Crediting

Credits for Temporary work invoices can be created in two ways.

- By creating a Negative timesheet - manually or using the Cancel & Correct functionality
- By going to the original invoice and using the credit button

Negative Timesheets

Using negative timesheets allows partial crediting of an invoice and is easily done from the Temp Desk.
It is the method that must be used if timesheets are exported to a pay and bill system.
It will use the current Accounts settings for the client when the timesheet is processed, not those existing when the original invoice was created.

Once a Timesheet has been Transferred to payroll or Invoiced - if configured to do so - a button appears with Cancel or Correct. This is a wizard that goes through steps to determine if it is pay, charge or both that need to be corrected, and the Advanced option allows moving to another Vacancy.

The process will create a negative timesheet and then allow the replacement timesheet to be completed.
Negative Timesheets appear in Invoice Temp Timesheets or Batch Invoice Temp Timesheets and are part of the list. They are NOT included with positive timesheets in an invoice.
Credits use the standard invoicing numbering - the negative total then changes the invoice description from Invoice to Credit Note.

Crediting from an Invoice

This will create a 'negative' of the original invoice and must be used when crediting an invoice where any of the original Accounts setting have changed, such as Account Code, VAT registration, etc.

The Invoice form can be reached from:

- Select menu > Direct Invoice. Enter the Invoice number
- Client > Accounts view > Accounts view. Double click the line to Expand or use Expand button on right
- Accounts menu > Send Invoices. Tick Include Already Sent, select the Account and date range. Double click the line to Expand or use Expand button

- Accounts menu > Transaction List. Select teh date range. Double click the line to Expand or use Expand button
- Accounts menu > Credit Control. Enter Account code, select line and use Account button which takes you to Account view above.

The Credit button on the top bar starts the process.
The wizard offers the option of creating a replacement timesheet where a correct invoice needs to be produced. Negatives of all the original timesheets are automatically created and marked as 'invoiced'. Enter the date to be used.
The Credit Note is then created and will be found on the Accounts view, or on the Transaction list for date used.

This method of invoicing uses the ORIGINAL invoice number with the addition of a suffix of C e.g. Invoice 12345 will have associated credit note number of 12345C

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