

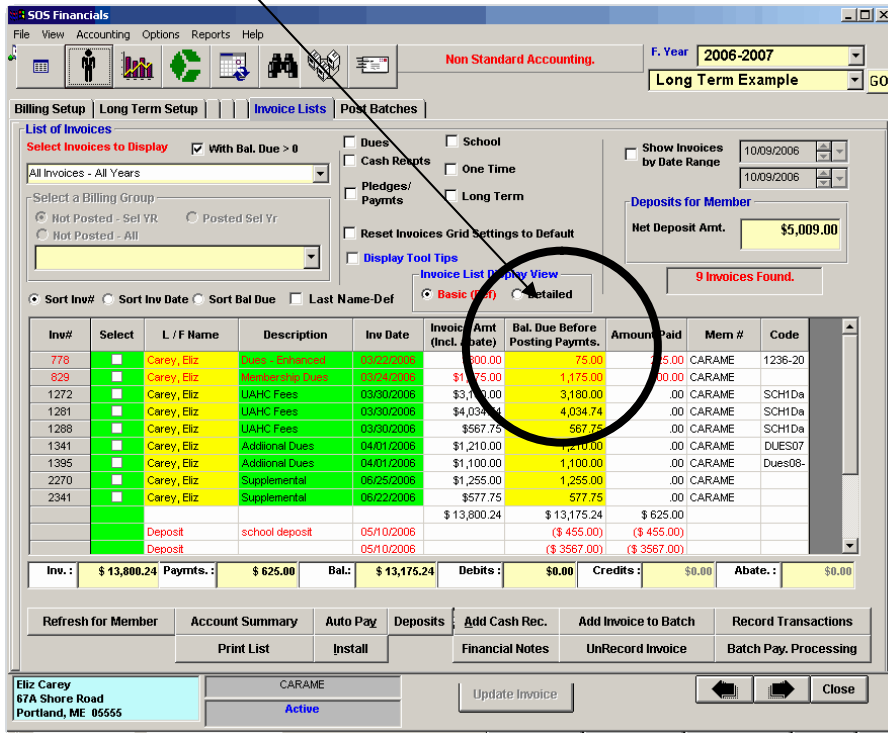
How to remove a paid invoice and apply money to another member's invoice

You have inadvertently paid a member's invoice when the payment should have been applied to another member's invoice. You also want to remove the 1st member's invoice because that was created in error.

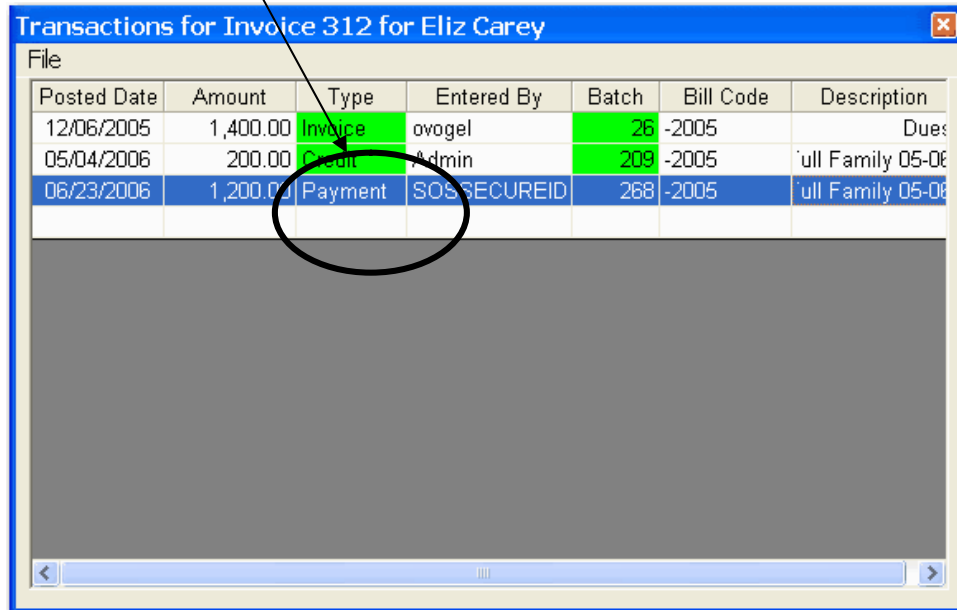
This SOS Quick Tip is designed to show you the steps to correct the entry.

Your reading time should be about 2 minutes.

- 1: Locate the original member (where the money was inadvertently applied and the invoice is to be credited) by using the SOS Member List.
- 2: Be sure a batch is already started. It's recommended that debits and/or credits should be in batches by themselves.
- 3: Click the balance due column for the invoice you want to Debit



4: Click on the word Payment, for the payment to be Debited. (There may be more than one.)



Posted Date	Amount	Type	Entered By	Batch	Bill Code	Description
12/06/2005	1,400.00	Invoice	ovogel	26	-2005	Dues
05/04/2006	200.00	Credit	Admin	209	-2005	Full Family 05-06
06/23/2006	1,200.00	Payment	SOS SECUREID	268	-2005	Full Family 05-06

At the next screen:

Enter the debit Date, comments (Optional), be sure the batch is correct and click on Record debit. SOS allows you to only debit the full amount of the payment.

Then Close Screen and Post batch.

Apply Debit to Invoice # 1449

Debit Date: 09/06/2006

Debit Description: [Empty]

Show Debit on Statement

Batch Information

Batch Number Batch Description Date created

Batch # 292 Batch Description Deposit Acct

Fiscal Year: 2005-2006

Balances on Invoice # 1449

Inv Amt	Credited	Debited	Paid	Debit Amt
1175.00	0.00	0.00	957.57	846.57

Record Debit **Cancel**

If you print the member's statement, you will now see that the invoice now has a balance due. (this invoice needs now to be credited)

Create a new Batch. Follow the same steps as before, but click on Invoice, to allow you to Credit the invoice. Then select Apply credit to invoice.

Apply credit to Invoice # 778

Credit Date 04/03/2007 **Credit Description**

Show Credits on Statement

Batch Information

Batch Number Batch Description Date crea

Batch #	Batch Description
279	Deposit Acct

Fiscal Year 2006-2007

Select Fiscal YR

Inv Fiscal YR
 Current Fiscal YR

Balances on Invoice # 778

Inv Amt	Credited	Debited	Paid	Credit Amt
300.00	0.00	0.00	225.00	75.00

Record Credit **Cancel**

Now you are ready to create another invoice for the correct member and correctly apply the payment. Creating invoices and payments are not included as part of this document.

Note: The original invoice, that you just debited and credited, never really disappears. It will show on the Invoice List, when you select All Invoices – All Years and Show All. If you check Show All, the display will be With Bal. Due > 0 and the invoice will not appear.

SOS continues to be enhanced through user comments and ideas. Please email your suggestions to SoSSupport@ansintech.com or SoSrequest@ansintech.com

For more details about SOS visit our web site at www.ansintech.com

Last reviewed April 2007 Technical support toll free number is 1-866-322-4530

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