

How to Assign Payment Credits to a City Ledger Account

Payment Credits can come in the form of a prepayment to an account, or when an account has been overpaid, the remaining funds can be converted to a Payment Credit. The following article explains how to apply Payment Credits to a City Ledger Account.

Go to **Operations > City Ledger**. Locate the City Ledger Account on which to the Payment Credit is to be applied. Double click on the account to open the City Ledger Account Master screen. Select the **Apply Credit to Account** button located at the bottom of the screen.

The screenshot shows the 'City Ledger Account Master [Rain City Ecotours]' window. It has tabs for 'Account Statistics', 'Account Details', 'Invoices', and 'Notes'. The 'Account Details' tab is active, showing the following information:

Account Activated on: December 18, 2015

Account Status		Summary of Invoices	
Current:	28.00	Last Created Invoice:	Jan 25, 2016 @ 14:59
30 - 59 Days:	1,518.00	Last Payment Date:	Jan 25, 2016 @ 15:00
60 - 89 Days:	0.00	Highest Balance:	1,518.00
90 Days and Over:	0.00	Average Days to Pay Invoice:	
Total Balance Due:	1,546.00		
Account Credit Limit:	500,000.00		
Existing Payment Credits on Account:	0.00		
Remaining Credit Balance:	498,454.00		

At the bottom of the window, there are four buttons: 'Print Statement', 'Account Payment History', 'Apply Credit to Account' (highlighted with a red box), and 'Close'.

Fill in the following information:

- **Transaction Code** – select the transaction code that corresponds with the method of payment
- **Reference** – auto populates with the description of the transaction code select, additional information may be entered
- **Cheque #** - in this situation the payment is by cheque, therefore the cheque number has been entered
- **Amount** – enter the amount of the payment being made
- Select **Ok** to apply the Account Credit

Account: Rain City Ecotours

Transaction Code: Cheque

Reference: Cheque

Cheque #: 1588

Payment Amount: 1500.00 Use Terminal

A message will appear asking you to confirm that this payment is to be posted as a Payment Credit. Select **Yes** to continue.

Confirm

 Are you sure you wish to post this payment as credit to the account?

The posted credit will now appear under the **Existing Payment Credits on Account** section of the City Ledger Account Master.

City Ledger Account Master [Rain City Ecotours]

Account Statistics | Account Details | Invoices | Notes | Credits

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Total Balance Due:	1,546.00		
Account Credit Limit:	500,000.00		
Existing Payment Credits on Account:	1,500.00		
Remaining Credit Balance:	499,954.00		

Print Statement | Account Payment History | **Apply Credit to Account** | Close

The Account will also now reflect the credit in the **Payment Credits** column.

Reports | View Account Link Status | Create Invoice Template | Create Statement Template

New Account | View Details | Search | Post Charge | Post Payment | Print | Close Account | Lock Account | Exit

Go to Account in List (Account Name) Refresh

Account #	Account Name	Contact Name	Invoice Balances	Payment Credits
3	Apple Inc.	Annabelle Mendez	9,057.53	2,800.00
2	Brookfield Fund Management	David Brookfield	4,985.46	1,602.21
13	Goliath National Bank	Barney Stinson	19,793.55	0.00
10	Jones Family Reunion	Andrea Jones	10,170.65	0.00
5	Microsoft Corporation	Bill Gates	9,448.76	0.00
11	Nike	Michael Townsend	13,637.60	0.00
4	Pixar Animation Studios	John Sullivan	29,584.17	0.00
18	Rain City Ecotours	Galen Whited	1,546.00	1,500.00
6	Sony Corporation of America	Tomohisa Nishimura	7,503.14	0.00
17	Topsail Yachts	James Monteiro	6,638.75	0.00

Active/Open Closed Show Zero Balance Accounts **Total City Ledger Balance: 106,463.40**

Account Listing | Open Invoices | Payment History