Invoice Transfer Wizard

2017 - Spring Edition

User Guide - Table of Contents

Overview

The Invoice Transfer Wizard is used to transfer posted invoices, from both the POS and Member Charge Wizard, from one member account to another. However, please keep in mind that **ONLY** invoices settled to **Member Charge** can be transferred using the Invoice Transfer Wizard. Any other type of settlement **CANNOT** be transferred between member accounts using this tool.

Furthermore, please remember that only invoices within a **POSTED** batch will show in the Invoice Transfer Wizard.

Use Case(s)

- A transaction completed through the POS was settled to Member Charge on the wrong member's account, and the batch is already posted. The user can transfer the charge to the correct member using the Invoice Transfer Wizard, rather than unposting the batch and reopening the ticket.

- A specific invoice, completed using the Member Charge Wizard, was posted to the wrong account, and the batch is already posted. The user can transfer the invoice to the correct member using the Invoice Transfer Wizard, rather than unposting the batch.
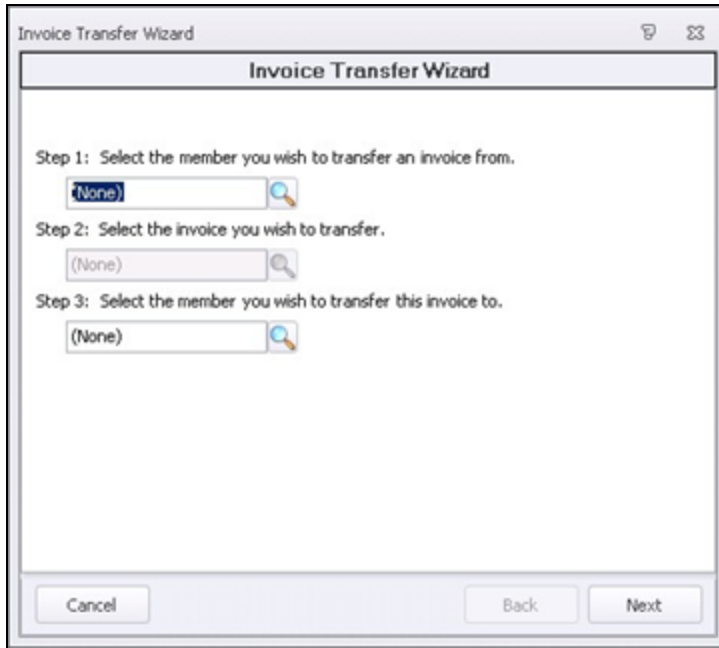
Accessing the Tool

To access the Invoice Transfer Wizard,

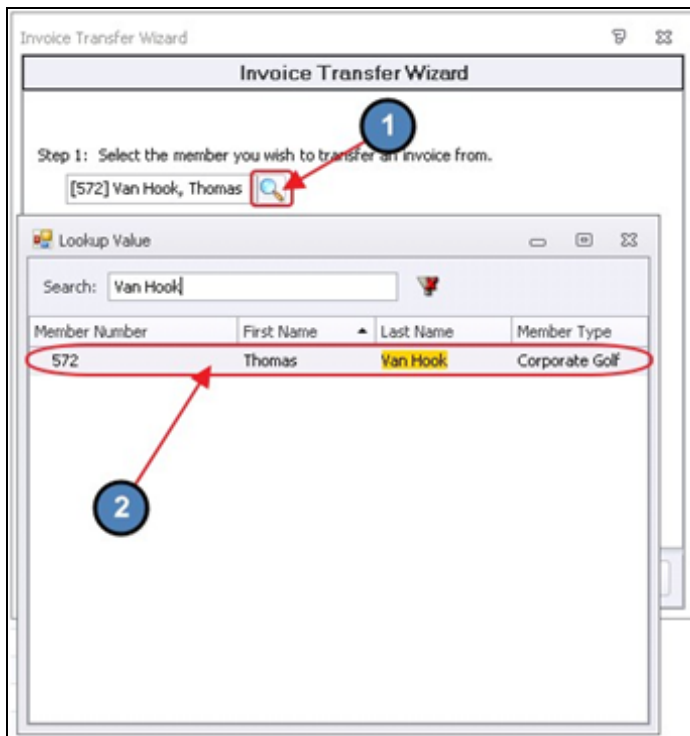1) Navigate to the **Membership** module on the left user menu and select **Invoice Transfer Wizard**.
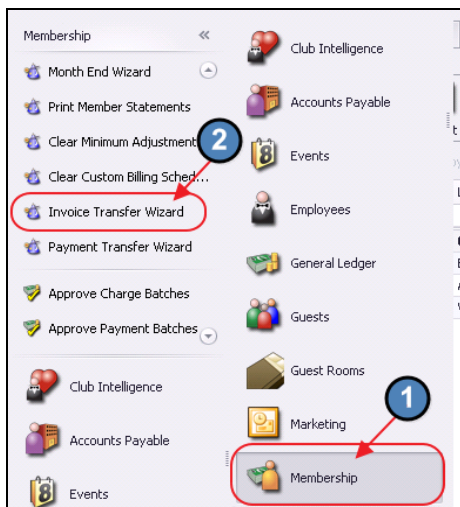
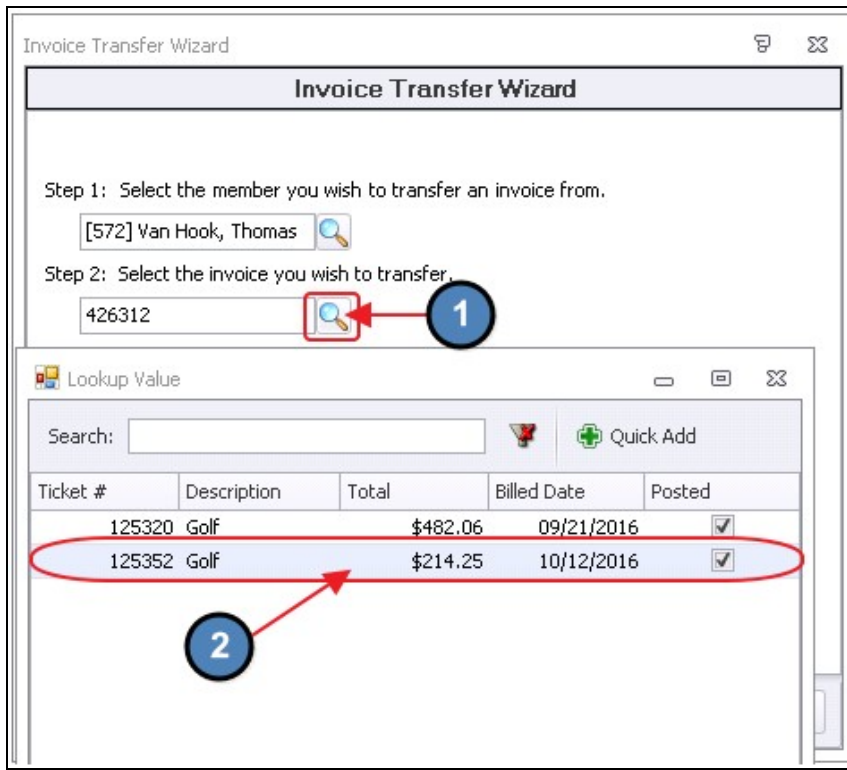2) The **Invoice Transfer Wizard** will launch.

Invoice Transfer Wizard

Once the Invoice Transfer Wizard is launched, please follow the below instructions:
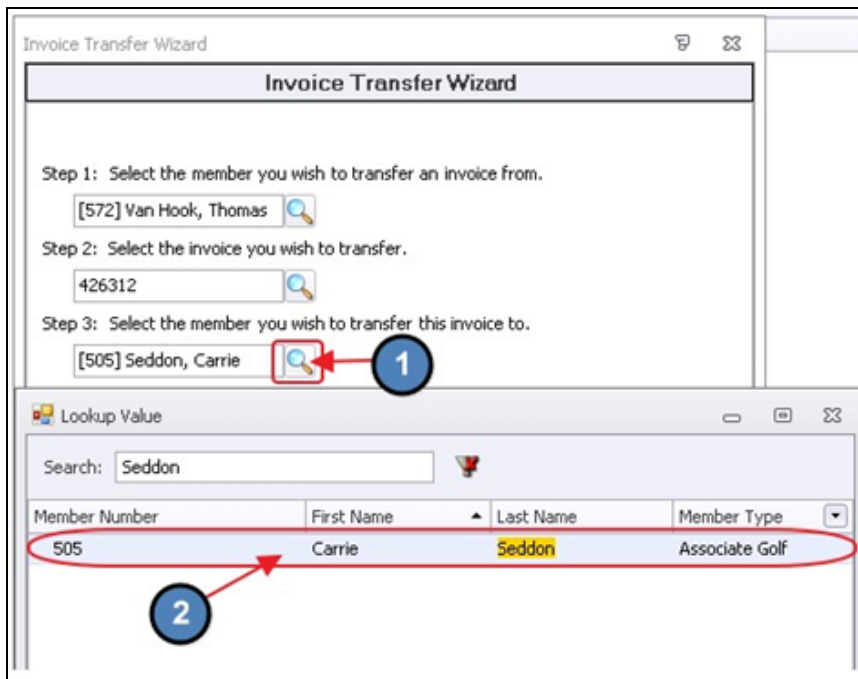
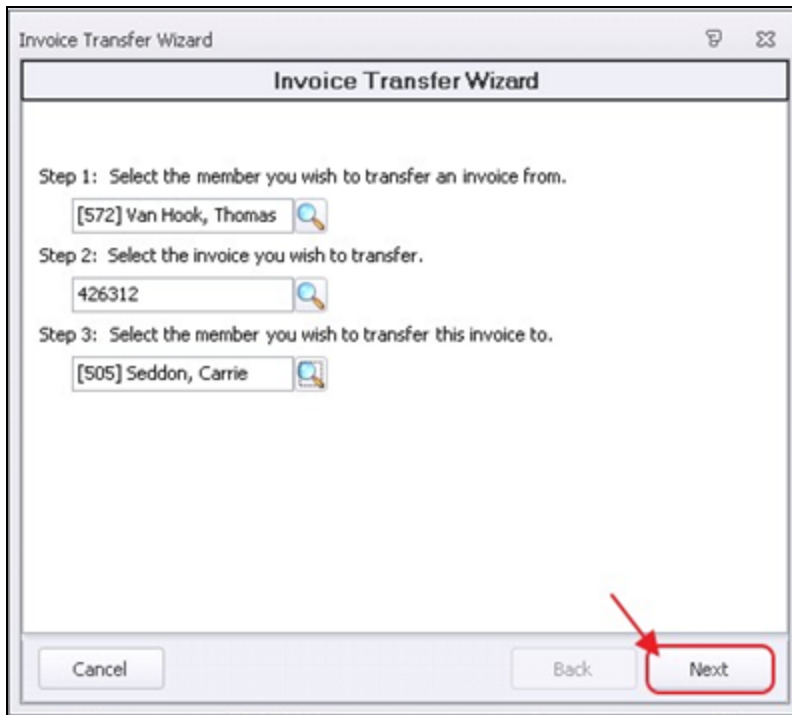**Step 1** - Select the member to transfer the invoice from using the Lookup.

Step 2 - Select the invoice to transfer using the Lookup. Remember, only **POSTED** invoices will show in this list.
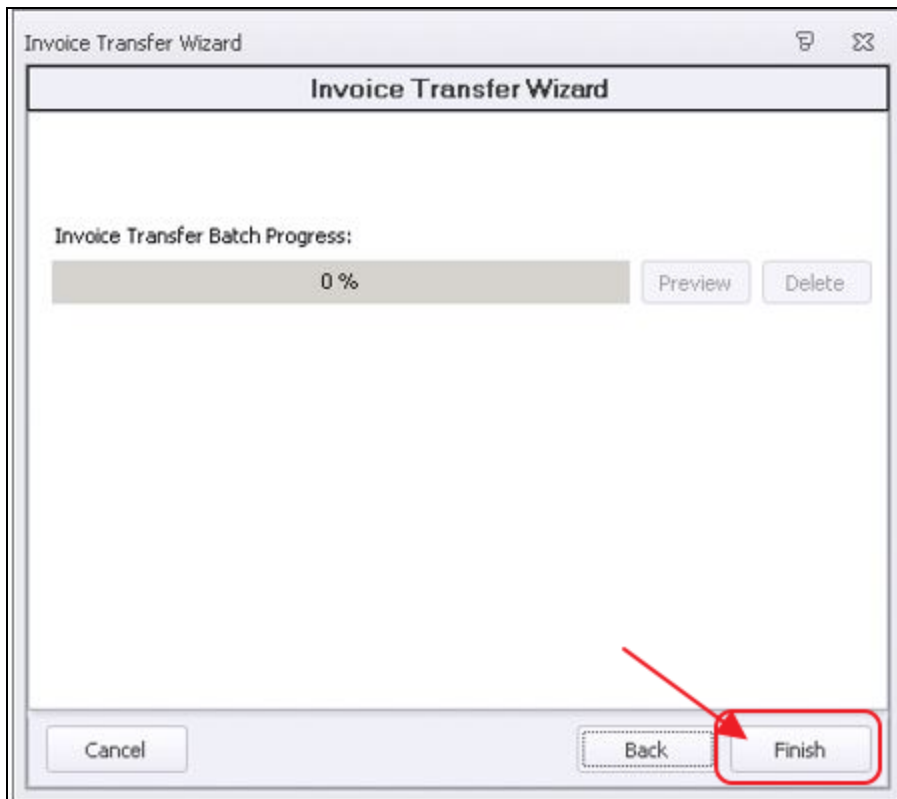

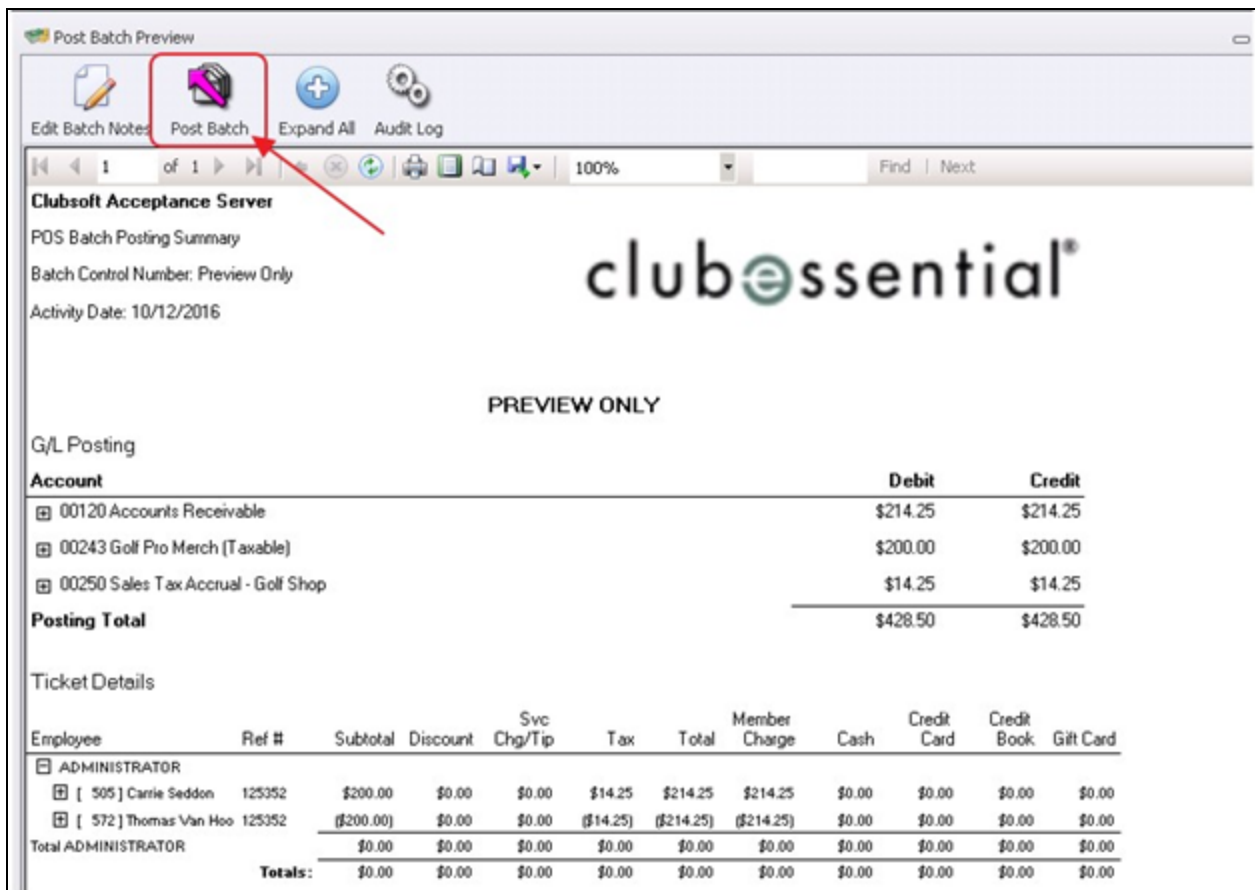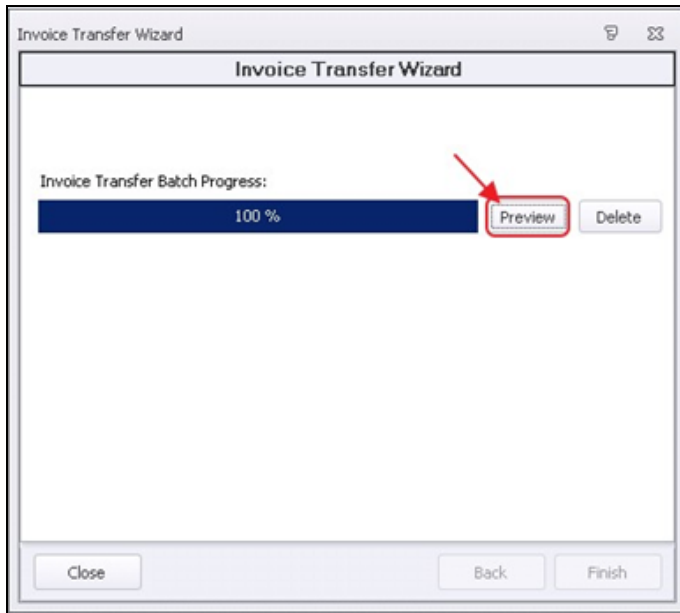**Step 3** - Select the Member to transfer the invoice to using the lookup.
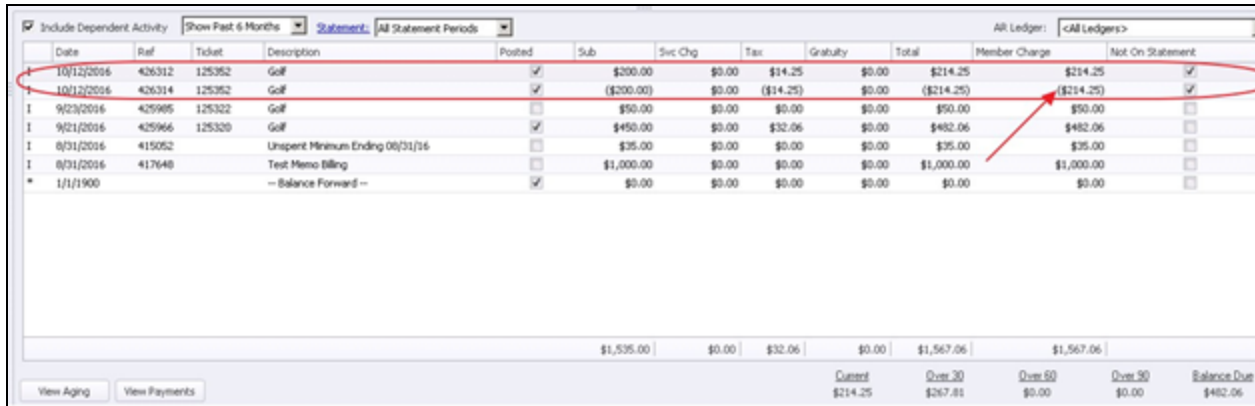
Select **Next.**

Select **Finish** (Finished at 100%).

Select **Preview** and **Post** the Batch.

AR Activity

Once the batch is posted, a credit is placed on the account the invoice was transferred from to offset the original ticket.

The invoice will then show on the account it was transferred to.

Best Practices

- When performing transfers, ensure documentation to support the transfer is saved, and easily accessible in the event of a Member dispute.

Frequently Asked Questions

The invoice I need to transfer is not showing up - now what?

Remember that only Invoices in **Posted Batches** with a settlement type of **Member Charge** will appear for selection. If the batch is unposted, you can edit the Ticket and/or post the batch, and then perform the transfer.