How to Pay Invoice using Receive Payments

You can receive multiple payments from multiple customers on this screen. Posting receivables in this screen will automatically generate a Receive Payments Detail record.

The following are the steps in posting receivables on this screen.

- 1. Open the Receive Payments screen from Sales | Receive Payments menu.
- 2. Fill out the header fields. Refer to Receive Payments | Field Description | Header Details for the definition of each field.
 - a. Enter a new Date Paid if necessary.
 - b. Select a new Location if necessary.
 - c. Select a new Date Paid if necessary.
 - d. Select the Bank Account where the payments will be deposited.
- 3. Enter the grid details. Refer to Receive Payments | Field Description | Grid Details for the definition of each field.

You can use the Filter field, Loc	ation. and Currency to filter	and narrow	down the number of reco	rds in the
Receive Payments				
Undo Post Refresh Close				
Date Paid: 01/19/2016	0001 - Fort Wayne 💙 Bank Account:	68215422	 Currency: USD 	~
器 Layout 🧣 Filter Records (F3)	75 records			

- a. Enter a different Discount or Interest amount if necessary.
- b. Enter the **Payment** amount in the line item that you wish to receive the payment from. You can also double click in the **Payment** field to automatically enter the entire Amount Due into the Payment field.
- c. Select from the Payment Method combo list box the type of payment the customer used.
- d. If necessary, enter any additional information about the payment in the Notes field.
- 4. Click the **Post button**. The **Receive Payments Posting Details screen** will be displayed. This screen will give you an overview of the posting results.
- 5. Close the Receive Payments Posting Details screen. The transaction will be removed in the list if fully paid. Otherwise, it will remain on the grid, but with updated Amount Due.

Here is what you need to know when posting multiple receivables using this screen.

1. Posting different receivables from the same customer.

a. Transactions having the same Customer No., Payment Method, and Notes will be grouped and posted in one Receive Payments Detail record.

Receive Payments	~ □ ×
Undo Post Refresh Close	
Date Paid 01/19/2016 Docation: 0001 - Fort Wayne v Bank Account: 68215422 v Currency: USD v	
B Layout Q Filter Records (F3) 75 records	
	ment Method Location Notes
0001005069 ABC Reseller 12/20/2015 SI-48 5% 5 9.25 0.00 0.46 0.92 0.00	0001 - F
0001005069 ABC Reseller 01/13/2016 SI-88 5% 5 12.00 0.00 0.60 0.00 1.20 Cash	
0001005069 ABC Reseller 01/08/2016 5I-89 5% 5 12.00 0.00 0.60 0.00 14.40 Cash 0001005069 ABC Reseller 01/07/2016 SI-90 5% 5 12.00 0.00 0.60 13.80 0.00	n 0001 - F sample01 0001 - F
<u>↓</u>	0001 * P
Receive Payments Posting Details ^ 🗆 X	
Close	
Details	
Q. Open IB Layout Q. Filter Records (F3)	
Record No Description	
RCV-36 Transaction successfully posted.	
Posted = 1 Failed = 0	
⑦ ① ♀ Ready	

b. Transactions having the same Customer No., but different Payment Method or Notes will each have a separate Receive Payments Detail record.

Receive Pay	ments												~ 🗆 ×
Undc Post	Refres												
Date Paid:	01/19/2	2016	Location: 0	001 - Fort Wayn	e v	Bank Account:	68215422	 Currency: 	USD	~			
BB Layout	a	Filter Records	(F3)	75 records									
Customer N	va I	Company 📥	Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Due	Payment	Payment Meth	Location	Notes
000100506		ABC Reseller	12/20/2015	SI-48	5% 5	9.25	0.00	0.46	0.00		Cash	0001 - F	sample02 🔶
000100506		ABC Reseller	01/13/2016	SI-88	5% 5	12.00	0.00	0.60	0.00		Cash		sample03
000100506	1.	ABC Reseller	01/08/2016	SI-89	5% 5	12.00	0.00	0.60	13.80	0.00		0001 - F	
		ive Payments			Line L		^ □ ×		15 611				
	-												
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	Det	tails											
	٩	Open 🔠 Layo	out Q. Filt	ter Records (F3)									
		Record No	Desc	ription									
		RCV-34	Tran	saction successfu	illy posted	i.							
		RCV-35	Tran	saction successfu	illy posted	d.							
	Post	ted = 2 Failed	I = 0										
	0	C 🖓 Rea	dy										

2. Posting different receivables from different customers. Transactions having different Customer No will each have a separate Receive Payments Detail record.

ate Paid: 01.	/19/2016	Location:	0001 - Fort	t Wayne	✓ Bank Accourt	nt: 6821542	2 .	 Currency: 	USD	~		
铝 Layout	Q Filter Recor	ds (F3)	78 record	ls								
ustomer No.	Company	Due Date	Invoice No.	Ter	Invoice Total	Discount	Interest	Amount Due	Payment	Payment Method	Location	Notes
001005022	Tanagalakis F	09/26/2015	SI-3	Net	1,350.00	0.00	0.00	1,350.00	0.00		0001	
001005022	Tanagalakis F	09/30/2015	SI-4	Net	336.00	0.00	0.00	0.00	336.00	Check	0001	SAMPLE4
001005043	Gary Thomas	10/08/2015	SI-6	196	181.90	0.00	0.00	0.00	181.90	Check	0001	SAMPLE4
001005006	Brown Broth	10/08/2015	SI-7	Net	15,916.25	0.00	0.00	0.00	15,916.25	Check	0001	SAMPLE4
001005061	Garrett Prop	09/24/2015	SI-8	Net	11,941.20	0.00	0.00	11,941.20	0.00		0001	
Q	Open 🔠 Layo	ut Q Filt	ter Records (F	F3)								
í —	etails											
		ut Q. Filt	er Records (F	53)								
Q				F3)								
Q	Record No	Desc	ription		ted							
	Record No RCV-31	Desc	ription saction succes	ssfully pos								
	Record No	Desc Tran Tran	ription	ssfully pos ssfully pos	ted.							

You can receive multiple payments from multiple customers on this screen. Posting receivables in this screen will automatically generate a Receive Payments Detail record. Here is what you need to know when posting multiple receivables using this screen.

1. Posting different receivables from the same customer.

a. Transactions having the same Customer No., Payment Method, and Notes will be grouped and posted in one Receive Payments Detail record.

Detail lec													_
C Receive Payme	ents											2	
	2 🗖												
Undo Post	Refresh Close												
ondo Post	Kerresit Close												
Date Paid: 01/	/19/2016 🔤	Location: 000	01 - Fort Wayne	Y Bank	Account: 682	15422	~	Currency: USD	*				
📇 Layout 🗸 🛐	Filter Records (F3) 19 1	records										
Customer No.	Company 📥	Due Date	Invoice No.	Terms	Invoice Total	Dis	count	Amount Due	Payment	Payment Method	Location	Notes	
0001005066	ABC Reseller	01/14/2016	SI-31	Due o	-2,132.50		0.00	-2,132.50	0.00		0001 - Fo		<u>^</u>
0001005066	ABC Reseller	01/14/2016	SI-32	Due o	-3,197.95		0.00	-3,197.95	0.00		0001 - Fo		
0001005066	ABC Reseller	01/19/2016	CPP-3	Due o	-2,500.00		0.00	-2,500.00		Check	0001 - Fo		_
0001005066	ABC Reseller	01/19/2016	SI-40	Due o	14.45		0.00	0.00	14.45	Cash	0001 - Fo	XX1239	
0001005066	ABC Reseller	01/19/2016	SI-41	Due o	21.77		0.00	0.00	21.77	Cash	0001 - Fo	XX1239	
0001005060	All U Need Kwik	. 09/24/2015	SI-9	Net 15	13,000.50		0.00	13,000.50	0.00		0001 - Fo		- 11
0001005060	Receive Payment	s Posting Details	;			* 🗆 X	0.00	7 044 75	0.00		0001 Ea		
	7												
	Close												
	🔍 View 📑 Layo	ut + 🤻 Filter	Records (F3)										
	Record No	Descr	ription										
	RCV-16	Trans	saction successful	y posted.									
	Posted = 1 Failed	d = 0											
	🕜 🤨 💡 Ready												
	(

b. Transactions having the same Customer No., but different Payment Method or Notes will each have a separate Receive Payments Detail record.

C Receive Payme	ints										× 🗆 >
Undo Post	Refresh Close										
Date Paid: 01/	19/2016		1 - Fort Wayne	Y Bank	Account: 6821542	2 *	Currency: USD	۷			
Customer No.	Company -	Due Date	Invoice No.	Terms	Invoice Total	Discount	Amount Due	Payment	Payment Method	Location	Notes
0001005066	ABC Reseller	01/14/2016	SI-31	Due o	-2,132.50	0.00	-2,132.50	0.00		0001 - Fo	*
0001005066	ABC Reseller	01/14/2016	SI-32	Due o	-3,197.95	0.00	-3,197.95	0.00		0001 - Fo	
0001005066	ABC Reseller	01/19/2016	CPP-3	Due o	-2,500.00	0.00	-2,500.00	0.00	Check	0001 - Fo	
0001005066	ABC Reseller	01/01/2016	SI-38	Due o	19.80	0.00	0.00	19.80	Cash	0001 - Fo	xxxx1237
0001005066	ABC Reseller	01/19/2016	SI-39	Due o	144.45	0.00	0.00	144.45	Cash	0001 - Fo	xxxx1238
0001005060	All U Need Kwik	09/24/2015	SI-9	Net 15	13,000.50	0.00	13,000.50	0.00		0001 - Fo	
0001005060	All U Need Kwik-	09/25/2015	SI-10	Net 15	7.944.75	0.00	7.944.75	0.00		0001 - Fn	
(🕽 Receive Payments P	osting Details			2	⊐ ×					
	- 8										

Record No	Pilter Records (F3) Description
RCV-14	Transaction successfully posted.
RCV-15	Transaction successfully posted.

2. Posting different receivables from different customers. Transactions having different Customer No will each have a separate Receive Payments Detail record.

Layout • Justomer No. 101005055 101005022 101005022 101005043 Rec Close	Filter Records (F3) Company Cedric Noble Tom Smith Tanagalakis Farms Gary Thomas Ceive Payments Posting	09/25/2015 51 09/25/2015 51 09/26/2015 51 09/30/2015 51 10/08/2015 51	/s voice No. Terms -1 Net 3 -2 Net 3 -3 Net 3 -4 Net 3	Invoice Total 295.02 183.75 1,350.00	Discount 0.00 0.00	Currency: USD Amount Due 0.00 0.00	295.02	Payment Method	Location 0001 - Fo	Notes sample4
Layout • Justomer No. 101005055 101005022 101005022 101005043 Rec Close	Filter Records (F3) Company Cedric Noble Tom Smith Tanagalakis Farms Gary Thomas Ceive Payments Posting	20 record Due Date Im 09/25/2015 SI 09/25/2015 SI 09/26/2015 SI 09/30/2015 SI 10/08/2015 SI	Is voice No. Terms -1 Net 3 -2 Net 3 -3 Net 3 -4 Net 3	Invoice Total 295.02 183.75 1,350.00	Discount 0.00 0.00	Amount Due 0.00	Payment 295.02			
stomer No. 101005055 101005056 101005022 101005022 101005043 Close Close	Company Cedric Noble Tom Smith Tanagalakis Farms Tanagalakis Farms Gary Thomas ceive Payments Posting	Due Date In 09/25/2015 SI 09/25/2015 SI 09/26/2015 SI 09/30/2015 SI 10/08/2015 SI	voice No. Terms -1 Net 3 -2 Net 3 -3 Net 3 -4 Net 3	295.02 183.75 1,350.00	0.00	0.00	295.02			
01005055 010050556 001005022 01005022 01005022 01005043 © Rec	Cedric Noble Tom Smith Tanagalakis Farms Tanagalakis Farms Gary Thomas Ceive Payments Posting	09/25/2015 51 09/25/2015 51 09/26/2015 51 09/30/2015 51 10/08/2015 51	-1 Net 3 -2 Net 3 -3 Net 3 -4 Net 3	295.02 183.75 1,350.00	0.00	0.00	295.02			
01005056 01005022 01005022 01005043 Close	Tom Smith Tanagalakis Farms Tanagalakis Farms Gary Thomas Ceive Payments Posting	09/25/2015 SI 09/26/2015 SI 09/30/2015 SI 10/08/2015 SI	-2 Net 3 -3 Net 3 -4 Net 3	183.75 1,350.00	0.00			Cash	0001 - Fo	cample4
01005022 101005022 101005043 Close	Tanagalakis Farms Tanagalakis Farms Gary Thomas ceive Payments Posting	09/26/2015 SI 09/30/2015 SI 10/08/2015 SI	-3 Net 3 -4 Net 3	1,350.00		0.00				
01005022 01005043	Tanagalakis Farms Gary Thomas ceive Payments Posting	09/30/2015 SI 10/08/2015 SI	-4 Net 3					Cash	0001 - Fo	
01005043	Gary Thomas ceive Payments Posting	10/08/2015 SI			0.00	0.00		Cash	0001 - Fo	sample4
	ceive Payments Posting			336.00	0.00	336.00	0.00		0001 - Fo	
		Detaile	*0 1%1	181.90	0.00	181.90	0.00		0001 - Fo	
Close		Details				* 🗆 ×				
Close	4									
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	e									
	View 🔠 Layout 🔹 🍸	Filter Records (F3)								
	Record No	Descript	ion							
	RCV-11	Transac	tion successfully posted.							
	RCV-12	Transac	tion successfully posted.							
	RCV-13	Transac	tion successfully posted.							
Poste										
0 0	ed = 3 Failed = 0									

The following are the steps in posting receivables on this screen.

- 1. Open the Receive Payments screen from **Sales | Receive Payments menu**.
- 2. Fill out the header fields. Refer to Receive Payments | Field Description | Header Details for the definition of each field.
 - a. Enter a new Date Paid if necessary.
 - b. Select a new Location if necessary.
 - c. Select a new Date Paid if necessary.
 - d. Select the **Bank Account** where the payments will be deposited.
- 3. Enter the grid details. Refer to Receive Payments | Field Description | Grid Details for the definition of each field.

u can use the Filter field, Location, and Currency to filter and narrow down the number of records in t
Receive Payments
ndo Post Refresh Close
ate Paid: 01/19/2016 🖸 Location: 0001 - Fort Wayne 💙 Bank Account: 68215422 🌱 Currency: USD 💙
Layout 👻 🍸 Filter Records (F3) 17 records
Customer No. Company Due Date Invoice No. Terms Invoice Total Discount Amount Due Payment

- a. Enter a different **Discount** amount if necessary.
- b. Enter the **Payment** amount in the line item that you wish to receive the payment from. You can also double click in the **Payment** field to automatically enter the entire Amount Due into the Payment field.
- c. Select from the Payment Method combo list box the type of payment the customer used.
- d. If necessary, enter any additional information about the payment in the Notes field.
- 4. Click the **Post toolbar button**. The **Receive Payments Posting Details screen** will be displayed. This screen will give you an overview of the posting results.
- 5. Close the Receive Payments Posting Details screen. The transaction will be removed in the list if fully paid. Otherwise, it will remain on the grid, but with updated Amount Due.

You can receive multiple payments from multiple customers on this screen. Posting receivables in this screen will automatically generate a Receive Payments Detail record. Here is what you need to know when posting multiple receivables using this screen.

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C) R	eceive Pay	ments											
Unc	do Print) N	ost Re	load Close									
	e Paid: 0		015 Iter Reco	Location	n: 1000 3 reco		Y Deposit	Account: 100	00-1000	✓ Currence	y: USD	¥	
	ustomer No.	-	npany	Due Date	Invoice		Invoice Total	Discount	Amount Du	e Payment	Payment Method	Location	Notes
	OMEDEALER		ne Dealers		SI-6	Due	49.2			0.00 46.75	Check	1000-L	sample 1
	DMEDEALER		ne Dealers		SI-11	Due	20.00			0.00 19.00		1000-L	sample 1
н	OMEDEALER	Hon	ne Dealers		SI-12	Due	215.50	0 10.78	8 0	0.00 204.72	Check	1000-L	sample 1
			📩 Rei	eive Payments	Posting D	etails			* • ×				
			Close							-			
			2,1	'iew 💾 Layout		ilter Records	(F3)						
				Record No		escription							
				RCV-1	1	ransaction suc	cessfully posted.						
				de 4 Feiled	- 0								
				d = 1 Failed •	• 0								
			6	🧕 🤶 Ready									

b. Transactions having the same Customer No., but different Payment Method or Notes will each have a separate Receive Payments Detail record.

Receive Payme					
ndo Print	Post Reload Close				
ate Paid: 06/		: 1000-Location A 🔽 Deposit Accou	int: 10000-1000	Currency: USD	v
🗄 Layout 👻 🎙	Filter Records (F3)	3 records			
Customer No.	Company Due Date	Invoice No. Terms Invoice Total	Discount Amount Due	Payment Payment Method	Location Notes
OMEDEALER	Home Dealers 07/28/2015	SI-6 Due 49.21	2.46 0.00	46.75 Cash	1000-L sample 1
IOMEDEALER		SI-11 Due 20.00	1.00 0.00	19.00 Cash	1000-L sample 2
IOMEDEALER	Home Dealers 07/28/2015	SI-12 Due 215.50	10.78 0.00	204.72 Cash	1000-L sample 3
	C Receive Payments Posting) Details			
	Close	Filter Records (F3) Description			
	RCV-2 RCV-3	Transaction successfully posted.			
	RCV-3	Transaction successfully posted. Transaction successfully posted.			
	Posted = 3 Failed = 0				
	🕜 🤨 🤶 Ready				

2. Posting different receivables from different customers. Transactions having different Customer No will each have a separate Receive Payments Detail record.

ndo Print	Post Reloa	ad Close									
ate Paid: 06/	/30/2015	Location	: 1000-Loo	ation A	✓ Deposit Acc	ount: 1000	0-1000	Y Currenc	y: USD	*	
🕂 Layout 👻 🦷	Filter Records	s (F3)	8 records								
Customer No.	Company	Due Date	Invoice No.	Terms	Invoice Total	Discount	Amount Due	Payment	Payment Method	Location	Note
001005007	ABC Reseller	07/29/2015	SI-1	5%	12.22	0.61	11.61	0.00		1000-L	
OMEDEALER	Home Dealers	07/28/2015	SI-3	Due	5.93	0.30	5.63	0.00		1000-L	
001005007	ABC Reseller	07/29/2015	SI-4	5%	137.78	6.89	130.89	0.00		1000-L	
OMEDEALER	Home Dealers	07/28/2015	SI-10	Due	20.90	1.05	19.85	0.00		1000-L	
OMEDEALER	Home Dealers	07/28/2015	SI-13	Due	215.50	10.78	0.00	204.72	Cash	1000-L	samp
001005007	ABC Reseller	07/30/2015	SI-14	5%	19.60	0.98	0.00	18.62	Cash	1000-L	samp
001005010	H&D Fashion	09/15/2015	SI-15	Sept	47.76	2.39	0.00	45.37	Cash	1000-L	sam
001005010	H&D Fashion	09/15/2015	SI-16	Sept	323.25	16.16	307.09	0.00		1000-L	
	Clos	_									
	Clo	_	yout • 💡	Filter Reco	rds (F3)						
	Clo	se		Filter Reco	rds (F3)						
	Clo	se View 💾 Lay	(Description	rds (F3)						
	Clo	se View 🖶 Lay Record No		Description Transaction							
		view 🔐 Lay Record No RCV-5		Description Transaction Transaction	successfully posted						
		View Han		Description Transaction Transaction	successfully posted successfully posted						
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		View Han	-	Description Transaction Transaction	successfully posted successfully posted						

The following are the steps in posting receivables on this screen.

- 1. Open the Receive Payments screen from Accounts Receivable > Activities > Receive Payments menu. Refer to Receive Payments for the definition of each field.
- 2. Select a new Date Paid if necessary.
- 3. Select the **Deposit Account** where the payments will be credited.
- 4. Enter the grid details:

Date Paid: 06/30/2015 Currency: USD Y Layout Y Filter Records (F3) 0 records	You can use the Filter field, Location, and Currency to filter and narrow down the number of records in the												
Date Paid: 06/30/2015 © Location: 1000-Location A Y Deposit Account: Y Currency: USD Y Location: 1000-Location A Y Deposit Account: USD Y Location: 0 records	Receive Payments												

- a. Enter the **Payment** amount in the line item that you wish to receive the payment from. You can also double click in the **Payment** field to automatically enter the entire Amount Due into the Payment field.
- b. Select from the **Payment Metho**d combo list box the type of payment the customer used.
- c. If necessary, enter any additional information about the payment in the Notes field.
- 5. Click the **Post toolbar button**. The **Receive Payments Posting Details screen** will be displayed. This screen will give you an overview of the posting results.
- 6. Close the Receive Payments Posting Details screen. The transaction will be removed in the list if fully paid. Otherwise, it will remain on the grid, but with updated Amount Due.

You can receive multiple payments from multiple customers on this screen. Posting receivables in this screen will automatically generate a Receive Payments Detail record. Here is what you need to know when posting multiple receivables using this screen.

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🕜 Rec	eive Paym	ents											× 🗆 🗙
رکن Undo	Print	Post	Reload	Close									
	Paid: 03			Deposit	t Account:	18000-11	×	Location: 01		✓ Curren	icy: USD	~	
-	mer No.	Company		Due Date	Invoice No.	Terms	Invoice Total	Discount	Amount Due	Payment	Payment Meth	nod Location	Notes
	000001	Home Dea		04/03/2015	SI-12	5%	10.00	0.50	0.00	9.50	Cash	01	sample 1
	000001	Home Dea	1	04/03/2015	SI-13	5%	51.22		0.00	48.66	Cash	01	sample 1
1000	000001	Home Dea	lers	04/03/2015	SI-14	5%	-13.50	0.00	0.00	-13.50	Cash	01	sample 1
			Close Post	Filter Reco Record No RCV-1374	nrds (F3)	Description	1 In successfully pos	ited.					
			0	🧿 🏆 🛛 Rea	dy								

b. Transactions having the same Customer No., but different Payment Method or Notes will each have a separate Receive Payments Detail record.

Rec	ceive Paym	nents												* 🗆 X
Undo	Print	Post	9	Reload Close										
	e Paid: 0	3/04/20)15	Deposi	t Account:	18000-1	1 11 Y	Location: 01		✓ Curren	cy: US	D	•	
7	Filter Rec	ords (F3	\$	3 records										
	tomer No.	Compa	1	Due Date	Invoice No.	Terms	Invoice Total	Discount	Amount Due	Payment	Payment	Method	Location	Notes
	000001	Home	-		SI-12	5%	10.00	0.50	0.00		Cash		01	sample 1
	000001	Home	- 1		SI-13	5%	51.22	2.56	0.00		Cash		01	sample2
1000	000001	Home	Deale	rs 04/03/2015	SI-14	5%	-13.50	0.00	0.00	-13.50	Cash		01	sample3
			_	(a			-					
			_	eceive Payments P	Posting Deta	IIS			× • ×					
			Ş	3										
			Clos											
			7						_					
			Y	Filter Records (F										
				Record No	Descr		<u></u>							
				RCV-1375 RCV-1376			essfully posted. essfully posted.							
				RCV-1376 RCV-1377			essfully posted.							
				RCV-1377	Trans	action succ	essibility posted.							
			Post	ed = 3 Failed =	0									
			0	💈 🦿 Ready										

2. Posting different receivables from different customers. Transactions having different Customer No will each have a separate Receive Payments Detail record.

Receive Payn	nents												≈ □
Undo Print	Post Relat												
Date Paid: 0)3/04/2015	Deposi	t Account:	18000-1	.11 💌	Location: 01			✓ Curren	cy: USD	•		
💡 Filter Rec	cords (F3)	3 records											
Customer No.	Company	Due Date	Invoice No.	Terms	Invoice Total	Discount	Amou	int Due	Payment	Payment №	lethod Loca	ion N	lotes
100000001	Home Dealers	04/03/2015	SI-15	5%	101.12	5.06		0.00	96.06	Check	01	sa	ample 1
100000003	John Doe	03/30/2015	SI-16	30TH	50.00	2.50		0.00	47.50	Check	01	sa	ample2
100000002	Standard App	04/03/2015	SI-17	5%	35.00	1.75		0.00	33.25	Check	01	sa	ample3
	Receive Payr	ments Posting) Details			× C	X						
	Filter Rec												
	Record No		Description										
	RCV-1378		Transaction s Transaction s										
	RCV-1379		Transaction s										
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	Posted = 3 F						_						
	Posted = 3 P	-ailed = 0											

The following are the steps in posting receivables on this screen.

- 1. Open the Receive Payments screen from Accounts Receivable > Activities > Receive Payments menu. Refer to Receive Payments for the definition of each field.
- 2. Select a new Date Paid if necessary.
- 3. Select the Deposit Account where the payments will be credited.
- 4. Enter the grid details:

You can use the Filter field, Location, and Currency to filter and narrow down the number of reco	rds in the
Receive Payments	* 🗆 X
Undo Print Post Reload Close	
Date Paid: 03/04/2015 Currency: USD Currency: USD	
Pitter Records (F3) 6 records	

- a. Enter the **Payment** amount in the line item that you wish to receive the payment from. You can also double click in the **Payment** field to automatically enter the entire Amount Due into the Payment field.
 b. Select from the **Payment Metho**d combo list box the type of payment the customer used.
- c. If necessary, enter any additional information about the payment in the Notes field.

5. Click the Post toolbar button. The Receive Payments Posting Details screen will be displayed. This screen will give you an overview of the posting results.

Receive Payments Posting) Details	
Close		
Filter Records (F3)		
Record No	Description	
RCV-1374	Transaction successfully posted.	
Posted = 1 Failed = 0		
🕜 🧔 🏆 Ready		

6. Close the Receive Payments Posting Details screen. The transaction will be removed in the list if fully paid. Otherwise, it will remain on the grid, but with updated Amount Due.