


# 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 **Bank Account** 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, Location, and Currency** to filter and narrow down the number of records in the grid.

Receive Payments

Undo Post Refresh Close

Date Paid: 01/19/2016 Location: 0001 - Fort Wayne Bank Account: 68215422 Currency: USD

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 Location: 0001 - Fort Wayne Bank Account: 68215422 Currency: USD

Layout Filter Records (F3) 75 records

Customer No.	Company	Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Due	Payment	Payment 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	0001 - F...	sample01
0001005069	ABC Reseller	01/08/2016	SI-89	5% 5 ...	12.00	0.00	0.60	0.00	14.40	Cash	0001 - F...	sample01
0001005069	ABC Reseller	01/07/2016	SI-90	5% 5 ...	12.00	0.00	0.60	13.80	0.00		0001 - F...	

Receive Payments Posting Details

Close

Details

Open Layout Filter Records (F3)

Record No	Description
RCV.36	Transaction successfully posted.

Posted = 1 Failed = 0

Ready

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

**Receive Payments**

Undo **Post** Refresh Close

Date Paid: 01/19/2016 Location: 0001 - Fort Wayne Bank Account: 68215422 Currency: USD

Layout Filter Records (F3) 75 records

Customer No.	Company	Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Due	Payment	Payment Meth...	Location	Notes
0001005069	ABC Reseller	12/20/2015	SI-48	5% 5 ...	12.00	0.00	0.46	0.00	10.63	Cash	0001 - F...	sample02
0001005069	ABC Reseller	01/13/2016	SI-88	5% 5 ...	12.00	0.00	0.60	0.00	13.20	Cash	0001 - F...	sample03
0001005069	ABC Reseller	01/08/2016	SI-89	5% 5 ...	12.00	0.00	0.60	13.80	0.00		0001 - F...	

**Receive Payments Posting Details**

Close

Details

Open Layout Filter Records (F3)

Record No	Description
RCV-34	Transaction successfully posted.
RCV-35	Transaction successfully posted.

Posted = 2 Failed = 0

Ready

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

**Receive Payments**

Undo **Post** Refresh Close

Date Paid: 01/19/2016 Location: 0001 - Fort Wayne Bank Account: 68215422 Currency: USD

Layout Filter Records (F3) 78 records

Customer No.	Company	Due Date	Invoice No.	Ter...	Invoice Total	Discount	Interest	Amount Due	Payment	Payment Method	Location	Notes
0001005022	Tanagalakis F...	09/26/2015	SI-3	Net ...	1,350.00	0.00	0.00	1,350.00	0.00		0001 - ...	
0001005022	Tanagalakis F...	09/30/2015	SI-4	Net ...	336.00	0.00	0.00	0.00	336.00	Check	0001 - ...	SAMPLE4
0001005043	Gary Thomas	10/08/2015	SI-6	1% ...	181.90	0.00	0.00	0.00	181.90	Check	0001 - ...	SAMPLE4
0001005006	Brown Broth...	10/08/2015	SI-7	Net ...	15,916.25	0.00	0.00	0.00	15,916.25	Check	0001 - ...	SAMPLE4
0001005061	Garrett Prop...	09/24/2015	SI-8	Net ...	11,941.20	0.00	0.00	11,941.20	0.00		0001 - ...	

**Receive Payments Posting Details**

Close

Details

Open Layout Filter Records (F3)

Record No	Description
RCV-31	Transaction successfully posted.
RCV-32	Transaction successfully posted.
RCV-33	Transaction successfully posted.

Posted = 3 Failed = 0

Ready

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.

Receive Payments

Date Paid: 01/19/2016 Location: 0001 - Fort Wayne Bank Account: 68215422 Currency: USD

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	01/19/2016	SI-40	Due o...	14.45	0.00	0.00	14.45	Cash	0001 - Fo...	XXXX1239
0001005066	ABC Reseller	01/19/2016	SI-41	Due o...	21.77	0.00	0.00	21.77	Cash	0001 - Fo...	XXXX1239
0001005060	All U Need Kwik-	09/24/2015	SI-9	Net 15	13,000.50	0.00	13,000.50	0.00		0001 - Fo...	

Receive Payments Posting Details

Record No: RCV-16 Description: Transaction successfully posted.

Posted = 1 Failed = 0

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

Receive Payments

Date Paid: 01/19/2016 Location: 0001 - Fort Wayne Bank Account: 68215422 Currency: USD

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 - Fo...	

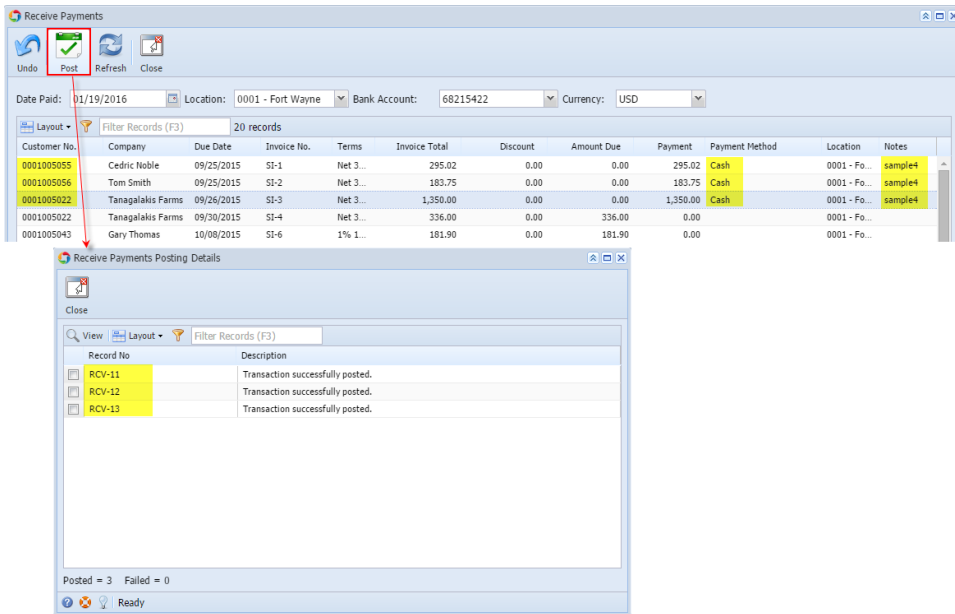
Receive Payments Posting Details

Record No: RCV-14 Description: Transaction successfully posted.

Record No: RCV-15 Description: Transaction successfully posted.

Posted = 2 Failed = 0

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

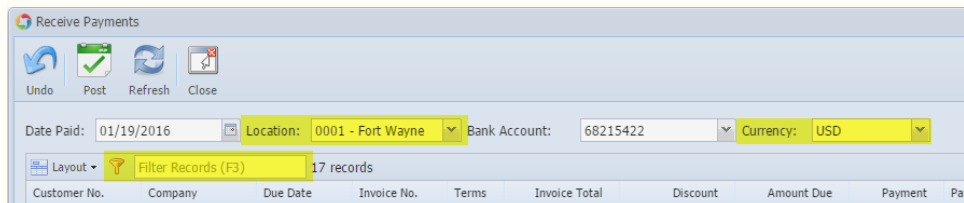


The following are the steps in posting receivables on this screen.

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**, **Location**, and **Currency** to filter and narrow down the number of records in the grid.



- 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.

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 Print **Post** Reload Close

Date Paid: 06/30/2015 Location: 1000-Location A Deposit Account: 10000-1000 Currency: USD

Layout Filter Records (F3) 3 records

Customer No.	Company	Due Date	Invoice No.	Terms	Invoice Total	Discount	Amount Due	Payment	Payment Method	Location	Notes
HOMEDEALER	Home Dealers	07/28/2015	SI-6	Due ...	49.21	2.46	0.00	46.75	Check	1000-L...	sample 1
HOMEDEALER	Home Dealers	07/28/2015	SI-11	Due ...	20.00	1.00	0.00	19.00	Check	1000-L...	sample 1
HOMEDEALER	Home Dealers	07/28/2015	SI-12	Due ...	215.50	10.78	0.00	204.72	Check	1000-L...	sample 1

Receive Payments Posting Details

Close

View Layout Filter Records (F3)

Record No	Description
RCV-1	Transaction successfully posted.

Posted = 1 Failed = 0

Ready

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

Receive Payments

Undo Print **Post** Reload Close

Date Paid: 06/30/2015 Location: 1000-Location A Deposit Account: 10000-1000 Currency: USD

Layout Filter Records (F3) 3 records

Customer No.	Company	Due Date	Invoice No.	Terms	Invoice Total	Discount	Amount Due	Payment	Payment Method	Location	Notes
HOMEDEALER	Home Dealers	07/28/2015	SI-6	Due ...	49.21	2.46	0.00	46.75	Cash	1000-L...	sample 1
HOMEDEALER	Home Dealers	07/28/2015	SI-11	Due ...	20.00	1.00	0.00	19.00	Cash	1000-L...	sample 2
HOMEDEALER	Home Dealers	07/28/2015	SI-12	Due ...	215.50	10.78	0.00	204.72	Cash	1000-L...	sample 3

Receive Payments Posting Details

Close

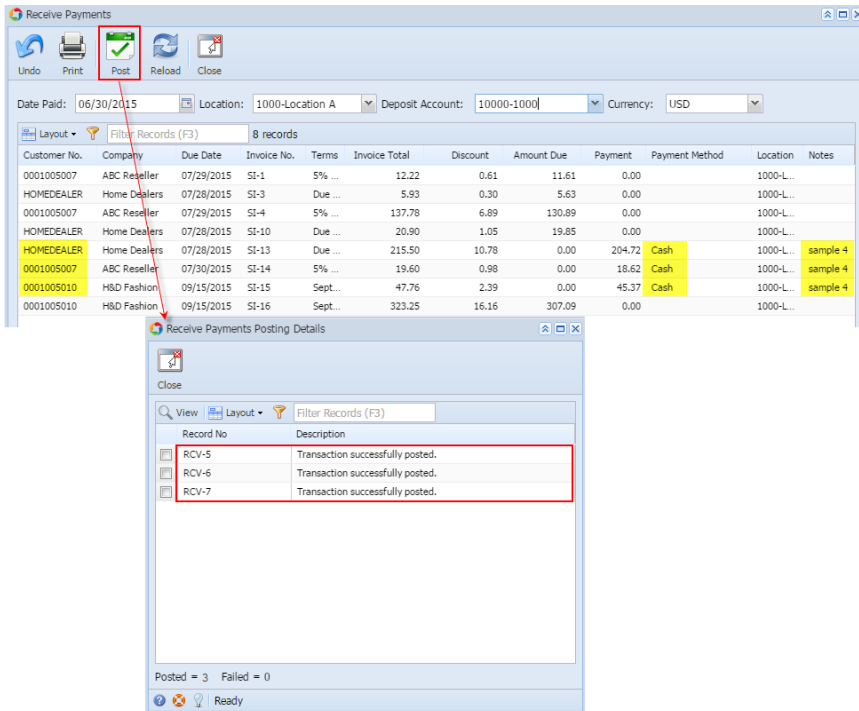
View Layout Filter Records (F3)

Record No	Description
RCV-2	Transaction successfully posted.
RCV-3	Transaction successfully posted.
RCV-4	Transaction successfully posted.

Posted = 3 Failed = 0

Ready

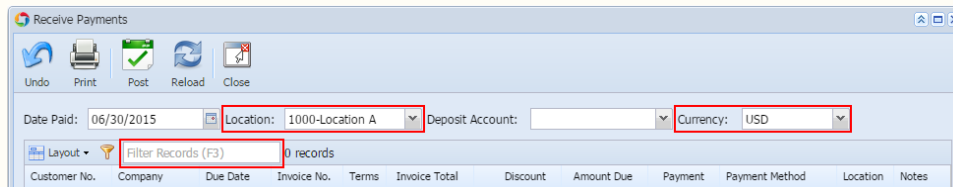
2. Posting different receivables from different customers. Transactions having different Customer No will each have a separate Receive Payments Detail record.



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 records in the grid.



- 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 Method** 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.

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 Print **Post** Reload Close

Date Paid: 03/04/2015 Deposit Account: 18000-1111 Location: 01 Currency: USD

Filter Records (F3) 3 records

Customer No.	Company	Due Date	Invoice No.	Terms	Invoice Total	Discount	Amount Due	Payment	Payment Method	Location	Notes
1000000001	Home Dealers	04/03/2015	SI-12	5% ...	10.00	0.50	0.00	9.50	Cash	01	sample1
1000000001	Home Dealers	04/03/2015	SI-13	5% ...	51.22	2.56	0.00	48.66	Cash	01	sample1
1000000001	Home Dealers	04/03/2015	SI-14	5% ...	-13.50	0.00	0.00	-13.50	Cash	01	sample1

**Receive Payments Posting Details**

Close

Filter Records (F3)

Record No	Description
RCV-1374	Transaction successfully posted.

Posted = 1 Failed = 0

Ready

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

**Receive Payments**

Undo Print **Post** Reload Close

Date Paid: 03/04/2015 Deposit Account: 18000-1111 Location: 01 Currency: USD

Filter Records (F3) 3 records

Customer No.	Company	Due Date	Invoice No.	Terms	Invoice Total	Discount	Amount Due	Payment	Payment Method	Location	Notes
1000000001	Home Dealers	04/03/2015	SI-12	5% ...	10.00	0.50	0.00	9.50	Cash	01	sample1
1000000001	Home Dealers	04/03/2015	SI-13	5% ...	51.22	2.56	0.00	48.66	Cash	01	sample2
1000000001	Home Dealers	04/03/2015	SI-14	5% ...	-13.50	0.00	0.00	-13.50	Cash	01	sample3

**Receive Payments Posting Details**

Close

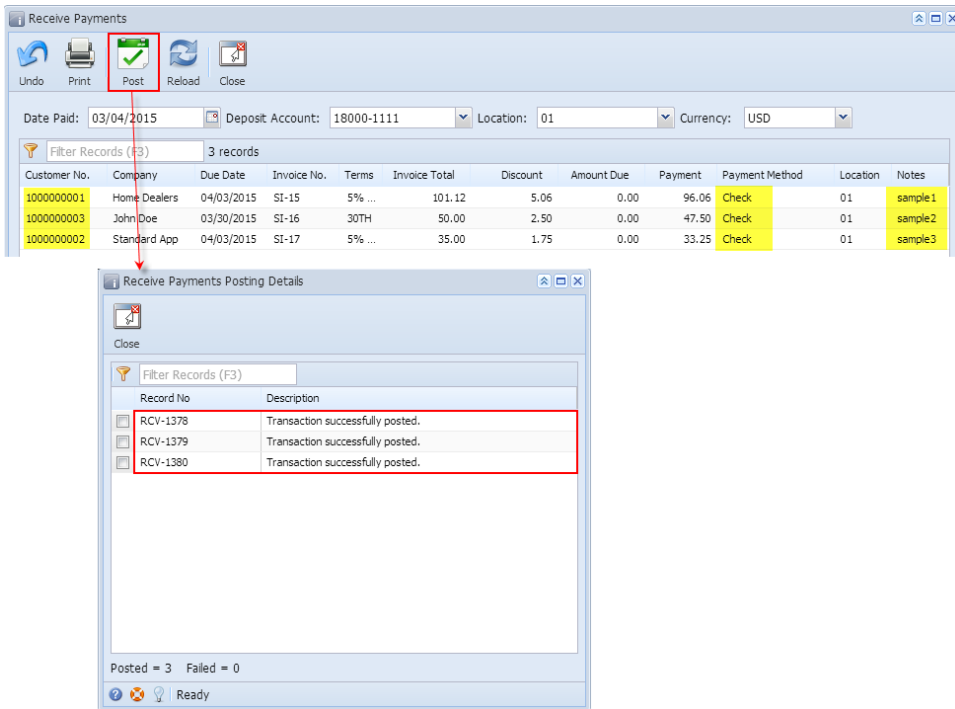
Filter Records (F3)

Record No	Description
RCV-1375	Transaction successfully posted.
RCV-1376	Transaction successfully posted.
RCV-1377	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.

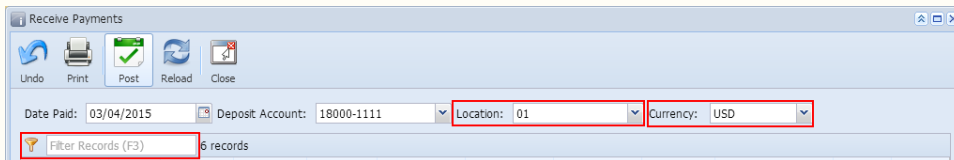


The following are the steps in posting receivables on this screen.

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 records in the grid.



- 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 Method** 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

? Refresh Lightbulb 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.