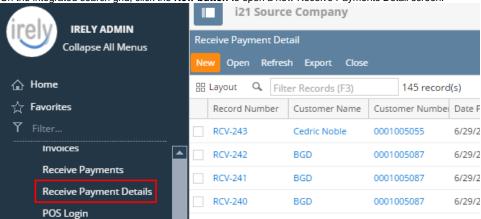
How to Pay Invoice using Receive Payments Detail

Below are the steps in creating a Receive Payments Detail.

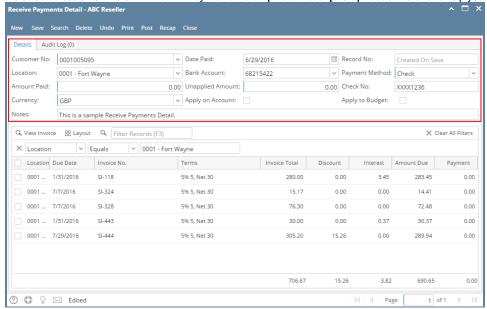
1. Open the Sales | Receive Payment Details menu. If there is no existing record yet, it will open a new Receive Payments Detail screen.

2. On the integrated search grid, click the **New button** to open a new Receive Payments Detail screen.



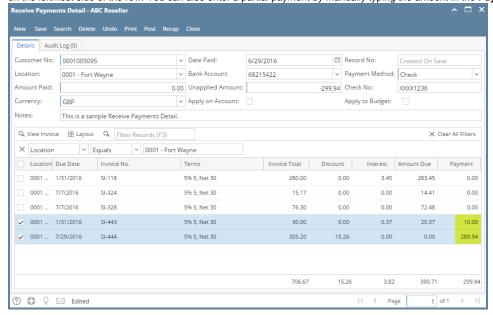
Some of the fields, like **Location**, **Bank Account**, **Currency**, and **Date Paid**, are populated by default. You can still change the value of these fields if necessary. The grid area is filtered by the current Location.

3. Fill out the Customer No, Location, Currency, and Payment Method fields. These are the required details on this screen. Notice that upon selecting the customer, the grid area will show all the posted and unpaid Invoices, Credit Memos, Prepayments, Overpayments that belongs to the selected customer. Refer to Receive Payments Detail | Field Description | Header Details to help you in filling out the fields.



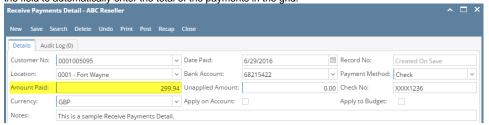
- On grid area, look for the invoice/s to be paid and enter the necessary details. Refer to Receive Payments Detail | Field Description | Grid Details to help you in filling out the fields.
 - a. Manually override the **Discount** or **Interest** amount if necessary.

b. Enter a full payment for the a grid row by double clicking the **Payment** field or manually entering the amount or checking the checkbox on the leftmost side of the row. You can also enter a partial payment by manually typing the amount in the **Payment** field.



Use the Apply on Account to auto-apply the amount paid to the invoices.

5. Enter in the Amount Paid field the total amount you received from your customer. You can either manually type in the amount, or double click in the field to automatically enter the total of the payments in the grid.



6. Click Save button.



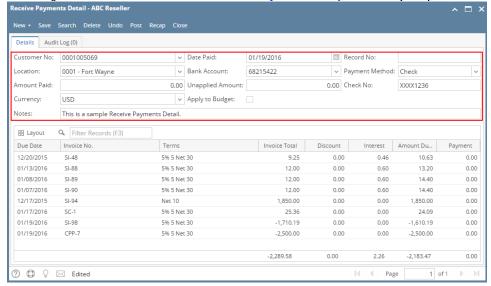
You can skip saving the record if the transaction is to be posted right away since it will be saved automatically.

Below are the steps in creating a Receive Payments Detail.

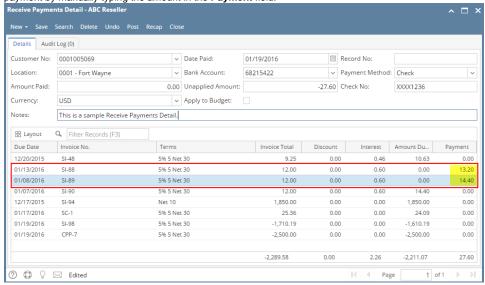
- 1. Open the Sales | Receive Payment Details menu. If there is no existing record yet, it will open a new Receive Payments Detail screen.
- 2. On the integrated search grid, click the **New button** to open a new Receive Payments Detail screen. Some of the fields, like **Location**, **Bank Account**, **Currency**, and **Date Paid**, are populated by default. You can still change the value of these fields if necessary.



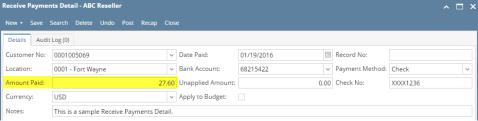
3. Fill out the Customer No, Location, Currency, Bank Account, and Payment Method fields. These are the required details on this screen. Notice that upon selecting the customer, the grid area will show all the posted and unpaid Invoices, Credit Memos, Prepayments, Overpayments that belongs to the selected customer. Refer to Receive Payments Detail | Field Description | Header Details to help you in filling out the fields.



- 4. On grid area, look for the invoice/s to be paid and enter the necessary details. Refer to Receive Payments Detail | Field Description | Grid Details to help you in filling out the fields.
 - a. Manually override the **Discount** or **Interest** amount if necessary.
 - b. Enter a full payment for the a grid row by double clicking the **Payment** field or manually entering the amount. You can also enter a partial payment by manually typing the amount in the **Payment** field.



5. Enter in the **Amount Paid field** the total amount you received from your customer. You can either manually type in the amount, or double click in the field to automatically enter the total of the payments in the grid.

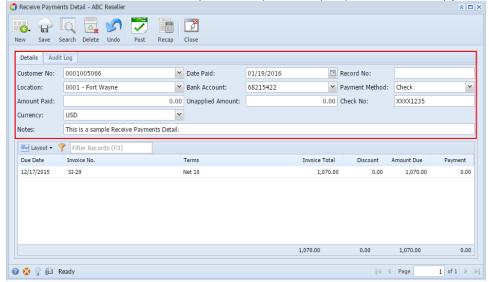


6. Click Save button.

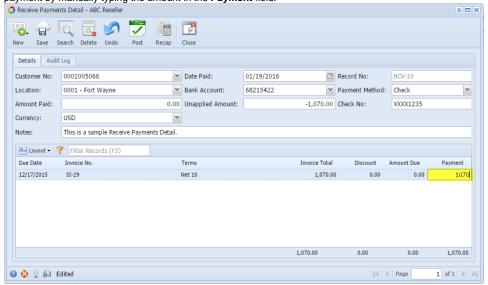


You can skip saving the record if the transaction is to be posted right away since it will be saved automatically.

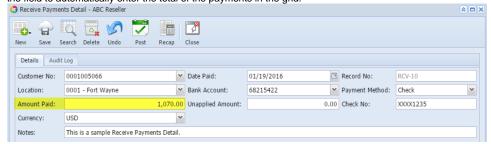
- 1. Open the Sales | Receive Payment Details menu. If there is no existing record yet, it will open a new Receive Payments Detail screen.
- On the integrated search grid, click the New toolbar button to open a new Receive Payments Detail screen. Some of the fields, like Location, Currency, and Date Paid, are populated by default. You can still change the value of these fields if necessary.
- 3. Fill out the Customer No, Location, Currency, Deposit Account, and Payment Method fields. These are the required details on this screen. Notice that upon selecting the customer, the grid area will show all the posted and unpaid Invoices, Credit Memos, Prepayments that belongs to the selected customer. Refer to Receive Payments Detail | Field Description | Header Details to help you in filling out the fields.



- 4. On grid area, look for the invoice/s to be paid and enter the necessary details. Refer to Receive Payments Detail | Field Description | Grid Details to help you in filling out the fields.
 - a. Manually override the **Discount** or **Interest** amount if necessary.
 - b. Enter a full payment for the a grid row by double clicking the **Payment** field or manually entering the amount. You can also enter a partial payment by manually typing the amount in the **Payment** field.



5. Enter in the Amount Paid field the total amount you received from your customer. You can either manually type in the amount, or double click in the field to automatically enter the total of the payments in the grid.



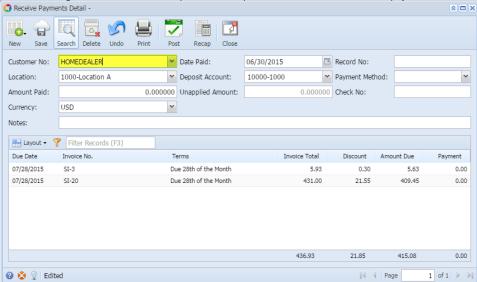
6. Click Save toolbar button.



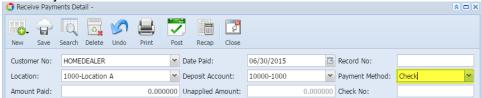


Below are the steps in creating a Receive Payments Detail.

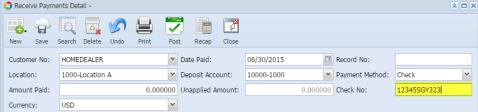
- 1. Open the Sales | Receive Payment Details menu. If there is no existing record yet, it will open a new Receive Payments Detail screen.
- 2. On the search grid, click the New toolbar button to open a Receive Payments Detail screen. Some of the fields, like Date Paid, Location, Depos it Account, and Currency, are populated by default. You can still change the value of these fields if necessary. Refer to Receive Payments Detail | Field Description | Header Details to help you in filling out the fields.
- 3. Select a Customer No. Click the combo box button, and then select from the list the customer you want to receive the payment from. You will notice that the grid area will show all the posted and unpaid Invoices, Credit Memos, Prepayments that belongs to the selected customer.



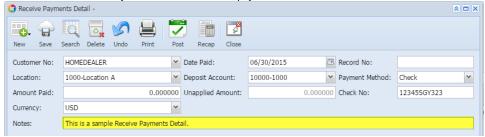
4. Select a Payment Method from the combo list box.



5. Enter in the Check No additional info about the Payment Method like the check number, credit card number, etc.



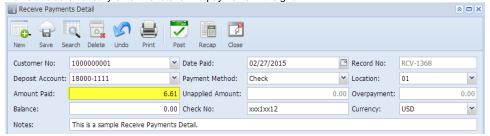
6. Enter in the Notes field any additional info about the payment.



- 7. Enter the grid details. Refer to Receive Payments Detail | Field Description | Grid Details to help you in filling out the fields.
 - a. Manually override the **Discount** amount if necessary.
 - b. Enter a full payment for the a grid row by double clicking the Payment field. You can also enter a partial payment by manually typing the amount in the Payment field.

□ Layout ▼										
Due Date	Invoice No.	Terms	Invoice Total	Discount	Amount Due	Payment				
07/28/2015	SI-3	Due 28th of the Month	5.93	0.30	0.00	5.63				
07/28/2015	SI-20	Due 28th of the Month	431.00	21.55	0.00	409.45				

8. Enter in the Amount Paid field the total amount you received from your customer. You can either manually type in the amount, or double click in the field to automatically enter the total of the payments in the grid.

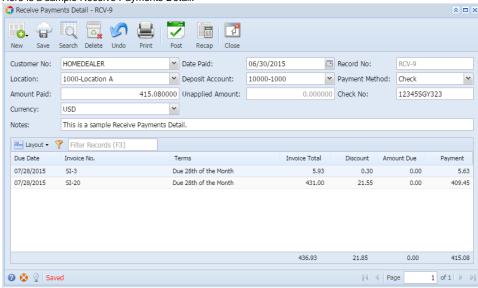


9. Click Save toolbar button.



You can skip saving the record if the transaction is to be posted right away since it will be saved automatically.

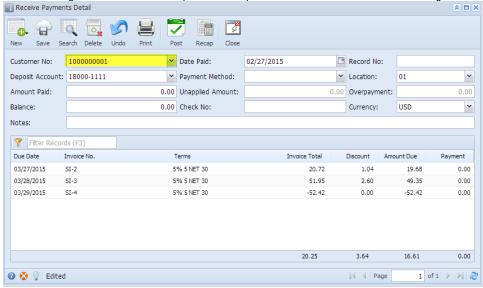
Here is a sample Receive Payments Detail.



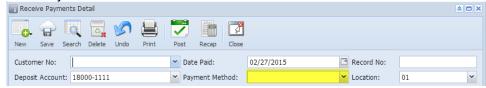
Below are the steps in creating a Receive Payments Detail.

- 1. Open the Accounts Receivable > Activities > Receive Payment Detail menu. If there is no existing record, it will open a new Receive Payments Detail screen. If there is existing record, it will open the Search Receive Payment Details screen. If the search screen is displayed, proceed to step 2. Else, proceed to step 2.
- 2. On the search screen, click the New toolbar button to open a Receive Payments Detail screen. Some of the fields, like Deposit Account, Date Paid, Location, and Currency, are populated by default. You can still change the value of these fields if necessary. Refer to Receive Payments Detail for the definition of each field.

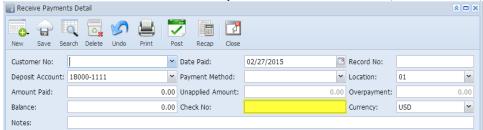
3. Select a **Customer No**. Click the combo box button, and then select from the list the customer you want to receive the payment from. You will notice that the grid area will show all the posted and unpaid Invoices and Credit Memos that belongs to the selected customer.



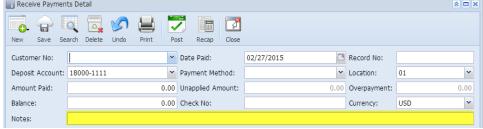
4. Select a Payment Method from the combo list box.



5. Enter in the Check No additional info about the Payment Method like the check number, credit card number, etc.



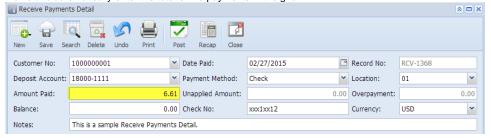
6. Enter in the Notes field any additional info about the payment.



- 7. Enter the grid details. A list of the grid fields is listed in Receive Payments Detail.
 - a. Manually override the Discount amount if necessary.
 - b. Enter a full payment for the a grid row by double clicking the Payment field. You can also enter a partial payment by manually typing the amount in the Payment field.

Filter Records (F3)										
Due Date	Invoice No.	Terms	Invoice Total	Discount	Amount Due	Payment				
03/27/2015	SI-2	5% 5 NET 30	20.72	1.04	10.00	9.68				
03/28/2015	SI-3	5% 5 NET 30	51.95	2.60	0.00	49.35				
03/29/2015	SI-4	5% 5 NET 30	-52.42	0.00	0.00	-52.42				

8. Enter in the Amount Paid field the total amount you received from your customer. You can either manually type in the amount, or double click in the field to automatically enter the total of the payments in the grid.



9. Click Save toolbar button.



You can skip saving the record if the transaction is to be posted right away since it will be saved automatically.

Here is a sample Receive Payments Detail. Receive Payments Detail

