

Post Checks Screen ARPoCkLg

This is an amazing, full functional screen that posts checks to invoices, allows the creation of credit and debit memos, and can even make a Fee Paid Statement for the Independent Contractors that worked on the invoices being paid.

Post Checks to Invoices (ARPoCkLg) _ _ X

Customer: BEDROCK CONSTRUCTION COMPANY Total Owed: 625.00 Check Amount:

Check No: Amount Applied:

Date Received: Balance:

Pay	Invoice	Billed On	Customer Job	Net	Balance	Amt Paid	Adjustment	Adjustment Description
	201203-1	03/10/12		225.00	225.00			
	201203-2	03/02/12		400.00	400.00			

Back Post Verify Pay ICs Customer Unmark All Mark All CR/DR Memo Pull in an Invoice ? More...

When the screen is entered a pick list of customers with open invoices appears. Select the customer and the invoices will be displayed. The *Total Owed* field is populated with the sum of the open balance. Click in the *Check No* field and enter the check number. Hit Enter and either accept or change the *Date Received*. Finally, enter the amount of the check, or the amount being applied to the invoices. This amount may differ from the check if the invoicing is split between two companies.

Posting Check Process

This process is a bit confusing at first. Click in the *Pay* column of the invoice being paid. When this happens, the amount in the *Balance* field moves to the *Amt Paid* field. If the customer is paying the entire amount of this invoice, move on to the next invoice. If the customer is making a partial payment on this invoice, highlight the *Amt Paid* amount and overwrite it with the amount to post to this invoice. Then press **[Enter]**. You must press **[Enter]** to do the math and put the new balance in the *Balance* field.

Adjusting Invoices to Zero

Often times a customer may short pay an invoice. If you want to leave the balance on the invoice and try to collect, then over write the amount paid as described in the above section titled "Posting Check Process". If you would like to simply write off or adjust the invoice to zero, then follow the directions above to override the *Amt Paid*. When you click in the *Adjustment* field, the balance comes in. Double click in the *Adjustment Description* to give a reason for the adjustment.

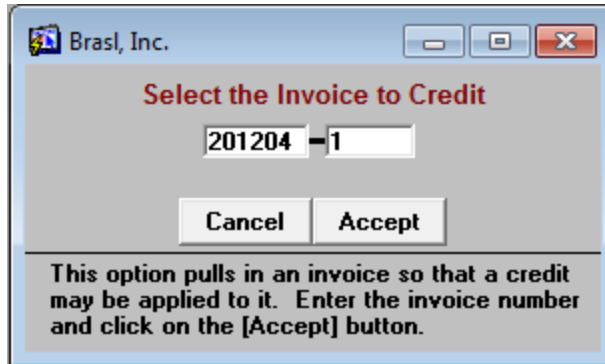
When the entire check is applied, click on the **[Post]** button. Click on **[Back]** to exit the screen.



The **[Verify]** button recalculates the amount applied. If there are many invoices to mark as paid, it may be faster to click on **[Mark All]**. Use **[Unmark All]** to reverse the **[Mark All]** process.

Pulling In an Invoice

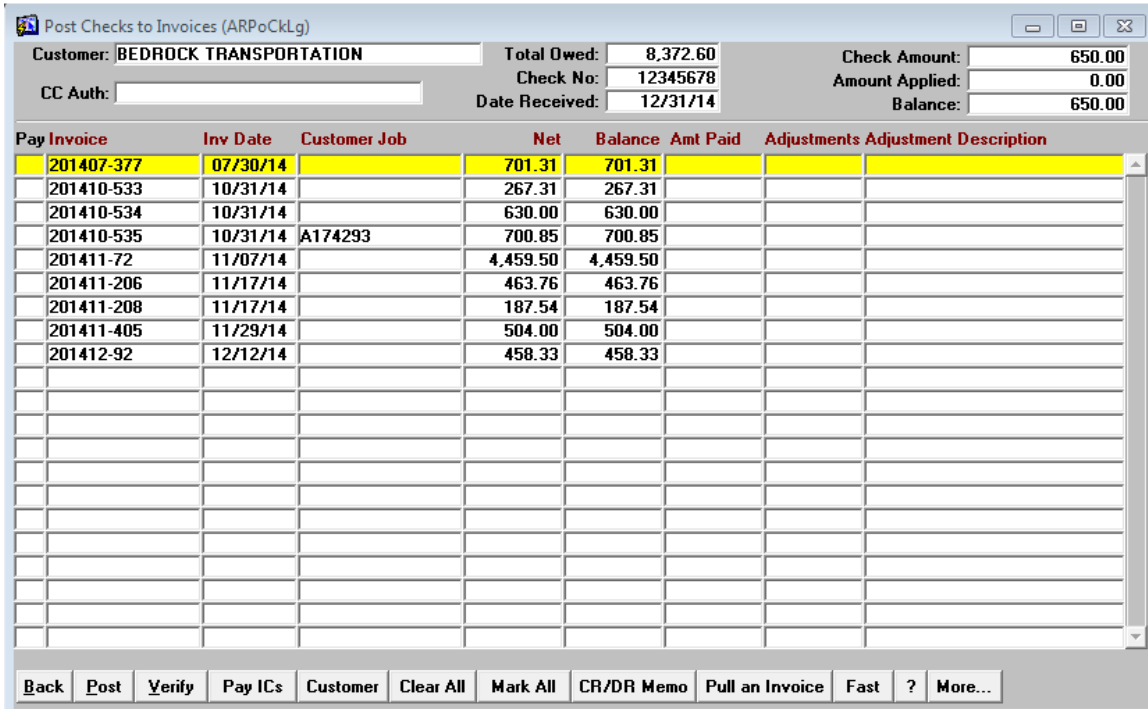
When a customer is selected, only the invoices with amounts due appear. Sometimes you will need to pull in an invoice so you can apply a credit. Note that you may also pull in an invoice that was billed to another customer.



Creating Credit/Debit Memos

When the customer overpays you can deposit the check and create a Credit Memo that the customer can use to apply to future invoices. In this step by step example, the customer sent a check for \$650.00 for payment on invoice 201410-534. There is a \$20 over payment.

Step 1: Enter the check information.



Pay Invoice	Inv Date	Customer Job	Net	Balance	Amt Paid	Adjustments	Adjustment Description
201407-377	07/30/14		701.31	701.31			
201410-533	10/31/14		267.31	267.31			
201410-534	10/31/14		630.00	630.00			
201410-535	10/31/14	A174293	700.85	700.85			
201411-72	11/07/14		4,459.50	4,459.50			
201411-206	11/17/14		463.76	463.76			
201411-208	11/17/14		187.54	187.54			
201411-405	11/29/14		504.00	504.00			
201412-92	12/12/14		458.33	458.33			

Step 2: Click in the “Pay” column on the line containing invoice # 201410-534. The “Balance” of the invoice moves to “Amt Paid”.

Pay Invoice	Inv Date	Customer Job	Net	Balance	Amt Paid	Adjustments	Adjustment Description
Y 201410-534	10/31/14		630.00	0.00	630.00		
201410-535	10/31/14	A174293	700.85	700.85			

Step 3: Create a Credit Memo for the \$20. Click on the **[CR/DR Memo]** button. The screen will appear as shown below. Leave the CR/DR Amount 0.00. Optionally put in some descriptive text. When finished, click on **[Create CR/DR Memo]**. A Miscellaneous Invoice will be created with a 0.00 balance.



Credit-Debit Memos

CR/DR Amount: 0.00
 Income Account: 376
 Center:
 Customer Job Seq:
 Customer Job:
 Origin:
 Destination:

THE CUSTOMER OVERPAID \$20 ON CHECK 12345678 DATED 12/31/2014

Back Create CR/DR Memo

Step 4: Click in the left-hand box on the newly created Credit Memo. Click in the "Amt Paid" box and enter \$20.00. Click on [Verify] and the screen appears as shown. Click on [Post] to complete the process.

Post Checks to Invoices (ARPoCkLg)

Customer: BEDROCK TRANSPORTATION Total Owed: 8,372.60 Check Amount: 650.00
 CC Auth: Date Received: 12/31/14 Amount Applied: 650.00 Balance: 0.00

Pay Invoice	Inv Date	Customer Job	Net	Balance	Amt Paid	Adjustments	Adjustment Description
201407-377	07/30/14		701.31	701.31			
201410-533	10/31/14		267.31	267.31			
Y 201410-534	10/31/14		630.00	0.00	630.00		
201410-535	10/31/14	A174293	700.85	700.85			
201411-72	11/07/14		4,459.50	4,459.50			
201411-206	11/17/14		463.76	463.76			
201411-208	11/17/14		187.54	187.54			
201411-405	11/29/14		504.00	504.00			
201412-92	12/12/14		458.33	458.33			
Y 201412-111	12/31/14	CR MEMO: 1234567	0.00	-20.00	20.00		

Back Post Verify Pay ICs Customer Clear All Mark All CR/DR Memo Pull an Invoice Fast ? More...

