Work Order Billing - Credit Progress Invoices (Pro)

Last Modified on 02/19/2025 7:17 pm EST

On the work order Billing tab, on the Invoices tab, there is a way to credit invoices and see credited invoices in the list. There is a **Credit** button for each invoice in the grid. To see credited invoices for the work order, click the **Show Credited Invoices** switch.

The grid shows this information:

ntments items &	& Deposits P	Parts RMR 1 0	Billing Change O 0	Orders Notes Sit O	e Parts Site Notes 3 0	Zones Pu 0	urchase Orders 5 0
Billing Invoices	í.						
+ New Invoice	Export to Exe	cel				NO S	Show Credited Invoices
+ New Invoice	Export to Exe	cel Due Date	Invoice Date	Percentage Invoiced	Amount	NO S Payments Applied	Show Credited Invoices

Viewing credited invoices shows the following information for the invoices:

- Invoice Number: Number of the invoice that was credited
- Invoice Date: Date of invoice that was credited
- Percentage Invoiced: Percentage invoiced for the invoice that was credited
- Amount: Total amount of the invoice that was credited
- Credit Date: The date that the credit was created for that invoice
- Amount Credited: Amount that was credited for the invoice (will always be equivalent to the amount column)

ntments Items & Deposits Parts 1	RMR Billing Char 0	nge Orders Notes 0 0 0	Site Parts Site No 3 0	tes Zones O	Purchase Orders 5 0
Billing Invoices					
+ New Invoice Export to Excel				•	Show Credited Invoices
+ New Invoice Export to Excel	Invoice Date	Percentage Invoiced	Amount	Credit Date	Show Credited Invoices Amount Credited

Progress invoices <u>cannot</u> be partially credited; they can only be fully credited to successfully reverse the costing associated with the progress invoice. When crediting a progress invoice that has an associated change order, the Invoiced flag on the change order is cleared or reset.

Credit Progress Invoice: Direct Expense or Accrued WIP

If a progress invoice is credited on a work order that has a work order type using the direct expense method, the credit includes the same items/parts associated with the invoice being credited.

Credit Progress Invoice: WIP

If a progress invoice is being credited on a work order that has a work order type using the WIP method, these are accounted for:

1. The amounts that the invoice moved out of WIP and into the actuals column on the job costing tab of the

work order are moved back into the WIP column.

- 2. Any GL entries associated with moving expenses out of WIP and into a direct expense account are reversed.
- 3. The credit includes the same items/parts associated with the invoice being credited.