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**,

- 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 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.
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.

Field	Description
Process Date	Click ˅ to select one of the following: • *Unprocessed Only* - 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. • *Processed Only* - 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. • *All* - Select to include all (processed and unprocessed) cash receipts.

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

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