



# Invoice Transfer Wizard

2017 - Spring Edition

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# 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.

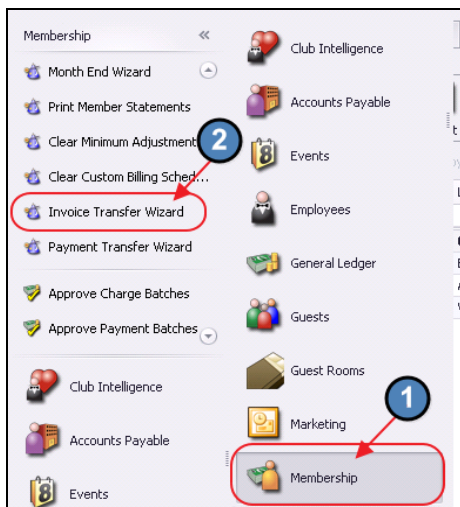
## Use Case(s)

- 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.

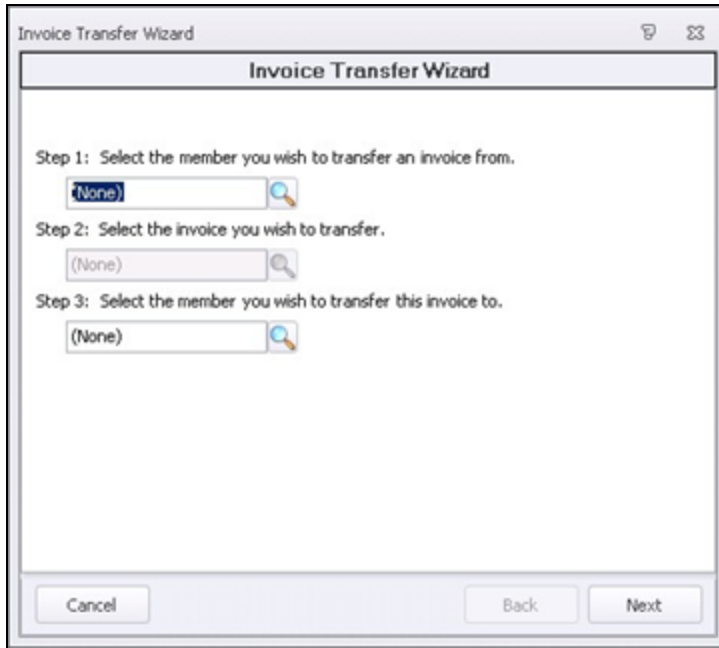
## Accessing the Tool

To access the Invoice Transfer Wizard,

- 1) Navigate to the **Membership** module on the left user menu and select **Invoice Transfer Wizard**.



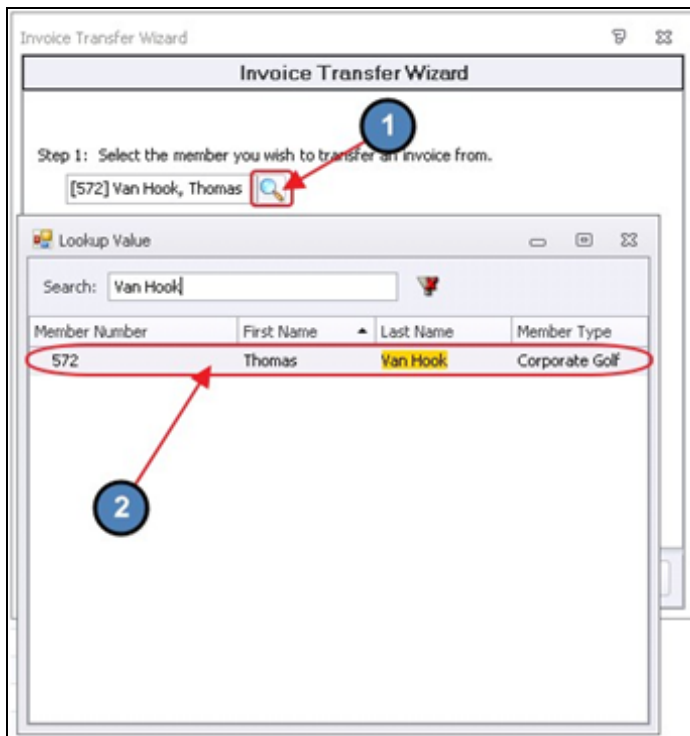
2) The **Invoice Transfer Wizard** will launch.



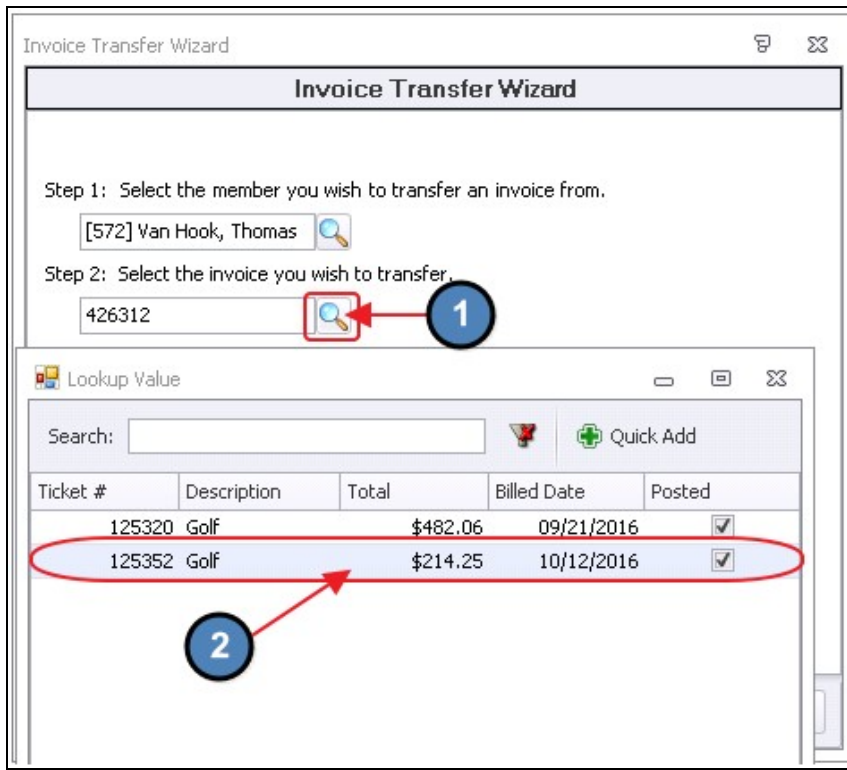
## Invoice Transfer Wizard

Once the Invoice Transfer Wizard is launched, please follow the below instructions:

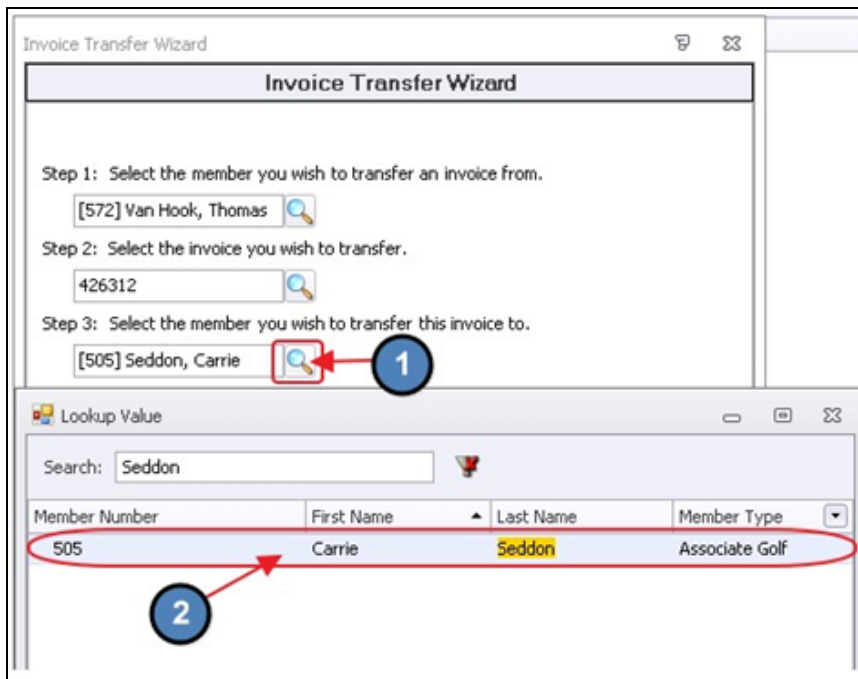
**Step 1** - Select the member to transfer the invoice from using the Lookup.



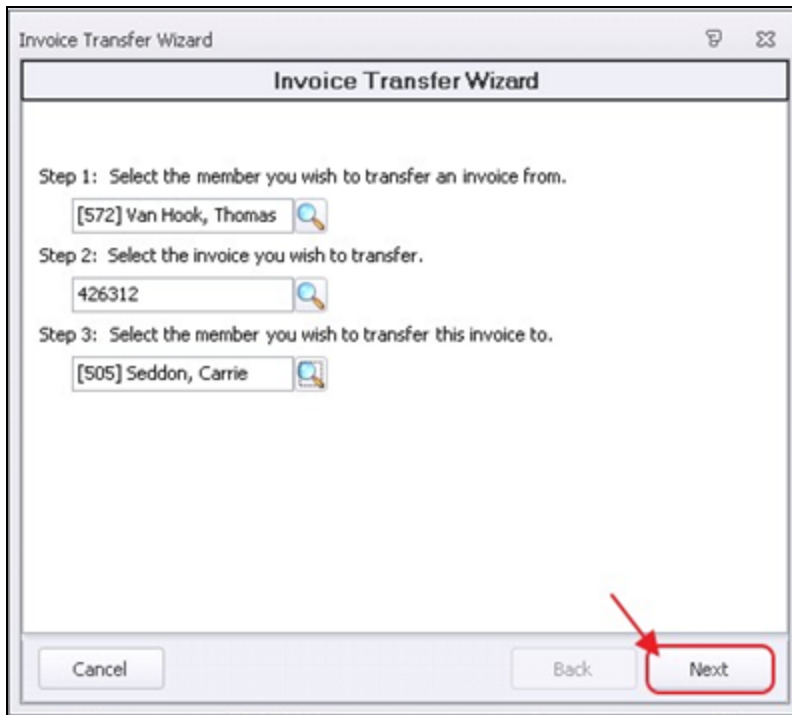
**Step 2** - Select the invoice to transfer using the Lookup. Remember, only **POSTED** invoices will show in this list.



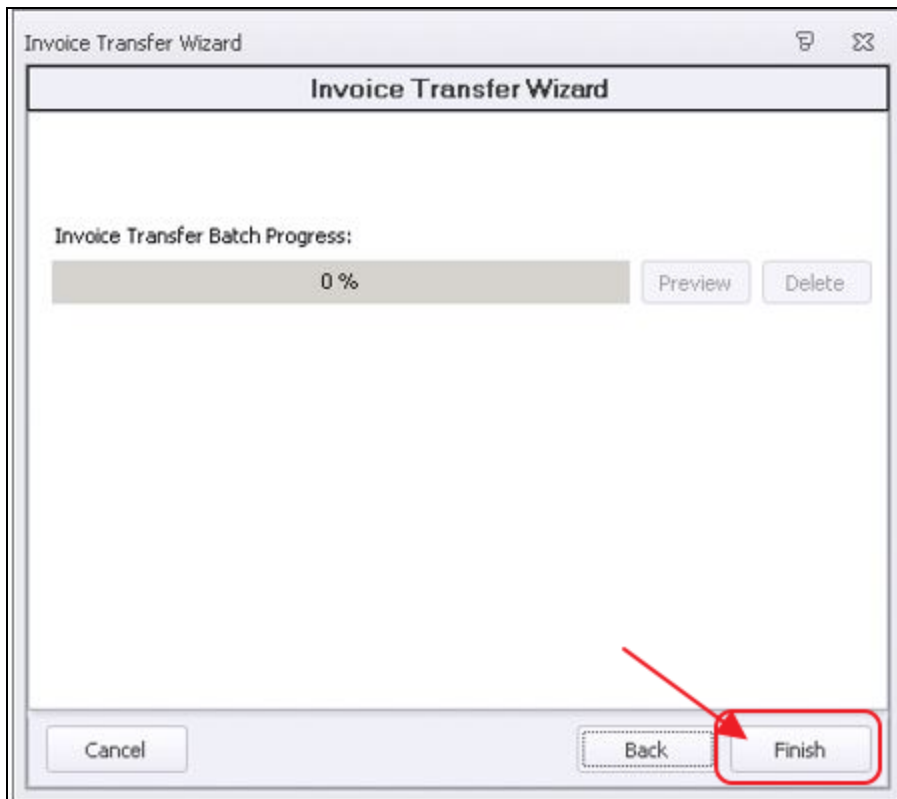
**Step 3** - Select the Member to transfer the invoice to using the lookup.



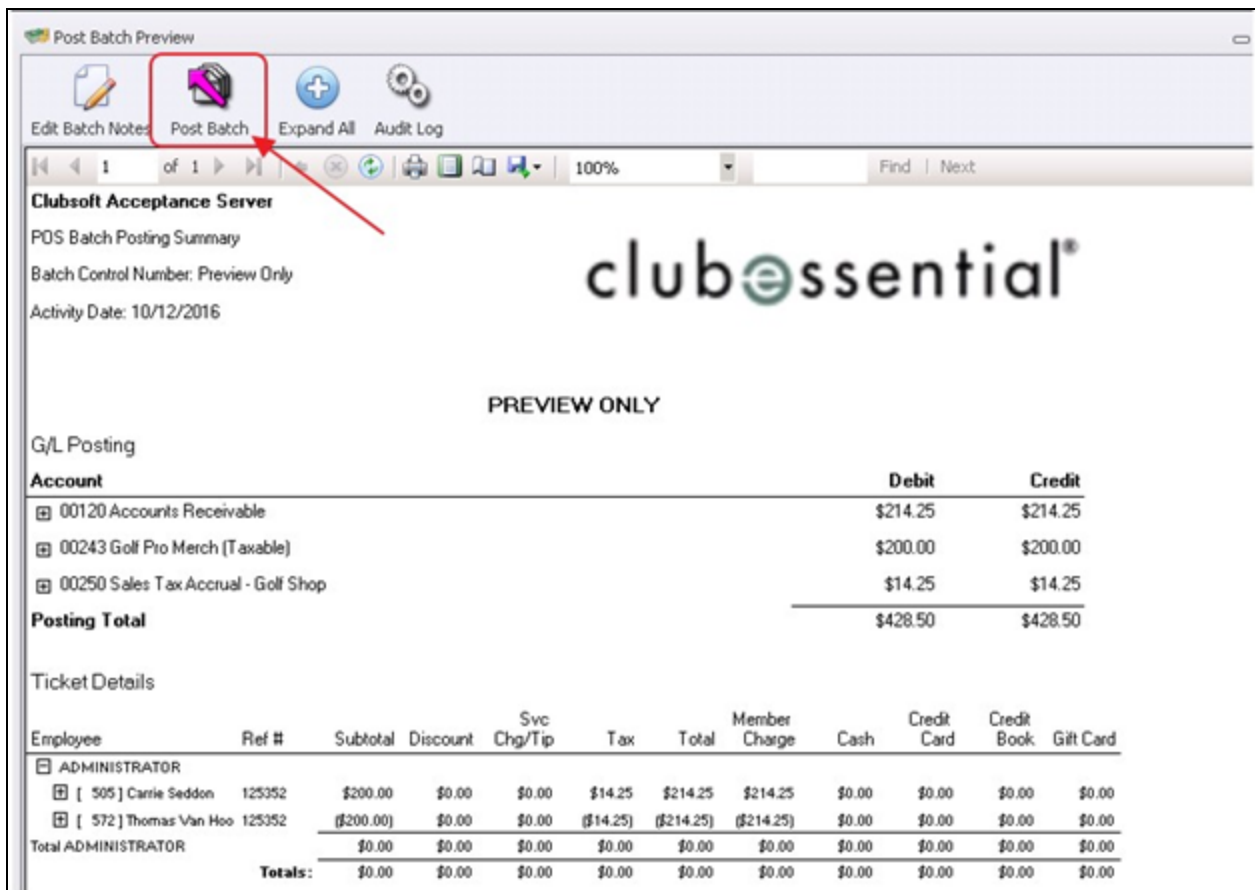
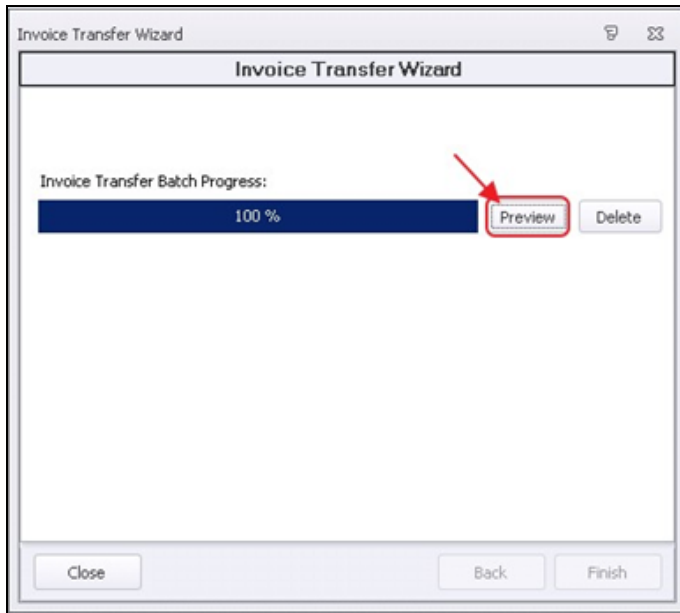
Select **Next**.



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

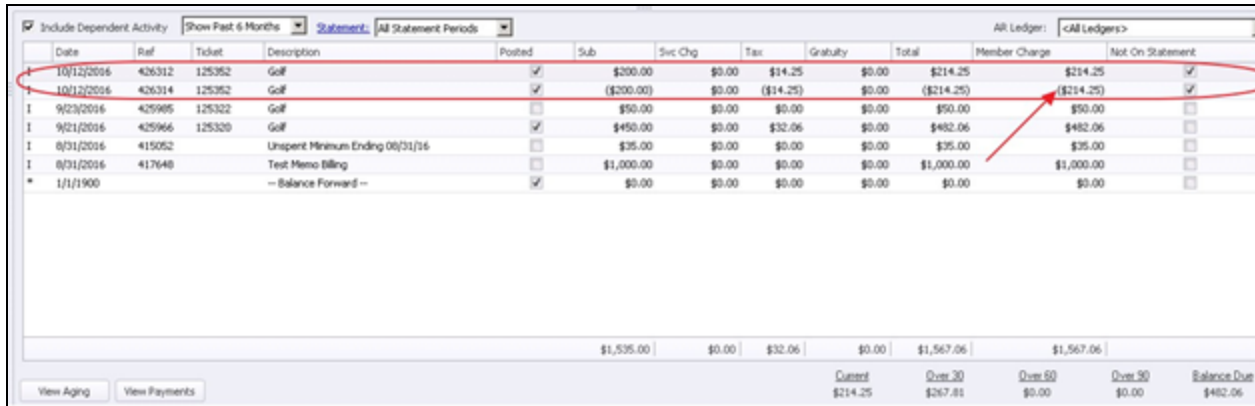


Select **Preview** and **Post** the Batch.



## AR Activity

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

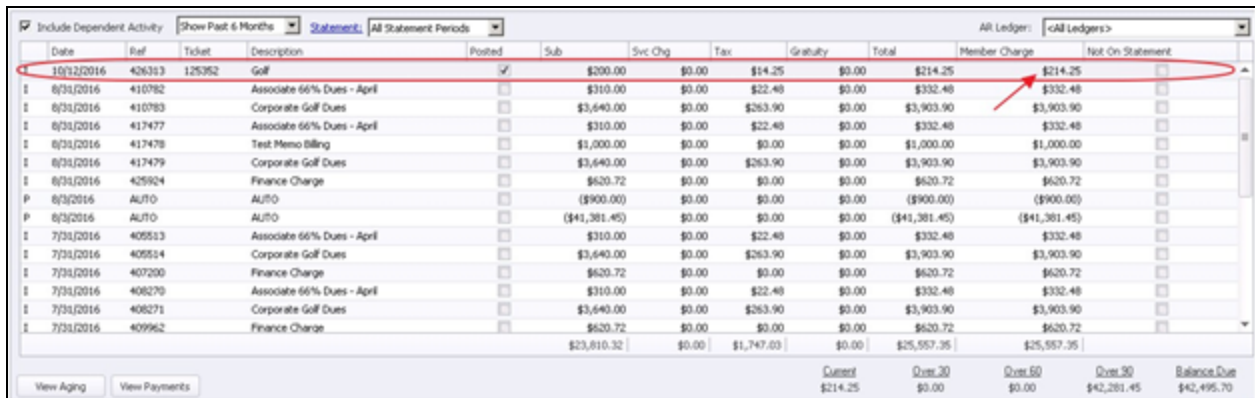


The screenshot shows an AR Ledger with columns: Date, Ref, Ticket, Description, Posted, Sub, Svc Chg, Tax, Gratuity, Total, Member Charge, and Not On Statement. A red circle highlights the first two rows, which are offsetting entries for a \$214.25 invoice. A red arrow points from the 'Total' column of the second row to the 'Member Charge' column of the same row.

Date	Ref	Ticket	Description	Posted	Sub	Svc Chg	Tax	Gratuity	Total	Member Charge	Not On Statement
10/12/2016	426312	125352	Golf	<input checked="" type="checkbox"/>		\$200.00	\$0.00	\$14.25	\$0.00	\$214.25	<input checked="" type="checkbox"/>
10/12/2016	426314	125352	Golf	<input checked="" type="checkbox"/>		(\$200.00)	\$0.00	(\$14.25)	\$0.00	(\$214.25)	<input checked="" type="checkbox"/>
9/23/2016	425985	125322	Golf	<input type="checkbox"/>		\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	<input type="checkbox"/>
9/21/2016	425966	125320	Golf	<input checked="" type="checkbox"/>		\$450.00	\$0.00	\$32.06	\$0.00	\$482.06	<input type="checkbox"/>
8/31/2016	415052		Unspent Minimum Ending 08/31/16	<input type="checkbox"/>		\$35.00	\$0.00	\$0.00	\$0.00	\$35.00	<input type="checkbox"/>
8/31/2016	417648		Test Memo Billing	<input type="checkbox"/>		\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	<input type="checkbox"/>
1/1/1900			-- Balance Forward --	<input checked="" type="checkbox"/>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>

Summary: Current \$214.25, Over 30 \$267.81, Over 60 \$0.00, Over 90 \$0.00, Balance Due \$482.06

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



The screenshot shows an AR Ledger with columns: Date, Ref, Ticket, Description, Posted, Sub, Svc Chg, Tax, Gratuity, Total, Member Charge, and Not On Statement. A red circle highlights the first two rows, which are invoices for \$214.25. A red arrow points from the 'Total' column of the second row to the 'Member Charge' column of the same row.

Date	Ref	Ticket	Description	Posted	Sub	Svc Chg	Tax	Gratuity	Total	Member Charge	Not On Statement
10/12/2016	426313	125352	Golf	<input checked="" type="checkbox"/>		\$200.00	\$0.00	\$14.25	\$0.00	\$214.25	<input type="checkbox"/>
8/31/2016	410782		Associate 66% Dues - April	<input type="checkbox"/>		\$310.00	\$0.00	\$22.48	\$0.00	\$332.48	<input type="checkbox"/>
8/31/2016	410783		Corporate Golf Dues	<input type="checkbox"/>		\$3,640.00	\$0.00	\$263.90	\$0.00	\$3,903.90	<input type="checkbox"/>
8/31/2016	417477		Associate 66% Dues - April	<input type="checkbox"/>		\$310.00	\$0.00	\$22.48	\$0.00	\$332.48	<input type="checkbox"/>
8/31/2016	417478		Test Memo Billing	<input type="checkbox"/>		\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	<input type="checkbox"/>
8/31/2016	417479		Corporate Golf Dues	<input type="checkbox"/>		\$3,640.00	\$0.00	\$263.90	\$0.00	\$3,903.90	<input type="checkbox"/>
8/31/2016	425924		Finance Charge	<input type="checkbox"/>		\$620.72	\$0.00	\$0.00	\$0.00	\$620.72	<input type="checkbox"/>
8/31/2016	AUTO		AUTO	<input type="checkbox"/>		(\$900.00)	\$0.00	\$0.00	\$0.00	(\$900.00)	<input type="checkbox"/>
8/31/2016	AUTO		AUTO	<input type="checkbox"/>		(\$41,381.45)	\$0.00	\$0.00	\$0.00	(\$41,381.45)	<input type="checkbox"/>
7/31/2016	405513		Associate 66% Dues - April	<input type="checkbox"/>		\$310.00	\$0.00	\$22.48	\$0.00	\$332.48	<input type="checkbox"/>
7/31/2016	405514		Corporate Golf Dues	<input type="checkbox"/>		\$3,640.00	\$0.00	\$263.90	\$0.00	\$3,903.90	<input type="checkbox"/>
7/31/2016	407200		Finance Charge	<input type="checkbox"/>		\$620.72	\$0.00	\$0.00	\$0.00	\$620.72	<input type="checkbox"/>
7/31/2016	408270		Associate 66% Dues - April	<input type="checkbox"/>		\$310.00	\$0.00	\$22.48	\$0.00	\$332.48	<input type="checkbox"/>
7/31/2016	408271		Corporate Golf Dues	<input type="checkbox"/>		\$3,640.00	\$0.00	\$263.90	\$0.00	\$3,903.90	<input type="checkbox"/>
7/31/2016	409962		Finance Charge	<input type="checkbox"/>		\$620.72	\$0.00	\$0.00	\$0.00	\$620.72	<input type="checkbox"/>

Summary: Current \$214.25, Over 30 \$0.00, Over 60 \$0.00, Over 90 \$42,281.45, Balance Due \$42,495.70

## 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.