



Apply Overpayment - BAR3400

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Accounts Receivable > Maintenance > Invoice Payments > Apply Overpayment

This tab is used to apply either a partial or full amount of a customer's available overpayment as payment toward one or more of that same customer's outstanding invoices.

Notes:

- Invoices must be printed before an overpayment can be applied.
- The BAR7500 - Reprint Invoices Report always prints the original invoice, even if an overpayment has been applied to the invoice.

Apply overpayments:

Under **Select an Outstanding Overpayment**, a list of customers who have outstanding overpayments is displayed. The list is sorted by customer name and check date.

- The cash receipt number, check number, check amount, overpayment amount, and available amount are also displayed.
- Select a customer by clicking the **Select** check box next to the desired customer's name. If the customer has unpaid invoices, the invoice records are displayed in the bottom grid.

Under Invoices available for Customer:

● Each invoice record displays the invoice number, invoice date, invoice amount, amount paid, adjusted amount, overpayment credit, outstanding amount, and invoice account code.

● If the customer has an outstanding invoice that has yet to be printed, the invoice record is not displayed and an overpayment cannot be applied.

● In the Apply Amount field, type the payment amount to be applied to the corresponding invoice number.

☐ The amount must be equal or less than the customer's available overpayment amount (i.e., the amount displayed in the Available Amount column in the top grid). ☐ The amount cannot exceed the invoice amount.

Field	Description
Cash Receipt Nbr	Click  to select a cash receipt number. If you type a partial cash receipt number (from one to five digits) and tab out of the field, the field is zero-filled to equal six digits. If alphanumeric values are entered, the field is not zero-filled.
Customer Name	Type the customer's name for whom the invoice was created. As you type the data, a drop-down list of corresponding customer names is displayed. Select a customer name. The Customer Nbr field is automatically populated.

Field	Description
Customer Nbr	Type the customer's number. As you type the data, a drop-down list of corresponding customer numbers is displayed. Select a customer number. The Customer Name field is automatically populated.
Date Range	Type the from and to dates from which to select invoices. The To field is set to the current system date, but it can be modified.
Process Date	Click ▼ to select one of the following: • <i>Unprocessed Only</i> - Select to include cash receipts without a process date. Unprocessed cash receipts can still be edited (reversed). When the End of Month Closing utility is run, the unprocessed cash receipts are processed. • <i>Processed Only</i> - Select to include cash receipts with a process date. Processed cash receipts have gone through the end-of-month process and can no longer be edited. • <i>All</i> - Select to include all (processed and unprocessed) cash receipts.

Click **Retrieve**. Cash receipt and associated account code data is displayed.