

Receive Payments

The Receive Payments screen is where you can receive multiple or all payments from one or more customer. This screen will display posted and unpaid transactions only. Open the screen from **Sales | Receive Payments** menu.

IRELY ADMIN
Collapse All Menus

Home
Favorites
Filter...

Sales Orders
Invoices
Receive Payments
Receive Payment Details
POS Login
Batch Posting
Batch Printing
Import Invoices from Origin
Import Billable from Help D...
Calculate Service Charge
Service Charge Invoice
Import Transactions from C...
Import Logs
Quote Page Builder
Calculate Commission
Commission Approval
Customers
Customer Contact List
Sales Reps
Market Zone

i21 Source Company

Search...

Audit Log History Refresh View all Filter...

Online Users

Receive Payments

Undo Post Refresh Close

Date Paid: 6/29/2016 Location: 0001 - Fort Wayne Bank Account: 68215422 Currency: USD

View Invoice Layout Filter Records (F3) 159 records

	Customer No.	Company	Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Due	Payment	Payment Method	Location	Notes
☐	0001005055	Cedric Noble	9/25/201...	SI-1	Net...	295.02	0.00	0.00	295.02	0.00		0001 ~...	
☐	0001005056	Tom Smith	9/25/201...	SI-2	Net...	183.75	0.00	0.00	183.75	0.00		0001 ~...	
☐	0001005022	Tanagalakis...	9/26/201...	SI-3	Net...	1,350.00	0.00	0.00	1,350.00	0.00		0001 ~...	
☐	0001005022	Tanagalakis...	9/30/201...	SI-4	Net...	336.00	0.00	0.00	336.00	0.00		0001 ~...	
☐	0001005043	Gary Thom...	10/8/201...	SI-6	1% ...	181.90	0.00	0.00	181.90	0.00		0001 ~...	
☐	0001005061	Garrett Pro...	9/24/201...	SI-8	Net...	11,941.20	0.00	0.00	11,941.20	0.00		0001 ~...	
☐	0001005060	All U Need ...	9/24/201...	SI-9	Net...	13,000.50	0.00	0.00	13,000.50	0.00		0001 ~...	
☐	0001005060	All U Need ...	9/25/201...	SI-10	Net...	7,944.75	0.00	0.00	7,944.75	0.00		0001 ~...	
☐	0001005061	Garrett Pro...	10/1/201...	SI-11	Net...	12,037.50	0.00	0.00	12,037.50	0.00		0001 ~...	
☐	0001005043	Gary Thom...	10/16/20...	SI-17	1% ...	288.90	0.00	0.00	288.90	0.00		0001 ~...	
☐	0001005055	Cedric Noble	10/30/20...	SI-18	Net...	75.00	0.00	0.00	75.00	0.00		0001 ~...	
☐	0001005060	All U Need ...	10/16/20...	SI-20	Net...	6,659.68	0.00	0.00	6,659.68	0.00		0001 ~...	
☐	0001005060	All U Need ...	11/28/20...	SI-24	Net...	14,097.25	0.00	0.00	14,097.25	0.00		0001 ~...	
						221,829.41	27.90	13.03	236,445.29	0.00			

Ready

Field Description

Header Details:

Date Paid - This will be filled in with the system date. You can manually type or select a new date from the mini-calendar.

Location - Use this to filter the records in the grid by location used in the transaction. By default this will display the default location assigned to a user.

Bank Account - This field is used to select the bank where the payment will be deposited. Click the combo box button and select the appropriate bank account. If the bank you need is not in the list, you can add to [Banks](#) screen.

Currency - Use this to filter the records in the grid by currency used in the transaction. By default, this field will show the value from **Company Configuration | System Manager | Functional Currency**. If the currency you need is not in the list, you can add to [Currency](#) screen.

Grid Details:

Customer No - This field is read-only and will display the Customer No whom the transaction belongs to.

Company - This field is read-only and will display the name of the customer.

Due Date - This field is read-only and will display a computed date based on the Terms used on the Invoice or Credit Memo.

Invoice No. - This field is read-only and will display the Invoice No of the Invoice or Credit Memo.

Terms - This field is read-only and will display the Terms used on the Invoice or Credit Memo.

Invoice Total - This field is read-only and will display the Total of the Invoice or Credit Memo.

Discount - This field will display the computed discount based on the Terms used on the Invoice or Credit Memo. You can manually override the amount in this field if you need to. Basically, this field is used to apply any discounts received by the customer from paying the transaction off early.

Interest - This field will display the computed interest amount based on Terms used on invoice/credit memo. You can manually override the amount in this field if you need to.

Amount Due - This field is read-only and will display the Invoice total less the Discount.

Payment - Use this field to enter the payment received from the customer. You can double click in the field to automatically enter the entire Amount Due into the Payment field.

Payment Method - This field is used to enter the type of payment your customer used. You will be able to select from a list of payment methods from the combo list box. Note that the list shows the active Payment Methods only. If the method you need is not in the list, you will have to add it to the [Payment Methods](#) screen.

Location - This field is read-only and will display the Location used on the Invoice or Credit Memo.

Notes - Use this field to enter any additional info about the payment.

Pages

- [How to Pay Invoice using Receive Payments](#)

The Receive Payments screen is where you can receive multiple or all payments from one or more customer. This screen will only display posted and unpaid transactions. Open the screen from **Sales | Receive Payments** menu.

The screenshot displays the 'iRely i21 - i21 Demo Setup Company(Source)' application. On the left, a 'Menu' sidebar lists various functions, with 'Receive Payments' highlighted. The main window is titled 'Receive Payments' and contains a form with the following fields: 'Date Paid' (01/19/2016), 'Location' (0001 - Fort Wayne), 'Bank Account' (empty), and 'Currency' (USD). Below the form is a table with 20 records. The table headers are: Customer No., Company, Due Date, Invoice No., Terms, Invoice Total, Discount, Amount Due, Payment, Payment Method, Location, and Notes. The table body is currently empty. At the bottom of the window, a status bar indicates 'Ready'.

Field Description

Header Details:

Date Paid - This will be filled in with the system date. You can manually type or select a new date from the mini-calendar.

Location - Use this to filter the records in the grid by location used in the transaction. By default this will display the default location assigned to a user.

Bank Account - This field is used to select the bank where the payment will be deposited. Click the combo box button and select the appropriate bank account. If the bank you need is not in the list, you can add to [Banks](#) screen.

Currency - Use this to filter the records in the grid by currency used in the transaction. By default, this field will show the value from **Company Preferences | System Manager | Functional Currency**. If the currency you need is not in the list, you can add to [Currency](#) screen.

Grid Details:

Customer No - This field is read-only and will display the Customer No whom the transaction belongs to.

Company - This field is read-only and will display the name of the customer.

Due Date - This field is read-only and will display a computed date based on the Terms used on the Invoice or Credit Memo.

Invoice No. - This field is read-only and will display the Invoice No of the Invoice or Credit Memo.

Terms - This field is read-only and will display the Terms used on the Invoice or Credit Memo.

Invoice Total - This field is read-only and will display the Total of the Invoice or Credit Memo.

Discount - This field will display the computed discount based on the Terms used on the Invoice or Credit Memo. You can manually override the amount in this field if you need to. Basically, this field is used to apply any discounts received by the customer from paying the transaction off early.

Amount Due - This field is read-only and will display the Invoice total less the Discount.

Payment - Use this field to enter the payment received from the customer. You can double click in the field to automatically enter the entire Amount Due into the Payment field.

Payment Method - This field is used to enter the type of payment your customer used. You will be able to select from a list of payment methods from the combo list box. Note that the list shows the active Payment Methods only. If the method you need is not in the list, you will have to add it to the [Payment Methods](#) screen.

Location - This field is read-only and will display the Location used on the Invoice or Credit Memo.

Notes - Use this field to enter any additional info about the payment.

The Receive Payments screen is where you can receive multiple or all payments from one or more customer. This screen will only display posted and unpaid transactions. Open the screen from **Sales | Receive Payments** menu.

The screenshot shows the 'Receive Payments' window. The left-hand menu has 'Receive Payments' selected. The main area contains a header section with the following fields: 'Date Paid' (06/30/2015), 'Location' (1000-Location A), 'Deposit Account' (10000-1000), and 'Currency' (USD). Below this is a table with the following columns: Customer No., Company, Due Date, Invoice No., Terms, Invoice Total, Discount, Amount Due, Payment, Payment Method, Location, and Notes. The table indicates '0 records'. At the bottom of the table, there are four summary values: 0.00, 0.00, 0.00, and 0.00.

Field Description

Header Details:

Date Paid - This will be filled in with the system date. You can manually type or select a new date from the mini-calendar.

Location - Use this to filter the records in the grid by location used in the transaction. By default this will display the default location assigned to a user.

Deposit Account - This field will default to the Deposit Account of the selected Location. You can select from the list of Cash Accounts and Undeposited Funds for the new account if necessary.

Currency - Use this to filter the records in the grid by currency used in the transaction. By default, this field will show the value from **Company Preferences > Currency**.

Grid Details:

Customer No - This field is read-only and will display the Customer No whom the transaction belongs to.

Company - This field is read-only and will display the name of the customer.

Due Date - This field is read-only and will display a computed date based on the Terms used on the Invoice or Credit Memo.

Invoice No. - This field is read-only and will display the Invoice No of the Invoice or Credit Memo.

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Location - This field is read-only and will display the Location used on the Invoice or Credit Memo.

Notes - Use this field to enter any additional info about the payment.

The Receive Payments screen is where you can receive multiple or all payments from one or more customer. This screen will only display posted and unpaid transactions.

Open the screen from **Accounts Receivable > Activities > Receive Payments** menu.

