


How to Apply a Credit to a Commercial Tenant Invoice

Overview

If you are using the Advanced Commercial Module and have a commercial tenant invoice that has been created and requires deleting or adjusting a credit will need to be applied to the invoice in order to delete it or adjust the amount of the invoice.

Steps

1. Go to Transactions > Invoice Entry or click on the icon 
2. Enter Tenant Alpha Index and press Enter
3. Click on List Invoices - F5
4. Select the invoice you wish to delete/adjust
5. Click on the Credits button

Tenant Invoices

GST exempt

Tenant

Tenant details
 Ray Romano
 Dr Romano
 9976 0898
 9965 8769
 9965 8766

Original lease 05/09/02
 Lease start 05/09/11
 Lease end 05/09/14
 Tenant Invoice Credit \$0.00

Property details
 Water Efficient No
 Last Inspection Date

Suite 1 / 10 Hudson Street
 ST LEONARDS NSW 2065

Invoices Outstanding

Future	Total due now	Current	30 days	60 days	90+ days
150.00	0.00	0.00	0.00	0.00	0.00

Tax Invoice Tax Inv No. Balance owing on this invoice \$150.00

Incl GST GST Excl GST

Description

Account code Outgoings - Water Rates

Date due Manage fee % Disable debit

Pay to

Tax Invoice Credit Total

Print invoice
 Email invoice
 Print global comment
 Print as copy

6. Click on Add New Credit

Credit Details

Credit Date	Total Inc GST	GST	Reason	Delete

7. Complete the details as required and click Save

NOTE: Do not tick the Delete Box unless you want to delete an existing credit entry.

Credit Details				
Credit Date	Total Inc GST	GST	Reason	Delete
14/11/13	150.00	13.64	Incorrect Invoice Entry	<input type="checkbox"/>

8. If you entered the Credit amount for the Full Invoice amount, you will notice the invoice has now disappeared. If you only added a Credit for a certain amount, you will notice the invoice would have reduced by the amount you added the credit in for.

Example of Tenant Ledger

If you have your system options set up to add invoice comment to ledger, each time a change is made to a tenant invoice it will show amendments on the tenant ledger, below is an example.

14/11/13	0.00	##	Invoiced for: Water Rates Amt: \$150.00 - Due: 05/12/13
14/11/13	0.00	##	Inv. Cr Applied: Water Rates Cr: \$150.00 - New Inv Amt: \$0.00

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