

Entering Credits

Here You can enter credits that are due to a specific customer .

From the Tool Bar click on "Open Job" select the customer then double click on the "Enter Credits" button , once credits are entered click on the "Return" button to go back to the main menu.

The screenshot shows a software interface with a toolbar at the top containing icons for 'New Job', 'Open Job', 'Create Transaction', 'Find Transaction', 'Check Reconciliation', 'Check Register', 'Global Report', 'Fee Category', and 'Exit'. Below the toolbar is a 'JOB TITLE:' section with a dropdown menu showing 'Entries' (circled in red) and 'Reports'. The main area contains various icons for editing information, checks/expenses, estimation, general entries, and change entries. A 'Credits' dialog box is open in the center, displaying 'Customer: Betty Darling' and 'JOB NO: 512'. It has fields for 'Date' (6/30/2016) and 'Amount' (0.00), and a 'Description' text area. At the bottom of the dialog are three buttons: 'Save and add another', 'Save', and 'Return'. In the background, the 'Enter Credits' button in the toolbar is circled in red. Three red text boxes with arrows provide instructions: 'Click "Open Jobs" to Select the customer here.' points to the 'Open Job' icon; 'Make sure Entries is selected to view report' points to the 'Entries' dropdown; 'Enter all required information in Credits Text box' points to the 'Credits' dialog box. A fourth red text box at the bottom right says 'Double Click "Enter Credits" button' with an arrow pointing to the 'Enter Credits' button.

Click "Open Jobs" to Select the customer here.

Make sure Entries is selected to view report

Enter all required information in Credits Text box

Double Click "Enter Credits" button