



FAQ

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Why doesn't this credit memo show in my payment batch?

Credit memos belong to the entity that has received the credit from the vendor. Credit Memos are entered in batches and posted in order to be used in a payment batch.

In processing payments, if a vendor does not have an outstanding accounts payable invoice or one or more outstanding accounts payable invoices do not total the amount of the credit memo, the credit memo will not be available to choose during payment selection, in Computer Payment Processing. In Manual Payments the credit memo is visible, but you cannot create a credit Manual Payment. The total AP invoice amount must be at least one penny more than the credit memo.

If payments are processed by a paymaster, in order to use the credit memo, the entity that the credit memo belongs to must have an outstanding accounts payable invoice or one or more outstanding accounts payable

Vendor Aging Vendor Aging Report **Payment Selection**

Clear All On-Holds + Create Payment Batch View Transactions X Delete Batch

Selection Criteria

New Batch Existing Batch

Initials:

Batch Code:

Company:

District:

Vendor Group:

Vendor:

Include EFT Vendors

Voucher # to

Doc Num:

Due By:

Include On-Hold transactions

Compeat Advantage

No entries could be found to add to the batch.

OK

Was this Helpful?

Items aren't auto-populating when I place orders. What do I do?

I get a catch weight error when importing invoices. What do I do?

What kind of barcode scanner can I use for mobile inventory counts?

I get a sales tax error when importing invoices. What do I do?

How do I fix an item that was matched incorrectly on an invoice or order guide import?

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