



## **Apply Overpayment - BAR3400**



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# Apply Overpayment - BAR3400

## 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.

|                          |                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Apply Overpayment</b> | <input type="checkbox"/> Click <b>Apply Overpayment</b> to disburse the indicated amount(s) to the outstanding invoice(s). The payment amount will be applied to the outstanding amount of the invoice.<br>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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### Other functions and features:

|                |                                                                                                                                                                                                                                                                                                             |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Refresh</b> | Click to restore the data on the page to its original view. A message is displayed prompting you to confirm that you want to continue.<br><br>Click <b>Yes</b> to refresh the data without saving your changes.<br><br>Click <b>No</b> to return to the Apply Overpayment page and continue making changes. |
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