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.

Apply Overpayment	❏ Click **Apply Overpayment** to disburse the indicated amount(s) to the outstanding invoice(s). The payment amount will be applied to the outstanding amount of the invoice. If the available overpayment amount is depleted, the overpaid invoice is no longer displayed in the top grid or on the Utilities > Print Overpayment Refunds page.


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