

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

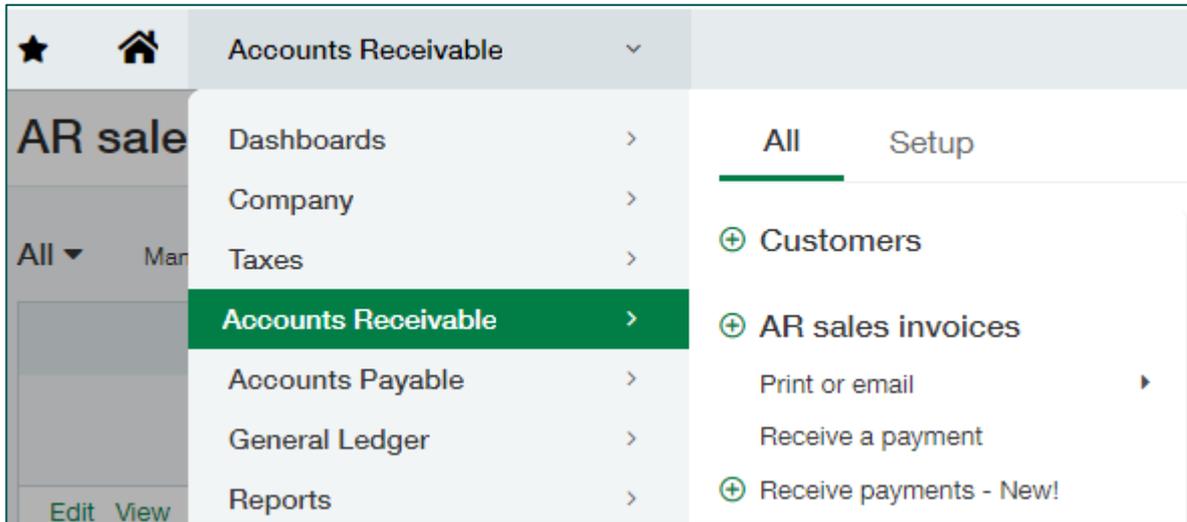
For allocating advances or credit notes the process is the same. In this example an advance was posted in February for £1320.

Advances												Add	Done	Export	
Customer name	Pay method	Receipt date	Payment date	Txn curr	Transaction amount	Base amount	Summary	Posting date	State	Total applied	Left to apply				
Edit View Datel Test Customer	Record transfer	29/02/2024	29/02/2024	GBP	£1,320.00	£1,320.00	Advances(Bank-540 - Deposits) - 540: 2024/03/28 11:58:56:8959 Batch	29/02/2024	Posted	£0.00	£1,320.00	Apply more	Reverse		

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

AR sales invoices											Print or email	Add	Delete	Done	Import	Export
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	Posted	Invoices - 540: 2024/03/05 16:40:52:5000 Batch	Apply payment	Print or email	Reverse	<input type="checkbox"/>					
Edit View Datel Test Customer	ARSI000017	05/03/2024	GBP	£120.00	£120.00	Posted	Invoices - 540: 2024/03/05 16:29:36:8986 Batch	Apply payment	Print or email	Reverse	<input type="checkbox"/>					

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.

Receive payment

Payment information

Customer * C100015--Datel Test Customer	Account type Bank	Account * 540 - Deposits--Barclays Bank(GBP)	AR sales invoice currency GBP
Payment method * Record transfer	Reference no.	Payment currency GBP	
Amount received (GBP) 0.00			

[Show AR sales invoices](#)

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

<input checked="" type="checkbox"/>	ARSI000018	Datel Test Customer	C100015	--	--	05/03/2024	29/02/2024	GBP	1,200.00	1,200.00
<input type="checkbox"/>	IN0568	Datel Test Customer	C100015	--	--	29/02/2024	30/03/2024	GBP	120.00	120.00
<input type="checkbox"/>	SI0107	Datel Test Customer	C100015	--	--	05/02/2024	30/03/2024	GBP	6,650.00	6,650.00
<input checked="" type="checkbox"/>	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

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

▼ AR sales invoices selected for payment

Auto-apply ON: Discounts, Payment

Customer balance 12,870.00 GBP Amount received -- Credits applied -- Total payment applied -- Amount available to apply -- Amount overpaid -- Discounts applied 0.00

[Select AR sales invoices](#)

	AR sales invoice key	Customer	Txn currency	Txn amount	Credits available	Credits to apply	Discount available	Apply discount	Amount due	Payment amount	Outstanding amount	Line details	
1	ARSI000017	Datel Test Customer	GBP	120.00	17,670.00		--	<input type="checkbox"/>	120.00		120.00	Line details	+
2	ARSI000018	Datel Test Customer	GBP	1,200.00	17,670.00		--	<input type="checkbox"/>	1,200.00		1,200.00	Line details	+
3	--	--	--	--	0.00		--	<input type="checkbox"/>	--		0.00	--	+
Total				1,320.00		--	--	1,320.00		--	1,320.00		

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

Credit details [Save](#) [Cancel](#)

AR sales invoice number	Customer	AR sales invoice date	AR sales invoice due amount	Credits available	Credits to apply
ARSI000017	Datel Test Customer	05/03/2024	120.00 GBP	17670.00 GBP	0.00 GBP

Items selected 0

	<input type="checkbox"/>	Transaction no.	Credit type	Date	Reference AR sales invoice number	Description	Currency	Transaction amount	Credits available	Credits to apply
1	<input type="checkbox"/>	Deposit for works undertaken	Advance	01/01/2023	--	--	GBP	15,150.00	15,150.00	0.00
2	<input type="checkbox"/>	Deposit for Services	Advance	29/02/2024	--	Deposit for Services	GBP	1,320.00	1,320.00	0.00
3	<input type="checkbox"/>	View details	Overpayment	23/05/2022	--	--	GBP	1,200.00	1,200.00	0.00
Total								17,670.00	17,670.00	0.00

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). Overtyping as required and click on **Save**.

AR sales invoice number	Customer	AR sales invoice date	AR sales invoice due amount	Credits available	Credits to apply
ARSI000017	Datel Test Customer	05/03/2024	120.00 GBP	17550.00 GBP	120.00 GBP

Items selected 1

	<input type="checkbox"/>	Transaction no.	Credit type	Date	Reference AR sales invoice number	Description	Currency	Transaction amount	Credits available	Credits to apply
1	<input type="checkbox"/>	Deposit for works undertaken	Advance	01/01/2023	--	--	GBP	15,150.00	15,150.00	0.00
2	<input checked="" type="checkbox"/>	Deposit for Services	Advance	29/02/2024	--	Deposit for Services	GBP	1,320.00	1,200.00	120.00
3	<input type="checkbox"/>	View details	Overpayment	23/05/2022	--	--	GBP	1,200.00	1,200.00	0.00
Total								17,670.00	17,550.00	120.00

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

▼ AR sales invoices selected for payment

Auto-apply ON: Discounts, Payment

Customer balance 12,870.00 GBP Amount received -- Credits applied 120.00 Total payment applied -- Amount available to apply -- Amount overpaid -- Discounts applied 0.00

[Select AR sales invoices](#)

	AR sales invoice key	Customer	Txn currency	Txn amount	Credits available	Credits to apply	Discount available	Apply discount	Amount due	Payment amount	Outstanding amount	Line details	
1	ARSI000017	Datel Test Customer	GBP	120.00	17,550.00	120.00	--	<input type="checkbox"/>	120.00		0.00	Line details	+

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

▼ AR sales invoices selected for payment

Auto-apply ON: Discounts, Payment

Customer balance 12,870.00 GBP Amount received -- Credits applied 1,320.00 Total payment applied -- Amount available to apply -- Amount overpaid -- Discounts applied 0.00

[Select AR sales invoices](#)

	AR sales invoice key	Customer	Txn currency	Txn amount	Credits available	Credits to apply	Discount available	Apply discount	Amount due	Payment amount	Outstanding amount	Line details	
1	ARSI000017	Datel Test Customer	GBP	120.00	16,350.00	120.00	--	<input type="checkbox"/>	120.00		0.00	Line details	+
2	ARSI000018	Datel Test Customer	GBP	1,200.00	16,350.00	1,200.00	--	<input type="checkbox"/>	1,200.00		0.00	Line details	+
3	--	--	--	--	0.00	--	--	<input type="checkbox"/>	--		0.00	--	+
Total				1,320.00		1,320.00	--		1,320.00	--	0.00		

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.

▼ Additional information

Date received *

Payment date *

Payment memo

Attachment

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

In Posted Payments there will be a 0.00 value payment.

Posted payments Add Import Export

Your payment transaction was successfully saved.

All Manage views Advanced filters Clear all filters

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)

In Advances the advance will show as being fully applied.

Posted payments Add Import Export

Your payment transaction was successfully saved.

All Manage views Advanced filters Clear all filters

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)

The invoices for March will show as being paid.

AR sales invoices Turn on lists beta interface Print or email Add Delete Done Import Export

All Manage views Advanced filters Clear all filters

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 £1 200.

AP advances Add Done Export

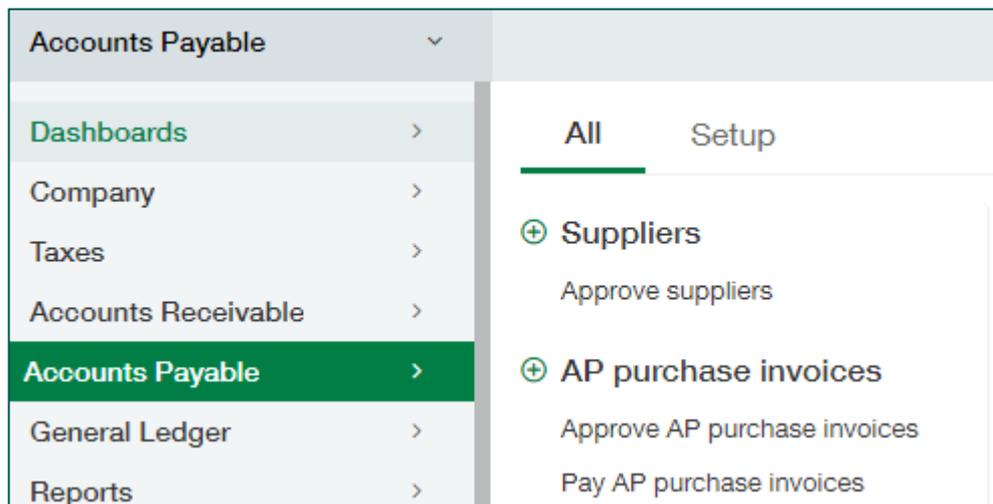
Nothing selected Manage views Include top-level transaction Advanced filters Clear all filters

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.

AP purchase invoices									Add	Delete	Done	Import	Export
<small>All</small> Manage views <input type="checkbox"/> Include top-level transaction Advanced filters Clear all filters													
Supplier name	AP purchase invoice number	Date	Transaction currency	Transaction amount	Base amount	State	Summary title	(1 - 113 of 113)					
Edit View John Smith	101/05032024	05/03/2024	GBP	£1,200.00	£1,200.00	Posted	AP purchase invoices - 540: 2024/03/28 12:22:39:4987 Batch	Pay	Print	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.

Pay AP purchase invoices - UK Durham										Add to outbox	Pay now	Outbox payments: 0	More actions	
Filter by: <input type="text"/>														
<small>To only view certain AP purchase invoices, create and apply a filter Tips and tricks on filtering</small>														
Due date range	Supplier range	S100019--John Smith		S100019--John Smith		Credit date range								
Payment method	AP purchase invoice currency *	Payment request method	Bank *		Bank balance									
Record transfer	GBP	Use supplier preference	540 - GBP NatWest--NatWest		GBP (15,983.31)									
Exchange rate type	Set payment date to	Send payment notifications from	<input checked="" type="checkbox"/> Use base currency banks to pay		Selected AP purchase invoices total									
Intact Daily Rate	28/03/2024	ExtUser[Date]/moody	Jayme Moody		GBP 0.00									
		jaye.moody@datelgroup.com		Adjusted bank balance										
				GBP (15,983.31)										
				No. of AP purchase invoices selected										
				0										
Items selected 0 Apply credits Clear credits Clear payment amount														
<input type="checkbox"/>	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		
Total										0.00		0.00		

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.

Items selected 0 Apply credits Clear credits Clear payment amount													
<input type="checkbox"/>	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	<input type="checkbox"/> 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	

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	1,000.00	1,200.00	<input type="text" value="0.00"/>	0.00	0.00	<input type="text" value="0.00"/>				
2	VAT Inputs	Admin	UK Durham	200.00	1,200.00	<input type="text" value="0.00"/>	0.00	0.00	<input type="text" value="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											
<input type="checkbox"/>	Credit type	Reference number	Line no.	Credit date	Account	Department	Location	Reference AP purchase invoice number	Amount	Credits available	Credits to apply
1	<input type="checkbox"/> Advance	View details	1	29/02/2024	20100--Accounts Payable	Admin	UK Durham	--	1,200.00	1,200.00	<input type="text" value="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											
<input type="checkbox"/>	Credit type	Reference number	Line no.	Credit date	Account	Department	Location	Reference AP purchase invoice number	Amount	Credits available	Credits to apply
1	<input checked="" type="checkbox"/> Advance	View details	1	29/02/2024	20100--Accounts Payable	Admin	UK Durham	--	1,200.00	0.00	<input type="text" value="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**.

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	0.00	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	0.00	1,000.00	0.00	0.00
2	VAT Inputs	Admin	UK Durham	GBP	200.00	0.00	200.00	0.00	0.00
Total					1,200.00		1,200.00	0.00	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**.

Items selected 1 Apply credits Clear credits Clear payment amount

	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	<input checked="" type="checkbox"/>	S100019--John Smith	101/05032024	05/03/2024	05/03/2024	GBP	1,200.00	28/03/2024	--	0.00	1,200.00	0.00
Total						1,200.00			1,200.00		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.

AP advances Add Done Export

Nothing selected Manage views Include top-level transaction Advanced filters Clear all filters (1 - 18)

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		Fully applied	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	£1,200.00	£0.00

The invoice(s) will show as being paid.

AP purchase invoices Add Delete Done Import Export

All Manage views Include top-level transaction Advanced filters Clear all filters (1 - 113 of 113)

Supplier name	AP purchase invoice number	Date	Transaction currency	Transaction amount	Base amount	State	Summary title	Delete
Edit View John Smith	101/05032024	05/03/2024	GBP	£1,200.00	£1,200.00	Paid	AP purchase invoices - 540: 2024/03/28 12:22:39:4987 Batch	Print Reverse