

Receive Payments Detail

The Receive Payments Detail screen is where you can enter the payments made by a customer for posted transactions they placed. The grid area will display all the outstanding transactions and balances for a specific customer. This screen can also be used to add a prepayment from the customer and to write off bad debts. Open this screen from **Sales | Receive Payment Details** menu.

Receive Payments Detail -

New Save Search Delete Undo Print Post Recap Close

Details

Audit Log (0)

Customer No:

Date Paid:

6/29/2016

Record No:

Created On Save

Location:

0001 - Fort Wayne

Bank Account:

68215422

Payment Method:

Amount Paid:

0.00

Unapplied Amount:

0.00

Check No:

Currency:

USD

Apply on Account:

Apply to Budget:

Notes:

View Invoice

Layout

Filter Records (F3)

Location	Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Due	Payment
				0.00		0.00	0.00	0.00

Edited

Page 1 of 1

The New button have two sub-menus: **New** and **New Bank Deposit**. Use New sub-menu to open a new Receive Payments Detail screen. The New Bank Deposit sub-menu will open a new [Bank Deposit](#) screen.

Receive Payments Detail - New Orchard

New Save Search Delete Undo Print Post Recap Close

New

New Bank Deposit

Customer No.

0001005116

Date Paid

Field Description

Header Details:

- Customer No** - Select from the combo list box the Customer you want to receive the payment from.
- Date Paid** - This will be filled in with the system date. You can manually type or select a new date from the mini-calendar.
- Record No** - This field is blank by default. A unique and system generated ID will fill in this field upon saving the new invoice. This ID is configured on [Starting Numbers](#) screen.
- Location** - By default, this will show the default location assigned to a user. You can select another location if necessary. Note that the list shows **active Company Location** records only. If the Location you need is not in the list, you will have to add it to the [Company Locations](#) screen.

Bank Account - This field is used to select the bank where the payment will be deposited. If left blank, the payment can be deposited to any bank account. By default, this will display the bank account that is using the same deposit account assigned to the company Location. Click the combo box button and select a different bank account. If the Bank Account needed is not on the list, you will have to add it to the [Bank Account](#) screen.

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.

Amount Paid - This is where you enter the total amount you received from the customer.

Unapplied Amount - This field is read-only and will display the difference between the Amount Paid and the total Payment applied in the line grid detail.

Check No - Use this field to enter any payment information like the credit card number, check number, etc.

Currency - Use this field to assign a default currency for each Invoice. By default, this field will show the value from **Company Configuration | System Manager | Functional Currency**. You can still override the Currency if necessary. If the currency you need is not in the list you, will have to add it to the [Currency](#) screen.

Apply on Account - Check this option to automatically apply the Amount Paid. See also [How 'Apply on Account' works](#)

Apply to Budget - This option is enable only if the customer have existing [Customer Budget](#). Check this option if the payment is for the customer's scheduled budget. See also [How to Apply Payment to Customer Budget](#)

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

Grid Details:

Location - This field is read-only and will display the company Location on the transaction.

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 record number.

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 a computed amount.

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

Pages

- [How to Pay Invoice using credit card in Receive Payments](#)
 - [How to set up Credit Card Processing](#)
 - [Notes on Credit Card Convenience Fee setup](#)
 - [How to set up Credit Card Convenience Fee](#)
 - [How to Add and Remove Credit Card Details via the Receive Payments Screen](#)
 - [How to Process Credit Card payments without Convenience Fee](#)
 - [How to Process Credit Card payments with Convenience Fee](#)
- [How to Pay Invoice using Receive Payments Detail](#)
- [How to Create a Prepayment](#)
- [How to Create Customer Overpayment](#)
- [How to Post Receive Payments Detail](#)
- [How to Unpost Receive Payments Detail](#)
- [How to Delete a Receive Payments Detail](#)
- [How to Make a Write Off Payment](#)
- [How to Use Credits to Payoff Invoice](#)
- [How 'Apply on Account' works](#)
- [How to Apply Payment to Customer Budget](#)
- [How to Print Payment Receipt](#)
- [How to Pay Invoice using credit card in Make Payments Screen](#)
 - [How to Process Credit Card payments without Convenience Fee in Make Payments Screen](#)
 - [How to Process Credit Card payments with Convenience Fee in Make Payments Screen](#)

Receive Payments Detail -

New

Save

Search

Delete

Undo

Post

Recap

Close

Details

Audit Log (0)

Customer No:

Date Paid:

04/21/2016

Record No:

Created On Save

Location:

0001 - Fort Wayne

Bank Account:

Payment Method:

Amount Paid:

0.00

Unapplied Amount:

0.00

Check No:

Currency:

USD

Apply to Budget:

☐

Notes:

Layout

Filter Records (F3)

?

Edited

Page 1 of 1

Receive Payments Detail -

New

Save

Search

Delete

Undo

Post

Recap

Close

Details

Audit Log

Customer No:

Date Paid:

01/14/2016

Record No:

Location:

0001 - Fort Wayne

Bank Account:

Payment Method:

Amount Paid:

0.00

Unapplied Amount:

0.00

Check No:

Currency:

USD

Notes:

Layout

Filter Records (F3)

?

Edited

Page 1 of 1

The Receive Payments Detail screen is where you can enter the payments made by a customer for posted transactions they placed. The grid area will display all the outstanding transactions and balances for a specific customer. This screen can also be used to add a prepayment from the customer. Open this screen from **Sales | Receive Payment Details** menu.

Field Description

Header Details:

Customer No - Select from the combo list box the Customer you want to receive the payment from.

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

Record No - This field is blank by default. A unique and system generated ID will fill in this field upon saving the new invoice. This ID is configured on [Starting Numbers](#) screen.

Location - By default, this will show the default location assigned to a user. You can select another location if necessary. Note that the list shows **active Company Location** records only. If the Location you need is not in the list, you will have to add it to the [Company Locations](#) screen.

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.

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.

Amount Paid - This is where you enter the total amount you received from the customer.

Unapplied Amount - This field is read-only and will display the difference between the Amount Paid and the total Payment applied in the line grid detail.

Check No - Use this field to enter any payment information like the credit card number, check number, etc.

Currency - Use this field to assign a default currency for each Invoice. By default, this field will show the value from **Company Preferences > Currency**. You can still override the Currency if necessary. If the currency you need is not in the list you, will have to add it to the [Currency](#) screen.

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

Grid Details:

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.

The Receive Payments Detail screen is where you can enter the payments made by a customer for posted transactions they placed. The grid area will display all the outstanding transactions and balances for a specific customer.

Open this screen from **Accounts Receivable > Activities > Receive Payment Detail** menu.

Field Description

Header Details:

Customer No - Select from the combo list box the Customer you want to receive the payment from.

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

Record No - This field is blank by default. A unique and system generated ID will fill in this field upon saving the new invoice. This ID is configured on [Starting Numbers](#) screen.

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.

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 - By default, this will show the default location assigned to a user. You can select another location if necessary. Note that the list shows the **active Company Location** records only. If the Location you need is not in the list, you will have to add it to the [Company Locations](#) screen.

Amount Paid - This is where you enter the total amount you received from the customer.

Unapplied Amount - This field is read-only and will display the difference between the Amount Paid and the total Payment applied in the line grid detail.

Overpayment - This field is read-only and will display any credits for the customer. This happens when they overpay a transaction.

Check No - Use this field to enter any payment information like the credit card number, check number, etc.

Currency - Use this field to assign a default currency for each Invoice. By default, this field will show the value from **Company Preferences > Currency**. You can still override the Currency if necessary. If the currency you need is not in the list you, will have to add it to the [Currency](#) screen.

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

Grid Details:

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.