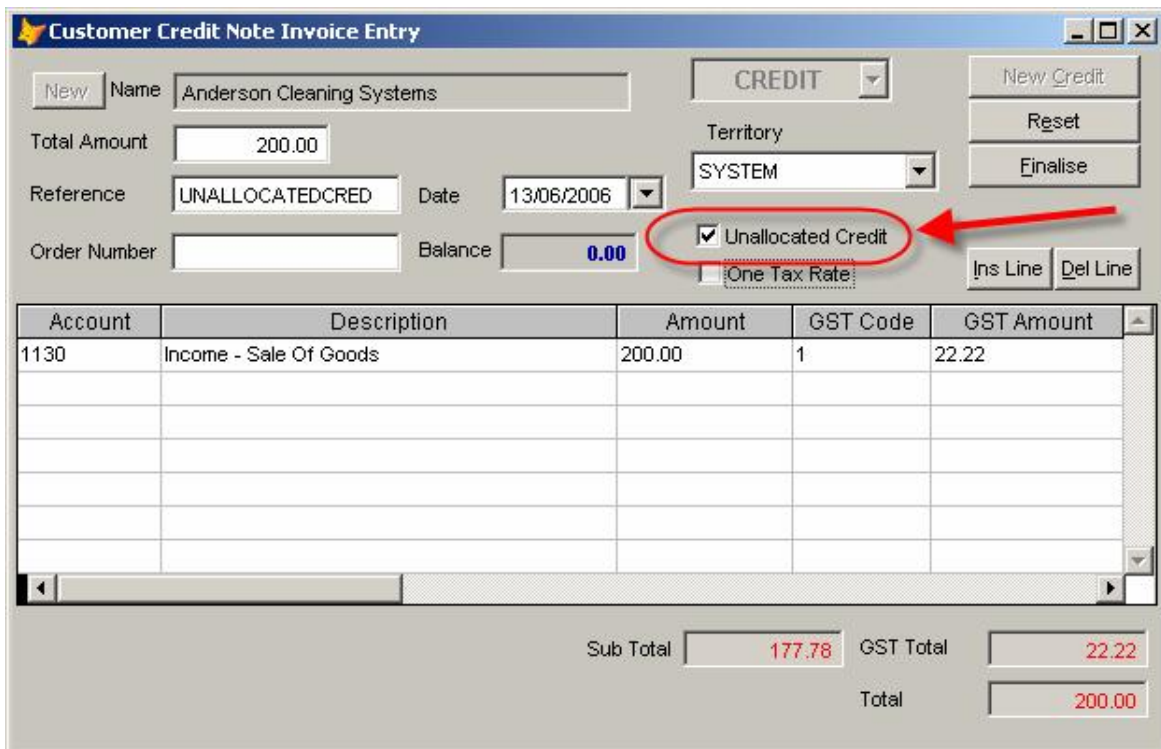


Crediting Multiple Invoices (Customers)

In some occasions it may be necessary to create a credit to cover multiple invoices. This is often necessary in Cash Sale situations where a number of invoices need to be written off.

The first step is to create an unallocated credit do this (depending on stock returns) by using the Manual Invoice/Cr section and choose Credit from the red dropdown at the top. The trick here is to make the credit Unallocated as in the picture below:



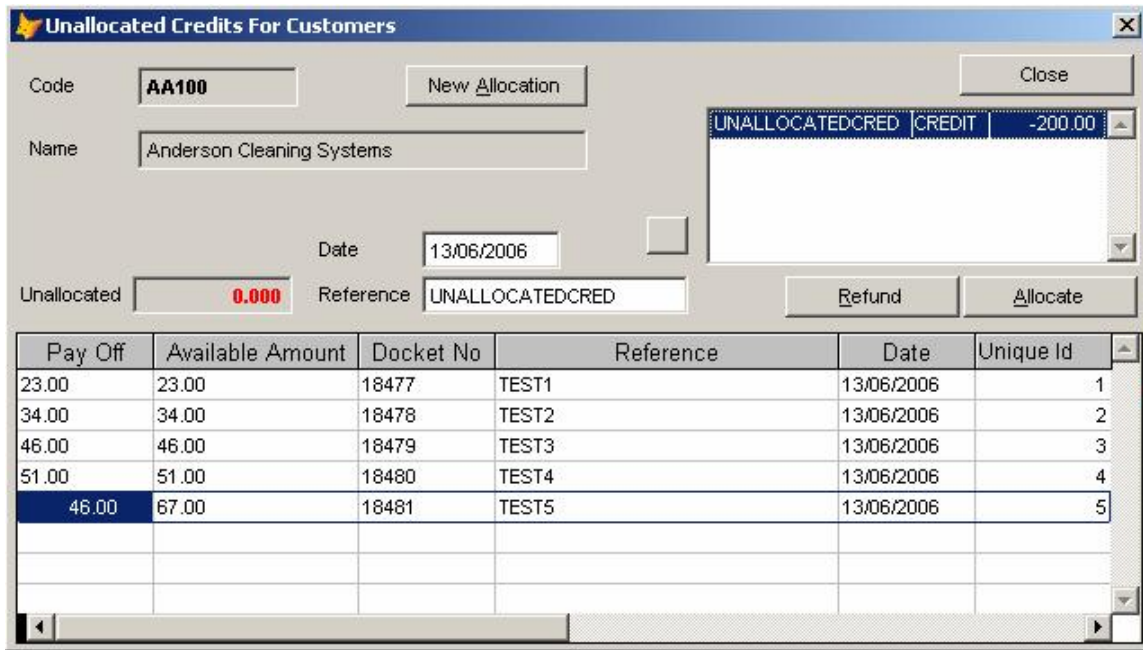
Account	Description	Amount	GST Code	GST Amount
1130	Income - Sale Of Goods	200.00	1	22.22

Sub Total 177.78 GST Total 22.22
Total 200.00

Next page please....

The next step is use the Unallocateds screen function to allocated the credit against a number of invoices as in the picture below.

1. Press the **New Allocation** button and the unallocated credit will appear on the top right.
2. The system will automatically allocate against the oldest invoices. If this is not acceptable simply write the amount you want to credit against each applicable invoice until you have allocated the total amount of the credit. NOTE: You must not allocated more than your credit.
3. When you have completed the task press the **Allocate** button.



- In the system transaction file the credit will be split into the parts that you have allocated and will rest with the invoices they are allocated to and in fact will share the same docket number as the invoice.
- The GST amount for the whole credit will be shown against the top credit (not split among all the allocations)
- When you use the Credits button to view credits your credit will be shown as one and when you **reprint** the credit it will also be shown as one single entity.