# How to Post Receive Payments Detail

When you post a Receive Payments Detail, the system will update your <u>General Ledger</u> with the data from the Receive Payments Detail. Once Receive Payments Detail is already posted, you cannot alter the information for that transaction without <u>unposting</u> it first. There are two ways to post a Receive Payments Detail: 1) using the Post button, and 2) using the Recap button. Below is a sample posted Receive Payments Detail.

Receive Paymen	Receive Payments Detail - ABC Reseller ^ 🗖 X											
New Save Se	arch Delete	Undo Print Unpos	it Recap	) Close								
Details Audit	Log (5)											
Customer No:	0001005095			Date Paid:	6/29/	2016		Record No:	RCV-249			
Location:	0001 - Fort W	/ayne		Bank Account:	68215422			Payment Method:	Check			
Amount Paid:			131.24	Unapplied Amount:	Unapplied Amount: 0.00 0			Check No:				
Currency:	USD			Apply on Account:				Apply to Budget:				
Notes:	Sample Payn	nent.										
Q. View Invoice	E Layout	Q Filter Records (F	3)									
Location D	ue Date	Invoice No.	1	Terms		Invoice Total	Discoun	t Interest	Amount Due	Payment		
0001 7	/29/2016	SI-445	1	5% 5, Net 30		38.15	1.	91 0.00	0.00	36.24		
0001 7	/29/2016	SI-447		5% 5, Net 30		100.00	5.	00 0.00	0.00	95.00		
						138.15	e	5.91 0.00	0.00	131.24		
0000	Posted							Id 🔄 Pag	ge 1	of 1 🕨 🕅		

Notice that once you have posted the Receive Payments Detail, the Post button label will read Unpost. This gives you the option to Unpost the Posted transaction in case you need to make a change.

#### Post Receive Payments Detail using Post button:

 Open the Receive Payments Detail record you wish to post. If you have not created the Receive Payments Detail yet, refer to How to Pay Invoice using Receive Payments Detail.
 Click the Post button.

•	CIICK LITE FUS	i built	л.									
	Receive Payments Detail - ABC Reseller											
	New S	ave	Search	Delete	Undo	Print	Post	Recap	Close			
	Details	Au	dit Log (3	)								
	Custome	er No	: 0001	005095				~	Date			

## Post Receive Payments Detail using Recap button:

1. Open the Receive Payments Detail record you wish to post. If you have not created the Receive Payments Detail yet, refer to How to Pay Invoice using Receive Payments Detail.

2. Click the **Recap button** to open the **Recap Transaction screen**. This screen will show a preview of what will be entered in the General Ledger when you post the Receive Payments Detail.

	when you post the Receive Fayments Detail.
	Receive Payments Detail - ABC Reseller
	New Save Search Delete Undo Print Post Recap Close
	Details Audit Log (4)
	Customer No: 0001005095 v Date F
3.	On Recap Transaction screen, click the <b>Post button</b> .
	Recap Transaction Post Close
	Details
	Date: 6/29/2016 Description: Sample Payment.
	맘 Layout 🔍 Filter Records (F3)

When you post a Receive Payments Detail, the system will update your <u>General Ledger</u> with the data from the Receive Payments Detail. Once Receive Payments Detail is already posted, you cannot alter the information for that transaction without <u>unposting</u> it first. There are two ways to post a Receive Payments Detail: 1) using the Post button, and 2) using the Recap button. Below is a sample posted Receive Payments Detail.

Receive Paymer	Receive Payments Detail - ABC Reseller A 🗆 X											
New - Save	Search Delete Undo Post Unp	oost Red	cap Close									
Details Audit	: Log (2)											
Customer No:	0001005069		Date Paid:	01/19/2016		Record No:	RCV-29					
Location:	0001 - Fort Wayne		Bank Account:	68215422		Payment Method:	Cash					
Amount Paid:		23.83	Unapplied Amount:		0.00	Check No:						
Currency:	USD		Apply to Budget:									
Notes:	This is a sample Receive Payment	s Detail.										
믑 Layout	<b>Q</b> Filter Records (F3)											
Due Date	Invoice No.	Terms		Invoice Total	Discount	Interest	Amount Du	Payment				
12/20/2015	SI-48	5% 5 Net	t 30	9.25	0.0	0 0.46	0.00	10.63				
01/13/2016	SI-88	5% 5 Net	t 30	12.00	0.0	0 0.60	0.00	13.20				
				21.25	0.00	1.06	0.00	23.83				
0000	Posted					Page	e 1 o	f1 🕨 🕅				

Notice that once you have posted the Receive Payments Detail, the Post button label will read Unpost. This gives you the option to Unpost the Posted transaction in case you need to make a change.

#### Post Receive Payments Detail using Post button:

1. Open the Receive Payments Detail record you wish to post. If you have not created the Receive Payments Detail yet, refer to How to Pay Invoice using Receive Payments Detail.

## 2. Click the Post button.



# Post Receive Payments Detail using Recap button:

- 1. Open the Receive Payments Detail record you wish to post. If you have not created the Receive Payments Detail yet, refer to How to Pay Invoice using Receive Payments Detail.
- 2. Click the **Recap button** to open the **Recap Transaction screen**. This screen will show a preview of what will be entered in the General Ledger when you post the Receive Payments Detail.



Recap Tr	ransaction
Post C	lose
Details	
Date:	01/19/2016 Description: This is a sample Receive Payments Detail.

When you post a Receive Payments Detail, the system will update your <u>General Ledger</u> with the data from the Receive Payments Detail. Once Receive Payments Detail is already posted, you cannot alter the information for that transaction without <u>unposting</u> it first. There are two ways to post a Receive Payments Detail: 1) using the Post button, and 2) using the Recap button. Below is a sample posted Receive Payments Detail.

seller				* 🗆 X
ndo Unpost Recap Close				
Date Paid:	01/19/2016	Record No:	RCV-10	
ne Bank Account:	68215422	Payment Method:	Check	
1,070.00 Unapplied Amount:	0.00	Check No:	XXXX1235	
Receive Payments Detail.				
(F3)				
Terms	Invoice Total	Discount	Amount Due	Payment
Net 10	1,070.00	0.00	0.00	1,070.00
	1,070.00	0.00	0.00	1,070.00
			Page	1 of 1 🕨 💵
	seller	seller	seller	seller         Image: Cose         Image: Cose

Notice that once you have posted the Receive Payments Detail, the Post button label will read Unpost. This gives you the option to Unpost the Posted transaction in case you need to make a change.

# Post Receive Payments Detail using Post button:

- 1. Open the Receive Payments Detail record you wish to post. If you have not created the Receive Payments Detail yet, refer to How to Pay Invoice using Receive Payments Detail.
- 2. Click the Post toolbar button.

🌀 Recei	C Receive Payments Detail - ABC Reseller										
New	) Save	Search	Delete	Vndo	Post	Recap	Close				
Detai	ils Au	dit Log									

3. Click OK on the confirmation message.

## Post Receive Payments Detail using Recap button:

- 1. Open the Receive Payments Detail record you wish to post. If you have not created the Receive Payments Detail yet, refer to How to Pay Invoice using Receive Payments Detail.
- 2. Click the Recap toolbar button to open the Recap Transaction screen. This screen will show a preview of what will be entered in the General Ledger when you post the Receive Payments Detail.

¢	Receive Payments Detail - ABC Reseller											
[	<del>C</del> .	୍କ	Q	<b>.</b>	$\mathbf{S}$	<b></b>		<b>F</b>				
	New	Save	Search	Delete	Undo	Post	Recap	Close				
	Detai	ls Au	dit Log									
Clie	ck the Po	st toolba	r button.									
¢	🕽 Reca	p Transa	action									
	Post	Close										
	Date:	01/19	/2016	Des	scription:	This is	a sample	Receive P				

4. Click **OK** on the confirmation message.

3.

When you post a Receive Payments Detail, the system will update your <u>General Ledger</u> with the data from the Receive Payments Detail. Once Receive Payments Detail is already posted, you cannot alter the information for that transaction without <u>unposting</u> it first. There are two ways to post a Receive Payments Detail: 1) using the Post button, and 2) using the Recap button. Below is a sample posted Receive Payments Detail.

🇊 Receive Paym	Receive Payments Detail - RCV-9										
New Save	Search Delete Undo	Print Unpost Recap Close									
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:	0.00000	Check No:	12345SGY323						
Currency:	USD										
Notes:	Notes: This is a sample Receive Payments Detail.										
🖶 Layout 🗸 🔇	Filter Records (F3)										
Due Date	Invoice No.	Terms	Invoice Total	Discount Amo	unt 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						
🙆 👸 🖉 Dos	ted			A A Pac	te 1 of 1 b b						
U U FOS	leu			14 4 1402							

Notice that once you have posted the Receive Payments Detail, the Post button label will read Unpost. This gives you the option to Unpost the Posted transaction in case you need to make a change.

#### Post Receive Payments Detail using Post button:

- 1. Open the Receive Payments Detail record you wish to post. If you have not created the Receive Payments Detail yet, refer to How to Pay Invoice using Receive Payments Detail.
- 2. Click the Post toolbar button.

	Receive Payments Detail - RCV-9										
New Saw	Search	Delete	Vindo	Print	Post	Recap	Close				

# Post Receive Payments Detail using Recap button:

- 1. Open the Receive Payments Detail record you wish to post. If you have not created the Receive Payments Detail yet, refer to How to Pay Invoice using Receive Payments Detail.
- 2. Click the **Recap toolbar button** to open the **Recap Transaction screen**. This screen will show a preview of what will be entered in the General Ledger when you post the Receive Payments Detail.



#### 3. Click the Post toolbar button.



When you post a Receive Payments Detail, the system will update your General Ledger with the data from the Receive Payments Detail. Once Receive Payments Detail is already posted, you cannot alter the information for that transaction without <u>unposting</u> it first. There are two ways to post a Receive Payments Detail: 1) using the Post button, and 2) using the Recap button. Below is a sample posted Receive Payments Detail.

Receive Payment	ts Detail							
New Save Sea	arch Delete Und	Print Unp	ost Recap Close					
Customer No:	100000001		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 R	eceive Payments (	Detail.					
Filter Record	is (F3)							
Due Date I	Invoice No.	т	erms		Invoice Total	Discount Amo	unt 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	51	% 5 NET 30		-52.42	0.00	0.00	-52.42
					20.25	2.60	11.04	6.61
🕜 🧔 🤶 Saved						A Page	1 of	1 🕨 🕅 ಿ

Notice that once you have posted the Receive Payments Detail, the Post button label will read Unpost. This gives you the option to Unpost the Posted transaction in case you need to make a change.

# Post Receive Payments Detail using Post button:

- 1. Open the Receive Payments Detail record you wish to post. If you have not created the Receive Payments Detail yet, refer to How to Pay Invoice using Receive Payments Detail.
- 2. Click the Post toolbar button.

Receive Payments Detail										
	P	Q	0	5				R		
New	Save	Search	Delete	Undo	Print	Post	Recap	Close		

#### Post Receive Payments Detail using Recap button:

- 1. Open the Receive Payments Detail record you wish to post. If you have not created the Receive Payments Detail yet, refer to How to Pay Invoice using Receive Payments Detail.
- 2. Click the **Recap toolbar button** to open the **Recap Transaction screen**. This screen will show a preview of what will be entered in the General Ledger when you post the Receive Payments Detail.



## 3. Click the Post toolbar button.

	Recap Transaction						
Post Close							
Da	te: 02/27/201	5 Descripti	ion: This is a	sample Receive Payments Detail.	Currency: U	SD Rate:	
Filter Records (F3)							
	Batch ID	Transaction ID	Account ID	Description	Account Group	Debit	Credit
1	BATCH-408	RCV-1368	18000-1111	Undeposited Funds-AR Test	Undeposited Funds	6.61	0.00
2	BATCH-408	RCV-1368	41500-1111	Sales Discount-AR Test	Sales Discounts	3.64	0.00
3	BATCH-408	RCV-1368	12000-1111	AR-AR Test	Receivables	0.00	6.61
4	BATCH-408	RCV-1368	12000-1111	AR-AR Test	Receivables	0.00	3.64
•				m			Þ
🥝 😒 💡 Ready							