

# How to Create a Prepayment

The Receive Payments Detail screen can be used to enter advanced deposits received from your customer. Below are the steps in doing this.

1. Go to **Sales | Receive Payment Details** menu. Click **New** button on the integrated search grid 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 shows the 'Receive Payment Detail' screen with the 'New' button highlighted in the top bar. Below the top bar, there is a search grid with columns: Record Number, Customer Name, Customer Number, and Date Paid. The grid contains four records: RCV-243, RCV-242, RCV-241, and RCV-240, all with a date of 6/29/2.

Some of the fields, like **Location**, **Currency**, **Bank Account**, and **Date Paid** are populated by default. You can still change the value of these fields if necessary.

2. Fill out the header fields.
  - a. Select the **Customer No** the prepayment is from.
  - b. Select the **Location**.
  - c. Select a **Payment Method**.
  - d. In the **Amount Paid** field, enter the prepayment amount from the customer.
  - e. Fill out other fields as needed. Refer to [Receive Payments Detail | Field Description | Header Details](#) to help you in filling out the fields.
  - f. **Note:** Do not select/pay any invoice on grid area.

The screenshot shows the 'Receive Payments Detail - ABC Reseller' screen. The header fields are populated with the following values: 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: 2,500.00, Unapplied Amount: 2,500.00, Check No: XXXXX1234, Currency: USD, Apply on Account: [unchecked], Apply to Budget: [unchecked]. The Notes field contains the text: 'This is a sample Prepayment.' Below the header fields is a search grid with columns: Location, Due Date, Invoice No., Terms, Invoice Total, Discount, Interest, Amount Due, and Payment. The grid contains five records, all with a date of 6/29/2016 and a payment of 0.00.

3. **Post** the transaction.
4. Click **OK** on the confirmation message.  
Here is a sample posted prepayment.

**Receive Payments Detail - ABC Reseller**

New Save Search Delete Undo Print Unpost Recap Close

**Details** Audit Log (2)

Customer No: 0001005095 Date Paid: 6/29/2016 Record No: RCV-244  
 Location: 0001 - Fort Wayne Bank Account: 68215422 Payment Method: Check  
 Amount Paid: 2,500.00 Unapplied Amount: 2,500.00 Check No: XXXX1234  
 Currency: USD Apply on Account: ☐ Apply to Budget: ☐  
 Notes: This is a sample Prepayment.

View Invoice Layout Filter Records (F3) Clear All Filters

Location Equals 0001 - Fort Wayne

Location	Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Due	Payment
				0.00	0.00	0.00	0.00	0.00

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When you create another Receive Payments Detail for the customer, the prepayment will be displayed in the grid as a negative amount. You can then use it to offset or pay customer invoices (refer to [How to Use Credits to Payoff Invoice](#)).

- Go to **Sales | Receive Payment Details** menu. Click **New** button on the integrated search grid to open a new Receive Payments Detail screen.

**irely** IRELY ADMIN Collapse All Menus

Home Filter... Sales

**i21 Demo Setup Company(Source)**

**Receive Payment Detail**

New Open Refresh Export Close

Layout Filter Records (F3) 27 records

Record Number	Customer Name	Customer Number
RCV-27	Marathon Oil Corpora...	0001005010
RCV-26	BP Oil North West Ohio	0001005019

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.

- Fill out the header fields.
  - Select the **Customer No** the prepayment is from.
  - Select the **Bank Account**.
  - Select a **Payment Method**.
  - In the **Amount Paid** field, enter the prepayment amount from the customer.
  - Fill out other fields as needed. Refer to [Receive Payments Detail | Field Description | Header Details](#) to help you in filling out the fields.
  - Note: Do not select/pay any invoice on grid area.

**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: 2,500.00 Unapplied Amount: 2,500.00 Check No: XXXX1234  
 Currency: USD Apply to Budget: ☐  
 Notes: This is a sample Prepayment.

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	10.17	0.00
01/13/2016	SI-88	5% 5 Net 30	12.00	0.00	0.60	12.60	0.00
01/08/2016	SI-89	5% 5 Net 30	12.00	0.00	0.60	13.20	0.00
01/07/2016	SI-90	5% 5 Net 30	12.00	0.00	0.60	13.20	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
			210.42	0.00	2.26	313.07	0.00

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- Post the transaction.
- Click **OK** on the confirmation message.  
Here is a sample posted prepayment.

**Receive Payments Detail - ABC Reseller**

New Save Search Delete Undo Post Unpost Recap Close

Details Audit Log (2)

Customer No: 0001005069 Date Paid: 01/19/2016 Record No: RCV-28  
 Location: 0001 - Fort Wayne Bank Account: 68215422 Payment Method: Check  
 Amount Paid: 2,500.00 Unapplied Amount: 2,500.00 Check No: XXXX1234  
 Currency: USD Apply to Budget: ☐  
 Notes: This is a sample Prepayment.

Layout Filter Records (F3)

Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Du...	Payment
			0.00	0.00	0.00	0.00	0.00

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When you create another Receive Payments Detail for the customer, the prepayment will be displayed in the grid as a negative amount. You can then use it to offset or pay customer invoices (refer to [How to Use Credits to Payoff Invoice](#)).

**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: Payment Method:   
 Amount Paid: 0.00 Unapplied Amount: 0.00 Check No:   
 Currency: USD Apply to Budget: ☐  
 Notes:

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	13.80	0.00
01/07/2016	SI-90	5% 5 Net 30	12.00	0.00	0.60	13.80	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	-2,184.67	0.00

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1. Go to **Sales | Receive Payment Details** menu.
2. Click **New** toolbar button on the integrated search grid. This will open a new Receive Payments Detail screen.

**Receive Payment Detail**

New View Refresh Export Close

Layout Filter Records (F3) 7 records

Some of the fields, like **Location**, **Currency**, and **Date Paid**, **Deposit Account** are populated by default. You can still change the value of these fields if necessary.

3. Fill out the header field.
  - a. Select the **Customer No** the prepayment is from.
  - b. Select the **Deposit Account**.
  - c. Select a **Payment Method**.
  - d. In the **Amount Paid** field, enter the prepayment amount from the customer.

- e. Fill out other fields as needed. Refer to [Receive Payments Detail | Field Description | Header Details](#) to help you in filling out the fields.

Note: Do not select/pay any invoice on grid area.

Due Date	Invoice No.	Terms	Invoice Total	Discount	Amount Due	Payment
12/17/2015	SI-29	Net 10	1,070.00	0.00	1,070.00	0.00
01/14/2016	SI-31	Due on Receipt	-2,132.50	0.00	-2,132.50	0.00
01/14/2016	SI-32	Due on Receipt	-3,197.95	0.00	-3,197.95	0.00
			-4,260.45	0.00	-4,260.45	0.00

- Post the transaction.
  - Click **OK** on the confirmation message.
- Here is a sample posted prepayment.

When you create another Receive Payments Detail for the customer, the prepayment will be displayed in the grid as a negative amount. You can then use it to offset or pay customer invoices (refer to [How to Use Credits to Payoff Invoice](#)).

Due Date	Invoice No.	Terms	Invoice Total	Discount	Amount Due	Payment
12/17/2015	SI-29	Net 10	1,070.00	0.00	1,070.00	0.00
01/14/2016	SI-31	Due on Receipt	-2,132.50	0.00	-2,132.50	0.00
01/14/2016	SI-32	Due on Receipt	-3,197.95	0.00	-3,197.95	0.00
01/19/2016	CPP-2	Due on Receipt	-2,500.00	0.00	-2,500.00	0.00
			-6,760.45	0.00	-6,760.45	0.00

The Receive Payments Detail screen can be used to enter advanced deposits received from your customer. Below are the steps in doing this.

- Go to **Sales | Receive Payment Details** menu.

- 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 to help you in filling out the fields.
- Select the **Customer No** the prepayment belongs to.
- In the **Amount Paid** field, enter the prepayment amount from the customer.
- Select a **Payment Method**.
- Fill out other fields as needed.
- Post** the transaction.

Receive Payments Detail - RCV-8

New Save Search Delete Undo Print Unpost Recap Close

Customer No: 0001005011 Date Paid: 06/30/2015 Record No: RCV-8  
 Location: 1000-Location A Deposit Account: 10000-1000 Payment Method: Check  
 Amount Paid: 2,500.000000 Unapplied Amount: 2,500.000000 Check No: XXXX1234  
 Currency: USD  
 Notes: This is a prepayment.

Layout Filter Records (F3)

Due Date	Invoice No.	Terms	Invoice Total	Discount	Amount Due	Payment
			0.00	0.00	0.00	0.00

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When you create another Receive Payments Detail for the customer, the prepayment will be displayed in the grid as a negative amount. You can then use it to offset or pay customer invoices.

Receive Payments Detail -

New Save Search Delete Undo Print Post Recap Close

Customer No: 0001005011 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:

Layout Filter Records (F3)

Due Date	Invoice No.	Terms	Invoice Total	Discount	Amount Due	Payment
06/30/2015	SI-19	No Discount	-2,500.00	0.00	-2,500.00	0.00
			-2,500.00	0.00	-2,500.00	0.00

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