

## Accounts Receivable – Transferring Credit From One Customer Account to Another.

### How to apply credits when two different customers are involved.

Go to Accounts Receivable -> Cash Posting/Credit Applications -> 'Transfer Invs to Another Acct#'

```
ASPLinux
File Edit Setup Run Help
ATAR9998 Transfer Invoices Rev/01.01.00

1. From Customer Name...: 1209 ROBERT BRADLEY
2. To Customer Name.....: 1247 ROBERT BRADLEY
3. (O)pen, Inv# or (A)ll: COA-02.635
4. (N)ew transfer or
   (R)everse last Xfer...: N

NOTE: This program will allow you to transfer all the invoices from
      customer to another. If you choose (N)ew transfer then the
      system will take all invoices for the From customer and
      transfer them to the To customer.

      If you choose (R)everse last transfer, then the system will
      transfer back only the invoices that were previously transfered.

Line#, (Q)uit, (TOP), (T)ransfer

Ready Ln 22, Col 33 NUM
```

**From Customer Name:** (Enter Customer Name or Account to transfer FROM)

**To Customer Name:** (Enter Customer Name or Account to transfer TO)

**(O)pen Inv# or (A)ll:** (Enter O to transfer ALL open invoices OR enter A to transfer ALL open/closed invoices OR enter the specific Inv# or enter a / to transfer a single invoice/credit.

**(N)ew transfer or (R)everse:** (Enter N to process a new transfer or enter R if you want to reverse a previously created Transfer).

**Enter T to perform the transfer.**

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Once the transfer is complete you can use the 'Apply Credits & Cash on Account' option located on the same menu to apply the credit to the open invoice.

```
ASPLinux
File Edit Setup Run Help
ATAR017 Cash on Account Application 09.18.96

Customer ..... : 1247 ROBERT BRADLEY
2. Credit Ref ..... : x.....
3. Invoice Number . :
4. Amount to Apply .:
5. Application Date :

Enter / to display available credits

Ready Ln 6, Col 31 NUM
```

**Customer:** Enter Customer's Name or Account you need to apply the credit to.

**Credit Ref:** Enter / and when list displays, select the item to apply.

**Invoice Number:** Enter / and when list displays, select the item you wish to apply credit to.

**Amount to Apply:** The amount will automatically display; however, if needed, you can change the amount and then transfer remaining amount to another invoice.

**Application Date:** Current date will display; however, you can change that if needed.

**Enter P to Post transaction.**