



Apply Open Credits

Property Management Solutions for Over 30 Years

Overview

Open credits are available funds that have not been designated toward charges. They will automatically pay off a charge as the charge is posted if the open credit amount is equal to or greater than the charge. If there are not enough open credits to cover the entire charge, but you want to apply what money you have to a charge you can do it through Member Receipt.

1. Go to <<AR, Member Receipt>>
2. Select the [Member]
3. Blank out the [Payment] field by doing a <Shift><Backspace>
4. Press the <Tab> key or click into the Memo field
5. The amount of the open credit will appear on the Charge line item in the [Apply to
1. Charge] field
6. Review the entries for accuracy
7. Click <New> or <Post>
8. A message will display alerting you to the amount being used from open credits. Click <OK>.

The screenshot shows the 'Member Receipt' window with the following details:

- Date: 2/3/2019
- Receipt #: 290603PFVA
- Unit: B303: B303
- Member: AMOS: Michael Amos
- Bank: CHECK BANK: CADENCE OPS CHECK ACCT
- Payment: \$1,464.58
- Current Charges Owed: \$1,471.21
- Starting Open Credits: \$6.63
- Current Charges Paid: \$1,471.21
- Final Open Credits: \$0.00

Due Date	Code	Owed	Apply to Charge
1/1/2019	MAINTENANCE FEES	\$510.00	Amount \$510.00 <input type="checkbox"/> Skip
2/1/2019	SPECIAL ASSESSMENT 18 19	\$451.21	Amount \$451.21 <input type="checkbox"/> Skip
2/1/2019	MAINTENANCE FEES	\$510.00	Amount \$510.00 <input type="checkbox"/> Skip

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