

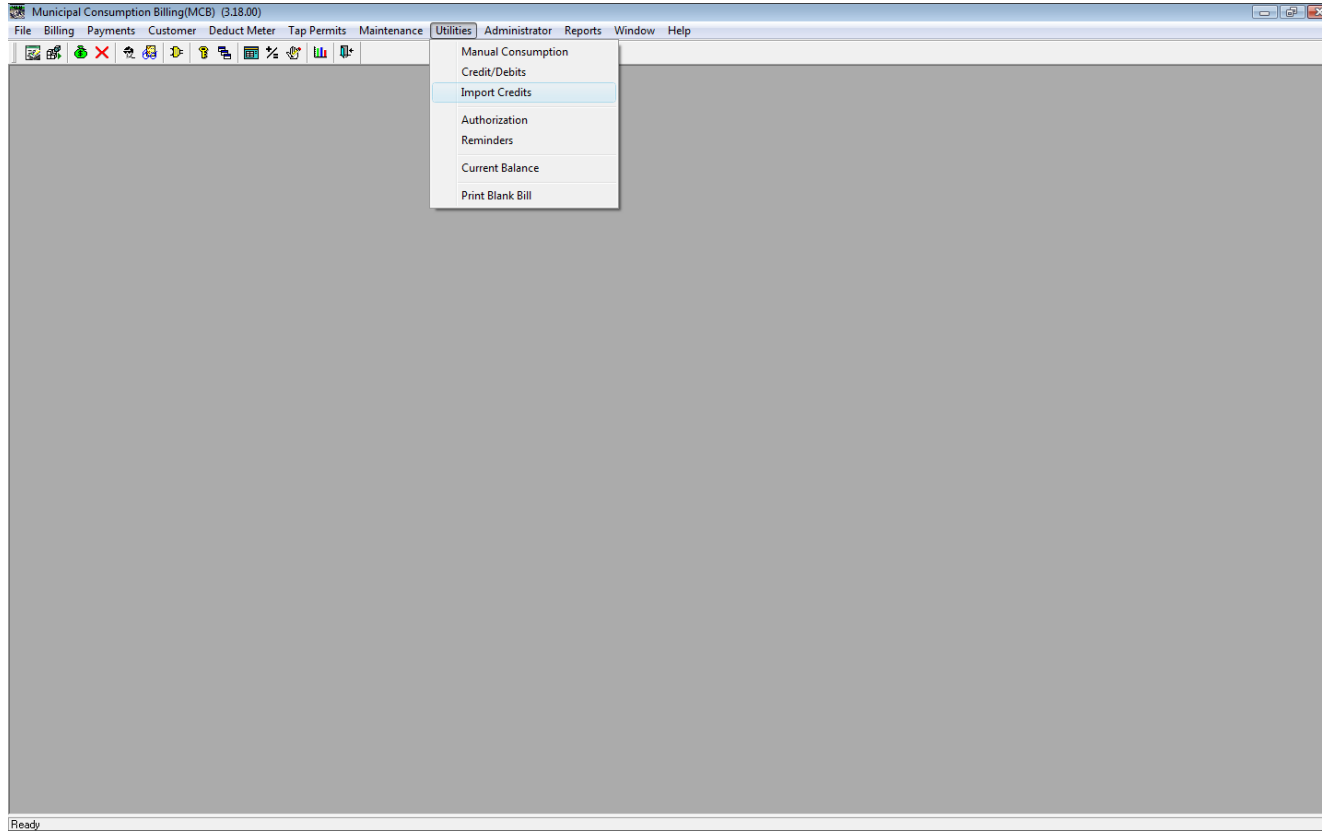
**Version 3.18.00:**

What's New:

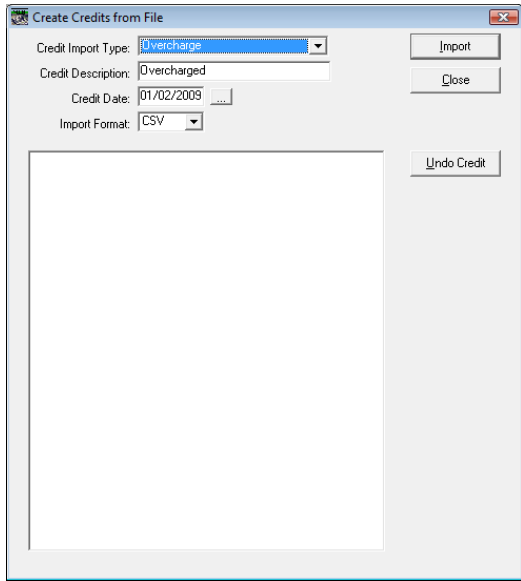
- Mass credit import process; imports accounts and credit amounts from a file and creates credit records for those accounts that will be applied in the billing process.

Import Credit Window:

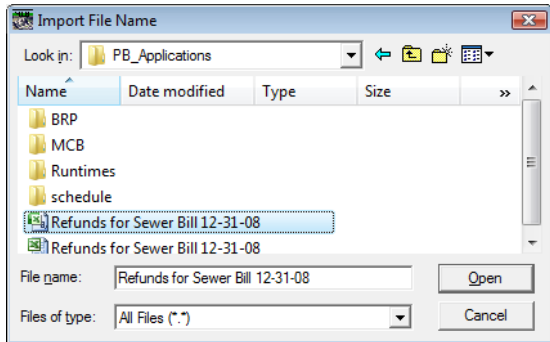
1. Go to Utilities → Import Credits.



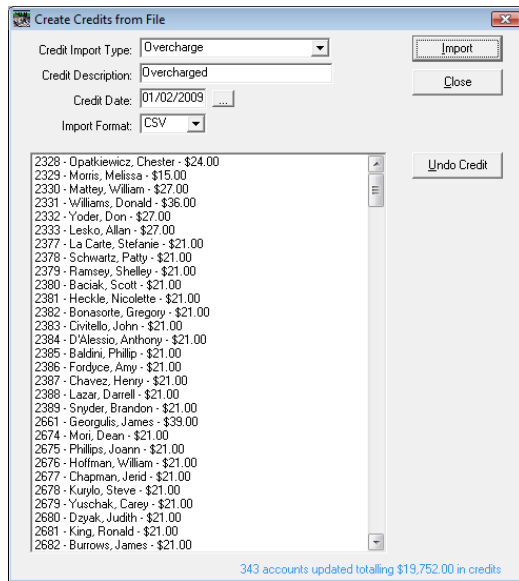
2. Select the import type from dropdown. This will set defaults in all the other fields. The defaults can be changed, but these are set based on the original intent of the import type selected.



3. Once all the information is entered, Click on the 'Import' button to import the file and create the credit records. You will be asked to locate the file to imported. Choose the location and click on 'Open'.



- Once the file is completed, you will receive a notification. Also the complete list of customers who received the credit and the amount of the credit will be shown in the list box on the window. The totals of accounts and amount will be shown at the bottom right-hand corner of the window.



- Clicking the 'Undo Credit' button will remove the credits. Be sure the Credit Description and the Credit Date are the same as when the credits were added, or the system will not be able to find the credits to delete.
- These credits will show on the credit/debit report as well as the credit/debit entry screen.