

How to Manually Apply Payments/Refund Resident Balances

Description

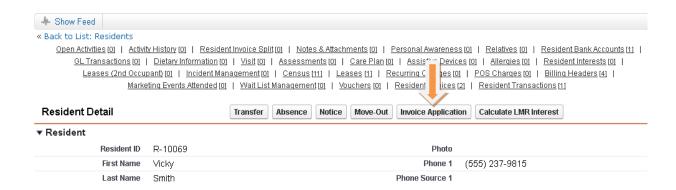
Use this function to manually apply entered payments or credits to invoices.

The system will:

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

Step by Step

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



Payment

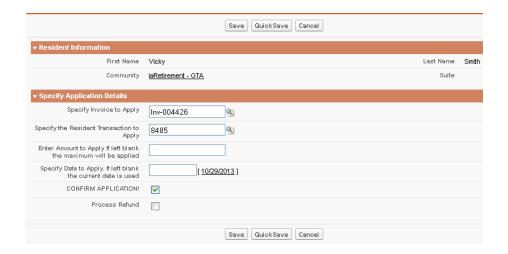
- Specify the Invoice to Apply
- Specify the Resident Transaction to Apply (e.g., Payment, Credit, LMR Interest, etc.)
- **3** Enter an **Amount to Apply**, if you are not applying the full amount of the invoice or payment. If left blank, the maximum will be applied
- Specify the Date to Apply. If left 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.
- Do not check Process Refund

Updated: May 14, 2014



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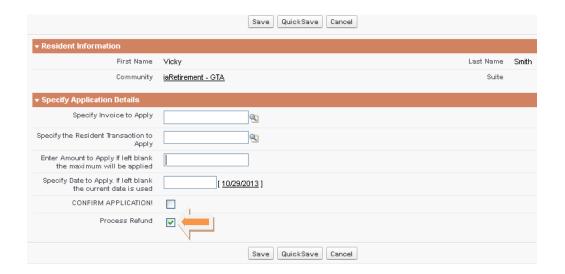
7 Click Save



Refund Resident Balance

- I Check Process Refund
- 2 Click Save

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



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