

How to Post Receive Payments Detail

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 [unposting](#) 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 Payments Detail - ABC Reseller

New Save Search Delete Undo Print Unpost Recap Close

DetailsAudit Log (5)

Customer No:0001005095Date Paid:6/29/2016Record No:RCV-249

Location:0001 - Fort WayneBank Account:68215422Payment Method:Check

Amount Paid:131.24Unapplied Amount:0.00Check No:

Currency:USDApply on Account:Apply to Budget:

Notes:Sample Payment.

View InvoiceLayoutFilter Records (F3)

	Location	Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Due	Payment
<input type="checkbox"/>	0001 ...	7/29/2016	SI-445	5% 5, Net 30	38.15	1.91	0.00	0.00	36.24
<input type="checkbox"/>	0001 ...	7/29/2016	SI-447	5% 5, Net 30	100.00	5.00	0.00	0.00	95.00
					138.15	6.91	0.00	0.00	131.24

Posted

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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.

Receive Payments Detail - ABC Reseller

New Save Search Delete Undo Print **Post** Recap Close

DetailsAudit Log (3)

Customer No:0001005095Date I

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](#).

- 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.

- On Recap Transaction screen, click the **Post button**.

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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	0.00	10.63
01/13/2016	SI-88	5% 5 Net 30	12.00	0.00	0.60	0.00	13.20
			21.25	0.00	1.06	0.00	23.83

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- Click the **Post** button.

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- 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.

- On Recap Transaction screen, click the **Post** button.

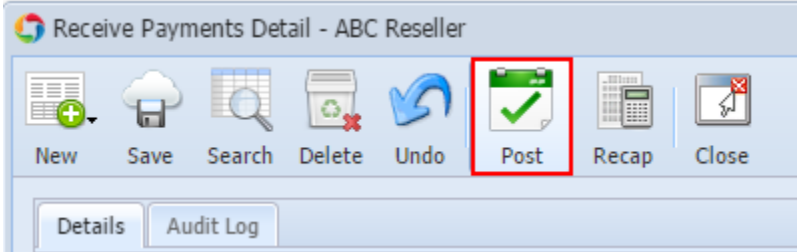
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Due Date	Invoice No.	Terms	Invoice Total	Discount	Amount Due	Payment
12/17/2015	SI-29	Net 10	1,070.00	0.00	0.00	1,070.00

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Post Receive Payments Detail using Post button:

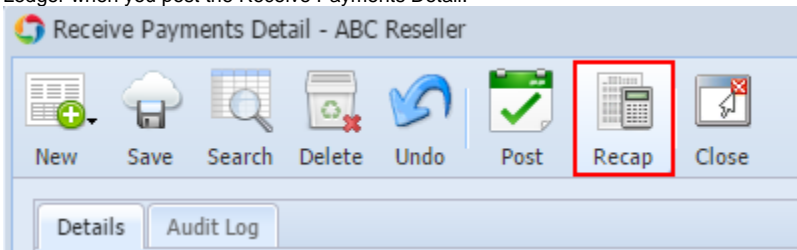
1. Open the Receive Payments Detail record you wish to post. If you have not created the Receive Payments Detail yet, refer to [How to Pay Invoice using Receive Payments Detail](#).
2. Click the **Post toolbar button**.



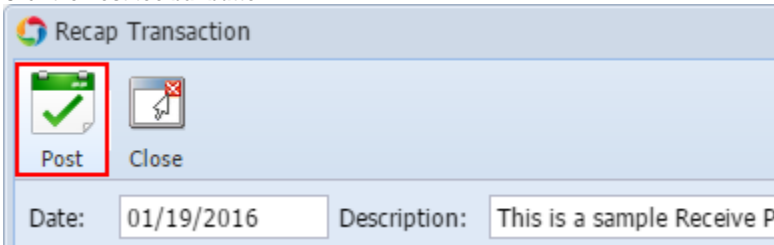
3. Click **OK** on the confirmation message.

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.



3. Click the **Post toolbar button**.



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

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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: 0.000000 Check No: 12345SGY323

Currency: USD

Notes: This is a sample Receive Payments Detail.

Layout Filter Records (F3)

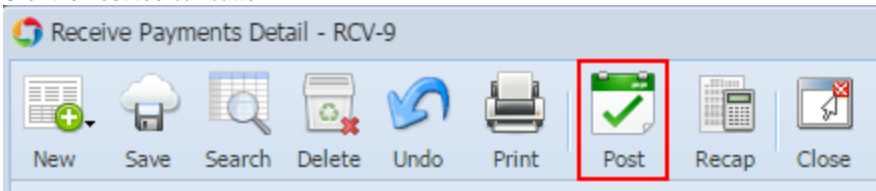
Due Date	Invoice No.	Terms	Invoice Total	Discount	Amount Due	Payment
07/28/2015	SI-3	Due 28th of the Month	5.93	0.30	0.00	5.63
07/28/2015	SI-20	Due 28th of the Month	431.00	21.55	0.00	409.45
			436.93	21.85	0.00	415.08

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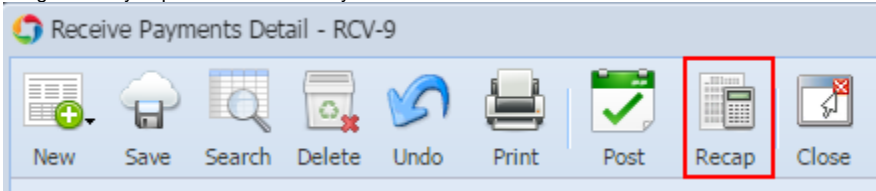
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2. Click the **Post** toolbar button.

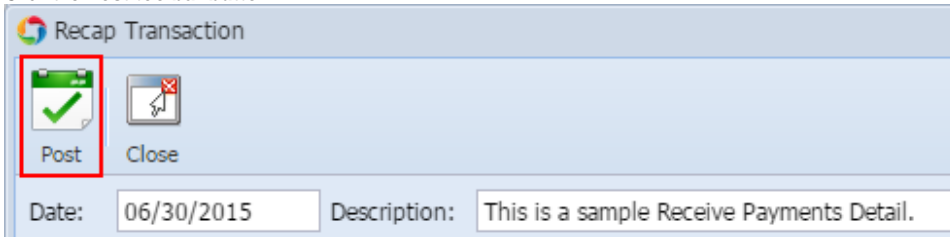


Post Receive Payments Detail using Recap button:

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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.



- Click the **Post toolbar button**.

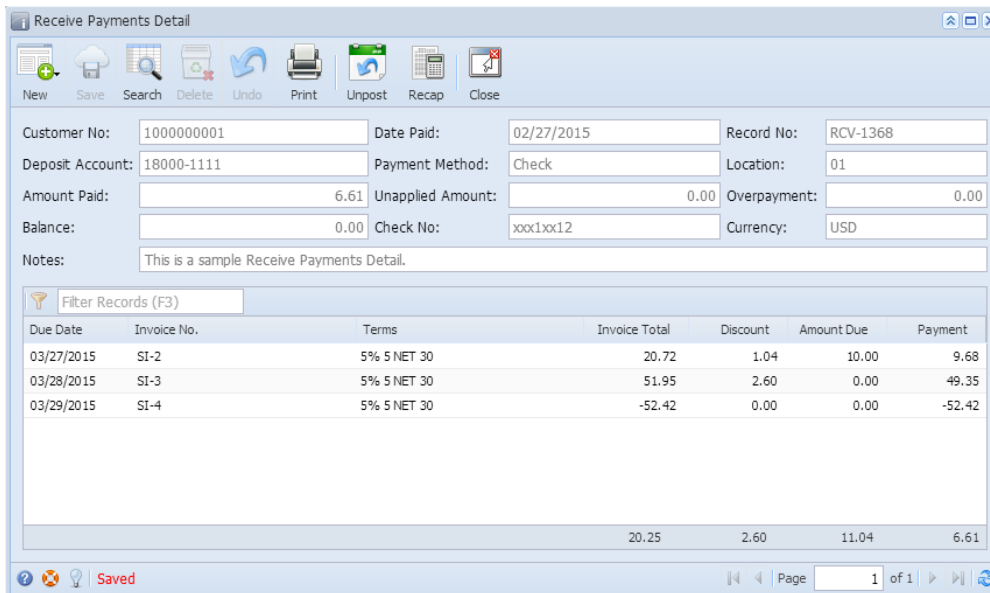


Recap Transaction

Post Close

Date: 06/30/2015 Description: This is a sample Receive Payments Detail.

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Receive Payments Detail

New Save Search Delete Undo Print Unpost 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	2.60	11.04	6.61

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Receive Payments Detail

New Save Search Delete Undo Print Post **Recap** Close

3. Click the **Post** toolbar button.

Recap Transaction

Post Close

Date: 02/27/2015 Description: This is a sample Receive Payments Detail. Currency: USD 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

Ready