

Overview

You can't apply an adjustment to a cash receipt or vice-versa – they can only be applied to invoice type documents.

To write off an unapplied credit cash receipt you need to

- 1) Enter a debit adjustment and apply it to any invoice on the account – whether its balance is zero or not.
- 2) Use the re-apply transactions to apply the unapplied credit to the same invoice used in step 1.

Step 1 – Enter an debit adjustment

The “trick” here is to find an old invoice to apply the transaction. To do this, select the ‘show zero balance invoices’ option. Then you can apply the debit to any of the invoices. In this example, we select the first one on the list by double clicking it.

Exception

Journal Header
Adjustment Details
Applications
G/L Distribution

Document	Summary	Invoice Amount	Applied Amount	Outstanding
7247	68	16.42	139.09	139.09
7248	68	21.11	0.00	21.11
7249	68	21.11	0.00	21.11
7250	68	16.42	0.00	16.42
7305	68	16.42	0.00	16.42
7602	109	16.42	0.00	16.42
8063	109	19.00	0.00	19.00
8311	109	35.18	0.00	35.18
8445	109	16.42	0.00	16.42
8929	136	16.42	0.00	16.42
8945	136	16.42	0.00	16.42

Search Reference:

Document Number:

Applied Amount:

Outstanding:

Show Zero Balance Invoices

Total Amount:

Amount Unapplied:

In the G/L distribution tab, if no distribution shows, press the reset button. You can accept or modify the distribution as required. In the example below, a credit to bad debts has been used as an example:

Exception

Journal Header | Adjustment Details | Applications | **G/L Distribution**

G/L Account	G/L Amount	Account Name
1100	139.09	A/R - Cdn \$
6420	-139.09	Bad Debts Exp

GL Account: 6420 Bad Debts
G/L Amount: -139.09
Account Description:
Document Amount: 139.09

Step 2 – use the re-apply transactions for the unapplied credit

Enter the account code and display unapplied transactions only:

A/R Transaction Application

File Window Help

Customer: Lailey 1341 WINE Lailey Vineyard
Type: Payment Serial:
Document No: Unapplied Transactions Only

Serial	Doc-Num	Seq	Batch Number	Description	Date	Amount
	7306	01	43		11/18/201	-189.84

Double-click on the unapplied payment, and the application window appears. Apply the unapplied cash to the same invoice that you debited with the transaction in step 1, by double clicking it.

Serial	Document	seq	Doc. Amount	Applied Amount	Outstanding	Reference/B
	7247	00	16.42	0.00	139.09	
	14147	00	34.33	-34.33	0.00	
	14155	00	16.42	-16.42	0.00	

Search Reference:
Document Number: 7247
Applied Amount: 0.00
Outstanding: 139.09
Total Amount: -189.84
Amount Unapplied: -139.09

Date	Serial	Document	seq	Doc. Amount	Applied Amount	Outstanding	Reference/B
06/28/2013		7247	00	16.42	-139.09	0.00	
10/25/2013		14147	00	34.33	-34.33	0.00	
10/25/2013		14155	00	16.42	-16.42	0.00	

Search Reference:	
Document Number:	7247
Applied Amount:	139.09
Outstanding:	0.00
Total Amount:	-189.84
Amount Unapplied:	0.00

Note

If there are no transactions on the account other than the unapplied credit, then you will need to enter a manual invoice transaction through the sales journal. In the example below the system puts a 'm' serial in front of the document number to keep its numbering separate from interfaced invoices.

Pr
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Sales Journal Entries

File Navigation Process Options Window Help

Sales Journal Entries - E

Line	Client	Serial	Doc Number	Date	Due Date	Status

Exception

Header Details G/L Distribution

Document Serial & Number: m 1014671

Customer: ABC Ltd Company Name:

Document Date: 01/20/2015 Due Date:

Amount: 139.90 Currency:

Description: