


# How to Manually Apply Payments/Refund Resident Balances

## Description

Use this function to manually apply entered payments or credits to invoices.

The system will:

-  Create an invoice application entry to match an invoice with a payment or credit

## Step by Step

- 1 Navigate to the Resident's profile for whom you would like to apply a payment or credit
- 2 Click **Invoice Application**

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**Resident Detail**

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**Resident**

Resident ID	R-10069	Photo	
First Name	Vicky	Phone 1	(555) 237-9815
Last Name	Smith	Phone Source 1	

## Payment

- 1 Specify the **Invoice to Apply**
- 2 Specify the **Resident Transaction to Apply** (e.g., Payment, Credit, LMR Interest, etc.)
- 3 Enter an **Amount to Apply**, if you are not applying the full amount of the invoice or payment. If left blank, the maximum will be applied
- 4 Specify the **Date to Apply**. If left blank, the current date will be used.
- 5 Review your information and check **CONFIRM APPLICATION!** to complete the application. As a safety feature, the system will not create the application if this box is left blank.
- 6 Do not check **Process Refund**

**7 Click Save**

Save QuickSave Cancel			
<b>▼ Resident Information</b>			
First Name	Vicky	Last Name	Smith
Community	iaRetirement - GTA	Suite	
<b>▼ Specify Application Details</b>			
Specify Invoice to Apply	Inv-004426		
Specify the Resident Transaction to Apply	8485		
Enter Amount to Apply if left blank the maximum will be applied			
Specify Date to Apply. If left blank the current date is used		( 10/29/2013 )	
CONFIRM APPLICATION!	<input checked="" type="checkbox"/>		
Process Refund	<input type="checkbox"/>		
Save QuickSave Cancel			

## Refund Resident Balance

- 1** Check **Process Refund**
- 2** Click **Save**

Note: Do not enter any of the other fields. Any credits will automatically be applied.

Save QuickSave Cancel			
<b>▼ Resident Information</b>			
First Name	Vicky	Last Name	Smith
Community	iaRetirement - GTA	Suite	
<b>▼ Specify Application Details</b>			
Specify Invoice to Apply			
Specify the Resident Transaction to Apply			
Enter Amount to Apply if left blank the maximum will be applied			
Specify Date to Apply. If left blank the current date is used		( 10/29/2013 )	
CONFIRM APPLICATION!	<input type="checkbox"/>		
Process Refund	<input checked="" type="checkbox"/>		
Save QuickSave Cancel			

