournament Sponsorship	11/1/2017	1200.00	0.00
INVOICE	<a href="#">22272</a>	<a href="#">22272</a>	1000.00 Membership Dues	10/9/2017	1000.00	0.00
INVOICE	<a href="#">22277</a>	<a href="#">22277</a>	2000.00 Golf Tournament	10/9/2017	2000.00	0.00
PAYMENT	<a href="#">131</a>	<a href="#">22272</a>		10/9/2017	1000.00	0.00
PAYMENT	<a href="#">222</a>	<a href="#">22277</a>		10/9/2017	2000.00	0.00


- Enter the Credit Amount
- Enter the Credit Date
- Add any Notes (helpful in reporting)
- Select appropriate Item
- Click 'Save'
- Close window

A/R Account: Accounts Receivable Class:  

Sold To: Michelle's Pet Shop  
 Michelle Diamon  
 555 Main Street  
 Ironton, MN 56455 edit

Message: edit

Notes: Cancelled registration

Credit Amount: 100  
 Credit Date: 12/29/2017  
 Credit Number: 15   
 P.O. Number:  


**Outstanding Invoices:** Select the invoice(s) to which the credit applies.

Date	Ref #	Line Items	Orig. Amt	Amt Due	Credit
There are no unpaid invoices for this account.					

Available Amount: 100.00 Member Balance: 0.00  
 Credit Applied: 0.00

Assigned Item:  

☐ Credit is made  
☐ Credit is made

 Save

- Annual Dinner
- Annual Dinner Prepay
- Annual Dinner Sponsorship
- Annual Dinner Sponsorship
- Event Tax Test
- Fishing Extravaganza
- Fishing Extravaganza Sponsorship
- Fishing Tournament Sponsor
- Golf Tournament

- Available credits will show in the Transaction History as a negative balance item.
- To use an available credit click on the Ref #.

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Save Cancel

**+ General Information**

**+ Membership Fees & Dues**

**- Transaction History** 

New Invoice New Sales Receipt New Payment New Credit

View: All Transactions Transaction Date: 12/29/2016 to [more...](#)

☐ Include voluntary fee items in balance. ☐ Don't filter dates [Refresh](#)


☐ Show bill-to information Rep Txns: [...](#)

Billing Transactions (12 total transactions)						
Type	Ref #	Invoice #	Detail	Date	Amount	Balance
CREDIT	<a href="#">15</a>		Cancelled registration	12/29/2017	100.00	-100.00
WRITEOFF	<a href="#">[id # 293]</a>	<a href="#">30080</a>		12/29/2017	1200.00	0.00
INVOICE	<a href="#">30078</a>	<a href="#">30078</a>	1200.00 Golf Tournament Sponsorship	12/28/2017	1200.00	0.00
INVOICE	<a href="#">30079</a>	<a href="#">30079</a>	100.00 Golf Tournament	12/28/2017	100.00	0.00
PAYMENT	<a href="#">122817</a>	<a href="#">10154</a>		12/28/2017	4465.00	0.00
PAYMENT	<a href="#">45644</a>	<a href="#">30078</a>		12/28/2017	100.00	0.00
INVOICE	<a href="#">30080</a>	<a href="#">30080</a>	1200.00 Golf Tournament Sponsorship	11/1/2017	1200.00	0.00
INVOICE	<a href="#">22272</a>	<a href="#">22272</a>	1000.00 Membership Dues	10/9/2017	1000.00	0.00
INVOICE	<a href="#">22277</a>	<a href="#">22277</a>	2000.00 Golf Tournament	10/9/2017	2000.00	0.00
PAYMENT	<a href="#">131</a>	<a href="#">22272</a>		10/9/2017	1000.00	0.00
PAYMENT	<a href="#">222</a>	<a href="#">22277</a>		10/9/2017	2000.00	0.00
INVOICE	<a href="#">10154</a>	<a href="#">10154</a>	1000.00 New Member Dues 25.00 Membership 2000.00 Membership Dues	3/8/2017	3265.00	0.00

- Click 'Apply Credit'

A/R Account: Accounts Receivable Class:

Sold To: Michelle's Pet Shop  
 Michelle Diamon  
 555 Main Street  
 Ironton, MN 56455 edit

Credit Amount: 100.00  
 Credit Date: 12/29/2017  
 Credit Number: 15   
 P.O. Number:

Message:  edit

Notes: Cancelled registration

**Credit Amounts Applied to Invoices**

Date	Ref #	Line Items	Orig. Amt	Amt Due	Credit
There are no invoices associated with this credit. Click on the <a href="#">Apply Credit</a> button to assign the credit to existing invoices for this member.					

Available Amount: 100.00 Apply Credit

Assigned Item: Annual Dinner

Member Balance: 0.00  
 Credit Applied: 0.00  
 Remaining Balance: 0.00

☐ Credit is marked to be Printed  
☐ Credit is marked to be Emailed

Save Print

**Apply Credits and Payments**

Michelle's Pet Shop  
 Credit #: 15 Available Amount: 100.00  
 Date Posted: 12/29/2017 Original Amount: 100.00

**Open Invoices**

<input type="checkbox"/>	Invoice #	Date	Description	Initial Amount	Current Balance	Credit Applied
<input checked="" type="checkbox"/>	30081	8/1/2017	Fishing Extravaganza	100.00	100.00	100.00
Total				100.00	100.00	100.00

Apply Credit Close Window

- Verify the Date Posted (defaults to current date)
- Specify invoice to apply it against.
- Click 'Apply Credit'
- Close the Credit window