Allocating Credits – AR & AP
Sage Intacct Help Sheet

From time to time, you may need to allocate a credit note or a payment on account Advance that was posted prior to the invoice.
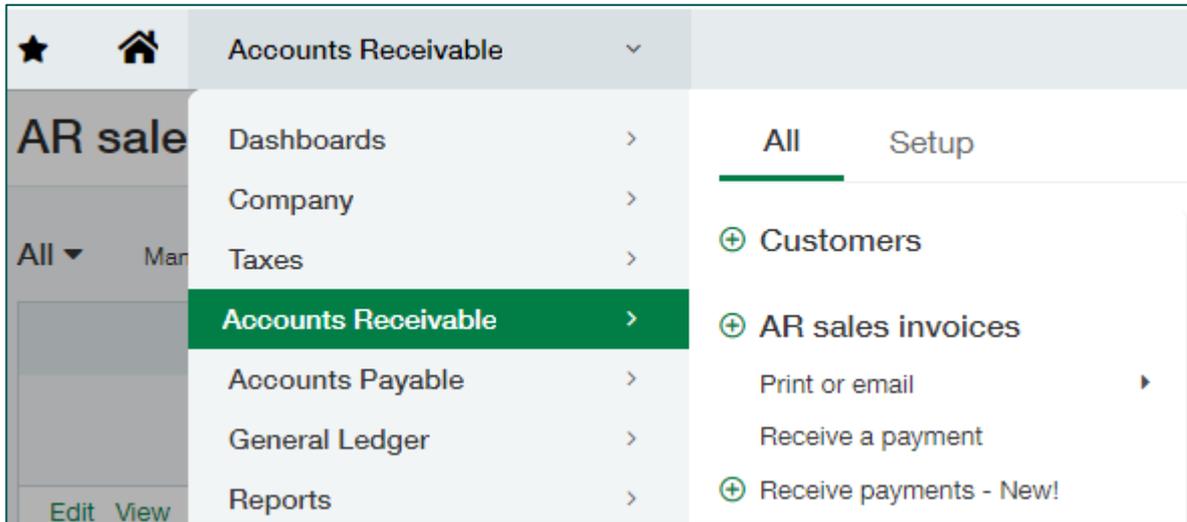
1. Accounts Receivable

For allocating advances or credit notes the process is the same. In this example an advance was posted in February for £1320.

This will be used to allocate to the two invoices posted in March.

Navigate to Accounts Receivable, All, Receive Payments New!n and click on **Add.**

Although no receipt will be posted to the bank you **must** choose a bank, ensure the Amount Received is **0.00.** Click on Show AR sales invoices.

Tick the required invoices and click on **Add & Close**.

☑	ARSI000018	Datel Test Customer	C100015	--	--	05/03/2024	29/02/2024	GBP	1,200.00	1,200.00
☐	IN0568	Datel Test Customer	C100015	--	--	29/02/2024	30/03/2024	GBP	120.00	120.00
☐	SI0107	Datel Test Customer	C100015	--	--	05/02/2024	30/03/2024	GBP	6,650.00	6,650.00
☑	ARSI000017	Datel Test Customer	C100015	--	OP12351/4584	05/03/2024	04/04/2024	GBP	120.00	120.00
Total									30,540.00	30,540.00

Add Add & close Cancel

If there are multiple credits available, click on **Credits available** hyperlink against the first invoice to make the correct selection.

This will provide the details of the credits that can be allocated to this invoice.

Select the credit and ensure the Credits to apply total matches the value you want to allocate to the invoice (details of the invoice can be found at the top of this screen). Overtype as required and click on **Save.**

This will update the sales invoice line with the applied credit value and the Payment amount will be empty.

Repeat the exercise for any other invoices that require a credit to be applied, ensuring there is **no** payment amount.

Pay careful attention to the date received and payment date in the Additional Information section.

This needs to be either today, or the date of the earliest invoice otherwise this will cause an imbalance between AR and the GL. Enter a Payment Memo and/or attachment as required.

Click on the Post & new drop down and select **Post.**

In Posted Payments there will be a 0.00 value payment.

	Customer name	Payment method	Payer name	Date received ▲	Deposit status	Account ID	Payment date	Txn payment amount	Txn amount applied	Txn currency	Base amount	Base amount applied	Credits applied	Summary
View	Datel Test Customer	Record transfer	Datel Test Customer	28/03/2024		Advance applied	28/03/2024	£0.00	£0.00	GBP	£0.00	£0.00	£1,320.00	Receipts(Bank-540 -

Posted payments — Your payment transaction was successfully saved.

In Advances the advance will show as being fully applied.

	Customer name	Payment method	Payer name	Date received ▲	Deposit status	Account ID	Payment date	Txn payment amount	Txn amount applied	Txn currency	Base amount	Base amount applied	Credits applied	Summary
View	Datel Test Customer	Record transfer	Datel Test Customer	28/03/2024		Advance applied	28/03/2024	£0.00	£0.00	GBP	£0.00	£0.00	£1,320.00	Receipts(Bank-540 -

Posted payments — Your payment transaction was successfully saved.

The invoices for March will show as being paid.

AR sales invoices (1 - 11 of 11)

		Customer name	AR sales invoice number	Date ▲	Transaction currency	Transaction amount	Base amount	State	Summary title		Delete
Edit	View	Datel Test Customer	ARSI000018	05/03/2024	GBP	£1,200.00	£1,200.00	Paid	Invoices - 540: 2024/03/05 16:40:52:5000 Batch	Print or email Reverse	
Edit	View	Datel Test Customer	ARSI000017	05/03/2024	GBP	£120.00	£120.00	Paid	Invoices - 540: 2024/03/05 16:29:36:8986 Batch	Print or email Reverse	

1.1. Accounts Payable

For allocating advances or credit notes the process is the same. In this example an advance was posted in February for £1200.
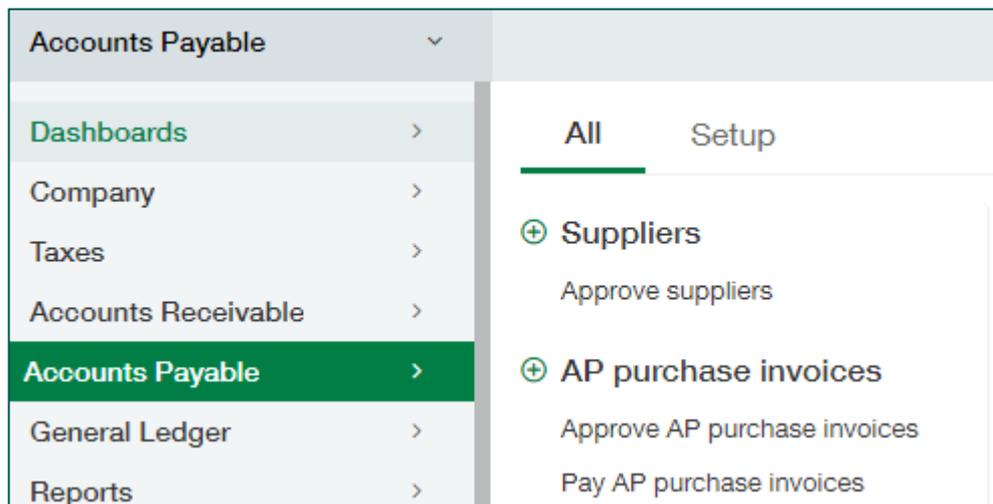
AP advances (1 - 15

	Supplier ID	Supplier name	State	Payment method	Advance date	Payment currency	Payment transaction amount	Base currency	Base payment amount	Summary title	Total applied	Advance due
View	S100019	John Smith	Advance paid	Record transfer	29/02/2024	GBP	£1,200.00	GBP	£1,200.00	Advances(Bank-540 - GBP NatWest) - 540: 2024/03/28 12:21:18:3397 Batch	£0.00	£1,200.00

This will be used to allocate to the invoice posted in March.

Navigate to Accounts Payable, All, Pay AP purchase invoices.

Make your selections, ensuring the **Set payment date to** is either today or the date of the invoice.

Although no payment will be posted to the bank you **must** choose a bank, click on Apply Filter.

The invoice(s) will be displayed with the amount of Credits available.

		Supplier	AP purchase invoice no.	AP purchase invoice date	Due date	Currency	Amount due	Payment date	Preferred payment method	Credits available	Credits to apply	Discounts	Amount to pay	
1	☐	S100019--John Smith	101/05032024	05/03/2024	05/03/2024	GBP	1,200.00	28/03/2024	--	1,200.00	0.00	0.00	0.00	Line details
	Total						1,200.00				0.00		0.00	

Items selected 0   Apply credits   Clear credits   Clear payment amount

If there are multiple credits available, click on **Line Details** hyperlink against the first invoice to make the correct selection.

AP purchase invoice details

AP purchase invoice no.	Supplier	AP purchase invoice date	Due date	Credits available	Discount available	Amount due
101/05032024	S100019--John Smith	05/03/2024	05/03/2024	1,200.00	0.00	1,200.00

	Account	Department	Location	Currency	Amount due	Credits available	Credits to apply		Discounts	Amount to pay
1	Travel	Admin	UK Durham	GBP	1,000.00	1,200.00	0.00	Credit details	0.00	0.00
2	VAT Inputs	Admin	UK Durham	GBP	200.00	1,200.00	0.00	Credit details	0.00	0.00
	Total				1,200.00		0.00		0.00	0.00

Then click on **Credit Details** hyperlink. This will show the credits available to be applied.

Apply credit   Save   Cancel

		Credit type	Reference number	Line no.	Credit date	Account	Department	Location	Reference AP purchase invoice number	Amount	Credits available	Credits to apply
1	☐	Advance	View details	1	29/02/2024	20100--Accounts Payable	Admin	UK Durham	--	1,200.00	1,200.00	0.00
	Total											0.00

Enter the value of the credit to apply, note if the invoice has VAT there will be multiple lines to apply a value to.

Apply credit   Save   Cancel

		Credit type	Reference number	Line no.	Credit date	Account	Department	Location	Reference AP purchase invoice number	Amount	Credits available	Credits to apply
1	☑	Advance	View details	1	29/02/2024	20100--Accounts Payable	Admin	UK Durham	--	1,200.00	0.00	1,000.00
	Total											1,000.00

Click on Save and repeat for any other lines on the invoice.

Once all the credits have been applied, ensure the Amount to pay is **0.00.**

Click on Save.

When you have returned to the Pay AP purchase invoices screen, again ensure the Amount to pay is **0.00.**

Click on either Add to outbox or Pay now, this would be the usual selection made when paying suppliers.

Add more details and click on Save.

The Advance will show as being applied.

The invoice(s) will show as being paid.