Entering and Voiding Payments and Adjusting Invoices

Sam: <satisfied sigh> Such a productive day.

What's left? A couple of invoices to pay, adjust this Invoice, and… oh… this is a duplicate payment, so I need to void this one.

Then I can go home!

Narrator: At some point, we all have to make payments, fix an Invoice, and even void payments.

Let's sit with Sam as he wraps up his day and see how he does each of these tasks.

Topics

- Enter Payments
- Adjust an Invoice
- Void a Payment

Enter Payments

In Payment Entry when posting an invoice payment, you have a couple of options.

You can select multiple invoices to pay, and you can manually add an invoice payment, add a prepayment, and add miscellaneous payments.

Start by creating a new group and enter the bank account that the payment will come from.

Save the group.

The system makes it easy to find and select posted invoices with a process aptly named Select Invoices.

Set a due date to see posted invoices that are due in that timeframe.

Select Consider Discount Dates to also see invoices that, based on the Terms, qualify for an early payment discount if paid within that date range.

And Include Invoices Without a Payment Method, in case a payment method wasn't selected when an invoice was entered.

Select OK.

Sort the Due Date column so that the most recent invoices are at the top.

Select invoice ABC0715.

This invoice isn't due yet, but we get a 2% discount for paying within 10 days of the invoice date.

Select OK.

The payment shows in the grid with the dollar amounts in Currency Totals, including that discount.

Let's look at adding another invoice payment in a different way; get a New Invoice Payment.

Select invoice 4145.

Accept the default Gross Value, which is the balance due, and Save.

Return to the Group.

Since both of these payments are to the same supplier the system added the totals and creates one payment.

You can see the payment details in Payment and Header.

We're just going to pay these two in this group; review the Group Edit list to check your work.

Review the payment summary and the GL Account Recap.

Everything balances and looks correct, so now Process Payments.

Note that if anything goes wrong with the printer or paper when you're printing checks, you can reprint as many times as you need to UNTIL you post.

After that you have to void the check and start again.

This also looks good so write the records to the system by Posting.

The system warns you to verify your checks printed properly.

Submit and close the Post process window.

Just like that, you created a payment for these invoices.

Adjust an Invoice

It happens, AB Electronics overcharged you by $94.50 on invoice 6540.

Since you haven't paid yet, you can adjust the invoice in AP Adjustment entry.

Bring up the supplier.

And then the invoice.

Enter the adjustment, negative 94.50.

As soon as you move out of the field, the invoice balance changes.

Select the GL Account.

Enter a description or comment so everyone can see what happened and why.

Save the adjustment.

That's all there is to it.

When you look at Supplier Tracker, the correct balance displays.

Void a Payment

For any number of reasons, occasionally you need to void a payment.

In this case Sam entered a payment twice by mistake.

He sent the first check to the supplier but caught his mistake before he sent the second check so he can Void it.

In Void Payment Entry find check 10186.

Enter the Apply Date and Void it.

Verify that you want to void the check.

Review the Information window.

Boy that was easy!

Validate the results in Supplier Tracker.

Another task complete.

Time to call it a day!

About Epicor

Epicor Software Corporation drives business growth. We provide flexible, industry-specific software that is designed around the needs of our manufacturing, distribution, retail, and service industry customers. More than 40 years of experience with our customers' unique business processes and operational requirements is built into every solution—in the cloud, hosted, or on premises. With a deep understanding of your industry, Epicor solutions spur growth while managing complexity. The result is powerful solutions that free your resources so you can grow your business. For more information, connect with Epicor or visit www.epicor.com.

EPICOR.

Corporate Office	**Latin America and Caribbean**	**Europe, Middle East and Africa**	**Asia**	**Australia and New Zealand**
804 Las Cimas Parkway	Blvd. Antonio L. Rodriguez #1882 Int. 104	No. 1 The Arena	238A Thomson Road #23-06	Suite 2 Level 8,
Austin, TX 78746	Plaza Central, Col. Santa Maria	Downshire Way	Novena Square Tower A	100 Pacific Highway
USA	Monterrey, Nuevo Leon, CP 64650	Bracknell, Berkshire RG12 1PU	Singapore 307684	North Sydney, NSW 2060
Toll Free: +1.888.448.2636	Mexico	United Kingdom	Singapore	Australia
Direct: +1.512.328.2300	Phone: +52.81.1551.7100	Phone: +44.1344.468468	Phone: +65.6333.8121	Phone: +61.2.9927.6200
Fax: +1.512.278.5590	Fax: +52.81.1551.7117	Fax: +44.1344.468010	Fax: +65.6333.8131	Fax: +61.2.9927.6298