

# Credit Off Invoices Feature in SedonaOffice

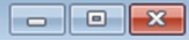
12/28/2023 2:44 pm EST

Sometimes when customers short pay, you can end up with a collection of mostly paid invoices that still carry a balance of a few pennies. It may not be worth a collection call to try to get the leftover five cents. Rather than letting these invoices hang open or crediting them off one by one, you can credit them all at once using the Credit Off Invoices feature.

Credit Off Invoices is designed to search your database for all invoices that match your criteria, and then credit them all off at once. To use this feature:

1. Go to Accounts Receivable – Credit Off Invoices
2. Use the Invoice Selection column to select what type of invoices you want to credit. In the example below the user has selected to credit off all invoices dated 12/31/2016 or earlier, that have a balance left of five cents or less.
3. Use the Posting Info column to select when, what account, and what category you want the credits to hit. In this example the user has chosen to create the credits as of 12/31/2016 and have them hit the Other Income account with a General and Administrative Category.
4. Add a memo if desired.
5. Hit the green arrow to find invoices. You have the option of unchecking the box on any invoice listed that you may not want to credit.
6. The total amount of all invoices that meet your criteria and the total of all invoices that you have checked displays on the left below the Invoice Selection.
7. Once you have made your selections simply hit save and all of the checked invoices will be credited off.

S Credit Off Invoice Balance (FSU\_Testing)



Invoice Selection

As of Invoice Date

Invoice Balance Less Than Or Equal To

Single Invoice

**Total Invoices** 0.02

**Total Selected** 0.02

Posting Info

Date

GL Account

*Other Income*

Category Code

Memo

Invoice Number	Invoice Date	Description	Customer No	Name	Amount	Net Due
<input checked="" type="checkbox"/> 93035	12/16/2008	Cycle Billing	6357	Mack, M/m	20.01	0.01
<input checked="" type="checkbox"/> 100451	7/7/2016	On Site Service	2916	Bramson, Matt	0.01	0.01