

# 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.

The screenshot shows the IRELY ADMIN interface. On the left sidebar, the 'Receive Payment Details' menu item is highlighted with a red box. The main area displays the 'Receive Payment Detail' screen for 'i21 Source Company'. It includes a 'New' button and a table of records. The table has columns: Record Number, Customer Name, Customer Number, and Date Paid.

Record Number	Customer Name	Customer Number	Date Paid
<input type="checkbox"/> RCV-243	Cedric Noble	0001005055	6/29/2
<input type="checkbox"/> RCV-242	BGD	0001005087	6/29/2
<input type="checkbox"/> RCV-241	BGD	0001005087	6/29/2
<input type="checkbox"/> RCV-240	BGD	0001005087	6/29/2

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.

The screenshot shows the 'Receive Payments Detail - ABC Reseller' screen. The 'Details' tab is active, showing fields for Customer No, Location, Amount Paid, Currency, Date Paid, Bank Account, Payment Method, and Check No. Below these fields is a grid of invoices. The grid has columns: Location, Due Date, Invoice No., Terms, Invoice Total, Discount, Interest, Amount Due, and Payment.

Location	Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Due	Payment
<input type="checkbox"/> 0001 ...	1/31/2016	SI-118	5% 5, Net 30	280.00	0.00	3.45	283.45	0.00
<input type="checkbox"/> 0001 ...	7/7/2016	SI-324	5% 5, Net 30	15.17	0.00	0.00	14.41	0.00
<input type="checkbox"/> 0001 ...	7/7/2016	SI-328	5% 5, Net 30	76.30	0.00	0.00	72.48	0.00
<input type="checkbox"/> 0001 ...	1/31/2016	SI-443	5% 5, Net 30	30.00	0.00	0.37	30.37	0.00
<input type="checkbox"/> 0001 ...	7/29/2016	SI-444	5% 5, Net 30	305.20	15.26	0.00	289.94	0.00
				706.67	15.26	3.82	690.65	0.00

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 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.

**Receive Payments Detail - ABC Reseller**

New Save Search Delete Undo Print Post Recap Close

Details Audit Log (0)

Customer No: 0001005095 Date Paid: 6/29/2016 Record No: Created On Save

Location: 0001 - Fort Wayne Bank Account: 68215422 Payment Method: Check

Amount Paid: 0.00 Unapplied Amount: -299.94 Check No: XXXX1236

Currency: GBP Apply on Account: ☐ Apply to Budget: ☐

Notes: This is a sample Receive Payments Detail.

View Invoice Layout Filter Records (F3) Clear All Filters

X Location Equals 0001 - Fort Wayne

Location	Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Due	Payment
0001 ...	1/31/2016	SI-118	5% 5, Net 30	280.00	0.00	3.45	283.45	0.00
0001 ...	7/7/2016	SI-324	5% 5, Net 30	15.17	0.00	0.00	14.41	0.00
0001 ...	7/7/2016	SI-328	5% 5, Net 30	76.30	0.00	0.00	72.48	0.00
0001 ...	1/31/2016	SI-443	5% 5, Net 30	30.00	0.00	0.37	20.37	10.00
0001 ...	7/29/2016	SI-444	5% 5, Net 30	305.20	15.26	0.00	0.00	289.94
				706.67	15.26	3.82	390.71	299.94

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 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.

**Receive Payments Detail - ABC Reseller**

New Save Search Delete Undo Print Post Recap Close

Details Audit Log (0)

Customer No: 0001005095 Date Paid: 6/29/2016 Record No: Created On Save


Location: 0001 - Fort Wayne Bank Account: 68215422 Payment Method: Check

Amount Paid: 299.94 Unapplied Amount: 0.00 Check No: XXXX1236

Currency: GBP Apply on Account: ☐ Apply to Budget: ☐

Notes: This is a sample Receive Payments Detail.

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.

**irely** IRELY ADMIN - Collapse All Menus

Home Filter...

**i21 Demo Setup Company(Source)**

**Receive Payment Detail**

New Open Refresh Export Close

Layout Filter Records (F3) 29 records

Record Number	Customer Name	Customer
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- 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.

**Receive Payments Detail - ABC Reseller**

New • Save Search Delete Undo Post Recap Close

Details Audit Log (0)

Customer No: 0001005069 Date Paid: 01/19/2016 Record No:   
 Location: 0001 - Fort Wayne Bank Account: 68215422 Payment Method: Check   
 Amount Paid: 0.00 Unapplied Amount: 0.00 Check No: XXXX1236   
 Currency: USD Apply to Budget: ☐   
 Notes: This is a sample Receive Payments Detail.

Layout Filter Records (F3)

Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Du...	Payment
12/20/2015	SI-48	5% 5 Net 30	9.25	0.00	0.46	10.63	0.00
01/13/2016	SI-88	5% 5 Net 30	12.00	0.00	0.60	13.20	0.00
01/08/2016	SI-89	5% 5 Net 30	12.00	0.00	0.60	14.40	0.00
01/07/2016	SI-90	5% 5 Net 30	12.00	0.00	0.60	14.40	0.00
12/17/2015	SI-94	Net 10	1,850.00	0.00	0.00	1,850.00	0.00
01/17/2016	SC-1	5% 5 Net 30	25.36	0.00	0.00	24.09	0.00
01/19/2016	SI-98	5% 5 Net 30	-1,710.19	0.00	0.00	-1,610.19	0.00
01/19/2016	CPP-7	5% 5 Net 30	-2,500.00	0.00	0.00	-2,500.00	0.00
			-2,289.58	0.00	2.26	-2,183.47	0.00

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- 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.
  - Manually override the **Discount** or **Interest** amount if necessary.
  - 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.

**Receive Payments Detail - ABC Reseller**

New • Save Search Delete Undo Post Recap Close

Details Audit Log (0)

Customer No: 0001005069 Date Paid: 01/19/2016 Record No:   
 Location: 0001 - Fort Wayne Bank Account: 68215422 Payment Method: Check   
 Amount Paid: 0.00 Unapplied Amount: -27.60 Check No: XXXX1236   
 Currency: USD Apply to Budget: ☐   
 Notes: This is a sample Receive Payments Detail.

Layout Filter Records (F3)

Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Du...	Payment
12/20/2015	SI-48	5% 5 Net 30	9.25	0.00	0.46	10.63	0.00
01/13/2016	SI-88	5% 5 Net 30	12.00	0.00	0.60	0.00	13.20
01/08/2016	SI-89	5% 5 Net 30	12.00	0.00	0.60	0.00	14.40
01/07/2016	SI-90	5% 5 Net 30	12.00	0.00	0.60	14.40	0.00
12/17/2015	SI-94	Net 10	1,850.00	0.00	0.00	1,850.00	0.00
01/17/2016	SC-1	5% 5 Net 30	25.36	0.00	0.00	24.09	0.00
01/19/2016	SI-98	5% 5 Net 30	-1,710.19	0.00	0.00	-1,610.19	0.00
01/19/2016	CPP-7	5% 5 Net 30	-2,500.00	0.00	0.00	-2,500.00	0.00
			-2,289.58	0.00	2.26	-2,211.07	27.60

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- 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.

**Receive Payments Detail - ABC Reseller**

New • Save Search Delete Undo Post Recap Close

Details Audit Log (0)

Customer No: 0001005069 Date Paid: 01/19/2016 Record No:   
 Location: 0001 - Fort Wayne Bank Account: 68215422 Payment Method: Check   
 Amount Paid: 27.60 Unapplied Amount: 0.00 Check No: XXXX1236   
 Currency: USD Apply to Budget: ☐   
 Notes: This is a sample Receive Payments Detail.

- 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 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**.



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 search grid, click the **New toolbar button** to open a Receive Payments Detail screen. Some of the fields, like **Date Paid**, **Location**, **Deposit 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.

Receive Payments Detail -

Customer No: **HOMEDALE** Date Paid: 06/30/2015 Record No:   
 Location: 1000-Location A Deposit Account: 10000-1000 Payment Method:   
 Amount Paid: 0.000000 Unapplied Amount: 0.000000 Check No:   
 Currency: USD   
 Notes:

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	5.63	0.00
07/28/2015	SI-20	Due 28th of the Month	431.00	21.55	409.45	0.00
			436.93	21.85	415.08	0.00

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

Receive Payments Detail -

Customer No: **HOMEDALE** Date Paid: 06/30/2015 Record No:   
 Location: 1000-Location A Deposit Account: 10000-1000 Payment Method: **Check**   
 Amount Paid: 0.000000 Unapplied Amount: 0.000000 Check No:   
 Currency: USD   
 Notes:

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

Receive Payments Detail -

Customer No: **HOMEDALE** Date Paid: 06/30/2015 Record No:   
 Location: 1000-Location A Deposit Account: 10000-1000 Payment Method: **Check**   
 Amount Paid: 0.000000 Unapplied Amount: 0.000000 Check No: **12345SGY323**   
 Currency: USD   
 Notes:

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

Receive Payments Detail -

Customer No: **HOMEDALE** Date Paid: 06/30/2015 Record No:   
 Location: 1000-Location A Deposit Account: 10000-1000 Payment Method: **Check**   
 Amount Paid: 0.000000 Unapplied Amount: 0.000000 Check No: 12345SGY323   
 Currency: USD   
 Notes: **This is a sample Receive Payments Detail.**

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.

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

- 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.

The screenshot shows the 'Receive Payments Detail' window with the following fields:

- Customer No: 1000000001
- Date Paid: 02/27/2015
- Record No: RCV-1368
- Deposit Account: 18000-1111
- Payment Method: Check
- Location: 01
- Amount Paid: 6.61
- Unapplied Amount: 0.00
- Overpayment: 0.00
- Balance: 0.00
- Check No: xxx1xx12
- Currency: USD
- Notes: This is a sample Receive Payments Detail.

- 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.

The screenshot shows the 'Receive Payments Detail - RCV-9' window with the following fields:

- Customer No: HOMEDEALER
- Date Paid: 06/30/2015
- Record No: RCV-9
- Location: 1000-Location A
- Deposit Account: 10000-1000
- Payment Method: Check
- Amount Paid: 415.080000
- Unapplied Amount: 0.000000
- Check No: 12345SGY323
- Currency: USD
- Notes: This is a sample Receive Payments Detail.

Below the fields is a table with the following data:

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
			436.93	21.85	0.00	415.08

The bottom status bar shows 'Saved' and 'Page 1 of 1'.

Below are the steps in creating a Receive Payments Detail.

- 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.
- 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.

Receive Payments Detail

New Save Search Delete Undo Print Post Recap Close

Customer No: 1000000001 Date Paid: 02/27/2015 Record No:   
 Deposit Account: 18000-1111 Payment Method: Location: 01   
 Amount Paid: 0.00 Unapplied Amount: 0.00 Overpayment: 0.00   
 Balance: 0.00 Check No: Currency: USD   
 Notes:   
 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	19.68	0.00
03/28/2015	SI-3	5% 5 NET 30	51.95	2.60	49.35	0.00
03/29/2015	SI-4	5% 5 NET 30	-52.42	0.00	-52.42	0.00
			20.25	3.64	16.61	0.00

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

Receive Payments Detail

New Save Search Delete Undo Print Post Recap Close

Customer No: Date Paid: 02/27/2015 Record No:   
 Deposit Account: 18000-1111 Payment Method: Location: 01   
 Amount Paid: 0.00 Unapplied Amount: 0.00 Overpayment: 0.00   
 Balance: 0.00 Check No: Currency: USD   
 Notes:   
 Filter Records (F3)

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

Receive Payments Detail

New Save Search Delete Undo Print Post Recap Close

Customer No: Date Paid: 02/27/2015 Record No:   
 Deposit Account: 18000-1111 Payment Method: Location: 01   
 Amount Paid: 0.00 Unapplied Amount: 0.00 Overpayment: 0.00   
 Balance: 0.00 Check No: Currency: USD   
 Notes:   
 Filter Records (F3)

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

Receive Payments Detail

New Save Search Delete Undo Print Post Recap Close

Customer No: Date Paid: 02/27/2015 Record No:   
 Deposit Account: 18000-1111 Payment Method: Location: 01   
 Amount Paid: 0.00 Unapplied Amount: 0.00 Overpayment: 0.00   
 Balance: 0.00 Check No: Currency: USD   
 Notes:   
 Filter Records (F3)

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.

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.

Receive Payments Detail

New Save Search Delete Undo Print Post Recap Close

Customer No: 1000000001 Date Paid: 02/27/2015 Record No: RCV-1368

Deposit Account: 18000-1111 Payment Method: Check Location: 01

Amount Paid: 6.61 Unapplied Amount: 0.00 Overpayment: 0.00

Balance: 0.00 Check No: xxx1xx12 Currency: USD

Notes: This is a sample Receive Payments Detail.

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

New Save Search Delete Undo Print Post Recap Close

Customer No: 1000000001 Date Paid: 02/27/2015 Record No: RCV-1368

Deposit Account: 18000-1111 Payment Method: Check Location: 01

Amount Paid: 6.61 Unapplied Amount: 0.00 Overpayment: 0.00

Balance: 0.00 Check No: xxx1xx12 Currency: USD

Notes: This is a sample Receive Payments Detail.

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
			20.25	3.64	10.00	6.61

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