

Apply Credits

Negative charges create credits on ledgers. You create zero receipts to “apply credits” to positive charges. You can create zero receipts manually, or you can utilize the Apply Credits feature.

To Automatically Apply Credits:

1. From the Admin Role, select Toolbox~Apply Credits. The Apply Credits filter screen will appear.

Apply Credits

| | | |
|--|---|---|
| Property Payee Charge Code Credit Charge Code Credit Date Post Month Charge Month Ignore Hold For Order By | <input type="text"/> <input type="text"/> <input type="text" value="rentres"/> <input type="text" value="conces-r"/> <input type="text"/> to- <input type="text"/> <input type="text"/> -to- <input type="text"/> <input type="text"/> -to- <input type="text"/> <input type="text" value="Yes"/> <input type="text" value="Property"/> | <div style="background-color: #0070c0; color: white; padding: 2px; text-align: center; font-weight: bold;">Receipt Details</div> Post Date <input type="text" value="08/01/2017"/> Post Month <input type="text" value="08/2017"/> |
|--|---|---|

Credits

[Check All](#) [Clear All](#)

| Apply | Property | Payee | Payee Name | Outstanding Amount | Credit Amount |
|--------------------------|----------|----------|------------|--------------------|---------------|
| <input type="checkbox"/> | resny02 | t0001353 | Smith | 539.31 | -164.72 |
| <input type="checkbox"/> | resny02 | t0001354 | Michaels | 556.90 | -164.72 |

- a. Property: Fill in Property to only apply credits for a specific property.
- b. Payee: Fill in Payee to only apply credits for a specific payee.
- c. Charge Code: To filter outstanding charges by charge code.
- d. Credit Charge Code: To filter available credits by charge code.
- e. Credit Date: To filter for available credits that have a specific credit date range.
- f. (Credit) Post Month: To filter for available credits from a specific post month
- g. Charge (Post) Month: To filter for open charges that have a specific charge date range.
- h. Ignore Hold For: Choose Yes to include charges that are flagged as “On Hold”

2. Click Display. Voyager will display persons that match the filter criteria.
3. Select the “Apply” checkbox next to the person you wish to apply credits to.
4. In the Receipt Details section, fill in the Post Date and Post Month you would like to use for the Zero Dollar Receipt that will close out your Credit/Charge.
5. Click “Post”

Note: If you want to only apply current month’s credits to current month’s charges, you need to specify the Credit Post Month (f) and Charge Post Month (g) on the filter.

Note: If you want to specifically apply certain credits to certain charges, you should run the Apply Credits function separately for each scenario filling out Charge Code (c) and Credit Charge Code (d) on the filter.

Note: Each client is unique. Please contact MM Consulting Solutions if you would like to develop a custom solution for your business.