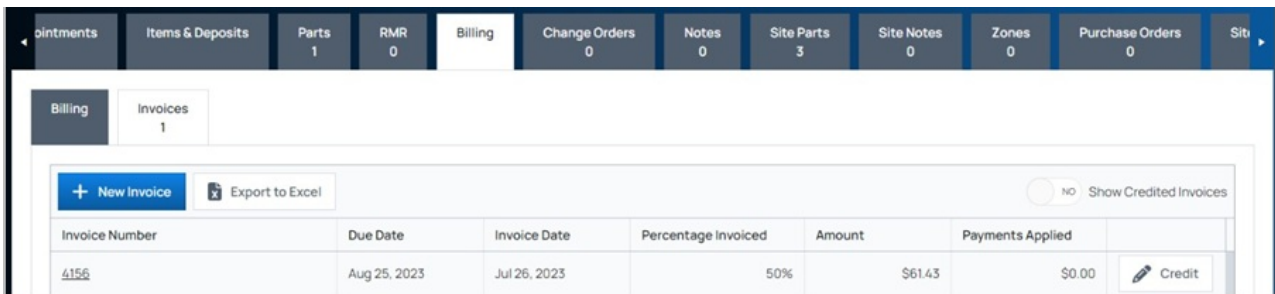# Work Order Billing - Credit Progress Invoices (Pro)

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.
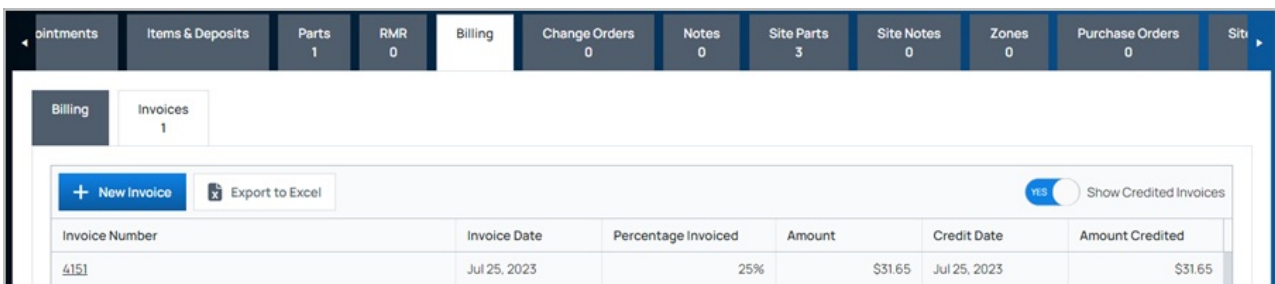
The grid shows this information:

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)

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.