

How to Create Customer Overpayment

1. Go to **Sales | Receive Payment Details** menu. Click **New** button on the integrated search grid to open a new Receive Payments Detail screen. 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 **Customer No.**, **Location**, **Currency**, and **Payment Method** fields. These are the required details on this screen. Notice that upon selecting the customer, the grid area will show all the posted and unpaid Invoices, Credit Memos, Prepayments, Overpayments that belongs to the selected customer. Refer to [Receive Payments Detail | Field Description | Header Details](#) to help you in filling out the fields.
3. On grid area, look for the invoice/s to be paid and enter the necessary details. Refer to [Receive Payments Detail | Field Description | Grid Details](#) to help you in filling out the fields.
 - a. Manually override the **Discount** or **Interest** amount if necessary.
 - b. Enter a full payment for the a grid row by double clicking the **Payment** field or manually entering the amount or check the checkbox on the leftmost of the row..
4. Enter in the **Amount Paid** field the total amount you received from your customer. To create the overpayment, this amount should be higher than the total Payments on the grid.
5. **Save** or **Post** the transaction.

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-246
Location: 0001 - Fort Wayne Bank Account: 68215422 Payment Method: Check
Amount Paid: 40.00 Unapplied Amount: 8.89 Check No: XXXX1233
Currency: USD Apply on Account: ☐ Apply to Budget: ☐
Notes: Sample Overpayment.

View Invoice Layout Filter Records (F3) Clear All Filters

Location Equals 0001 - Fort Wayne

<input type="checkbox"/>	Location	Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Due	Payment
<input checked="" type="checkbox"/>	0001 ...	1/31/2016	SI-443	5% 5, Net 30	30.00	0.00	0.37	0.00	31.11
					30.00	0.00	0.37	0.00	31.11

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When you post the transaction, at the back of the system, it will create an overpayment transaction (COP prefix) will can be used to pay-off/offset an invoice at a later time.

Receive Payments Detail - ABC Reseller

New Save Search Delete Undo Print Post Recap Close

Details Audit Log (0)

Customer No: 0001005095 Date Paid: 6/29/2016 Record No: Created On Save
Location: 0001 - Fort Wayne Bank Account: 68215422 Payment Method:
Amount Paid: 0.00 Unapplied Amount: 0.00 Check No:
Currency: USD Apply on Account: ☐ Apply to Budget: ☐
Notes:

View Invoice Layout Filter Records (F3) Clear All Filters

Location Equals 0001 - Fort Wayne

<input type="checkbox"/>	Location	Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Due	Payment
<input type="checkbox"/>	0001 ...	1/31/2016	SI-118	5% 5, Net 30	280.00	0.00	3.45	293.80	0.00
<input type="checkbox"/>	0001 ...	7/7/2016	SI-324	5% 5, Net 30	15.17	0.00	0.00	14.41	0.00
<input type="checkbox"/>	0001 ...	7/7/2016	SI-328	5% 5, Net 30	76.30	0.00	0.00	72.48	0.00
<input type="checkbox"/>	0001 ...	7/29/2016	SI-444	5% 5, Net 30	305.20	15.26	0.00	244.16	0.00
<input checked="" type="checkbox"/>	0001 ...	6/29/2016	COP-15	5% 5, Net 30	-8.89	0.00	0.00	-8.89	0.00
					667.78	15.26	3.45	615.96	0.00

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 - Manually override the **Discount** or **Interest** amount if necessary.
 - Enter a full payment for the a grid row by double clicking the **Payment** field or manually entering the amount.
- Enter in the **Amount Paid** field the total amount you received from your customer. To create the overpayment, this amount should be higher than the total Payments on the grid.
- Save** or **Post** the transaction.

Receive Payments Detail - ABC Reseller

New Save Search Delete Undo Post Recap Close

Details Audit Log (1)

Customer No: 0001005095 Date Paid: 04/22/2016 Record No: RCV-58
 Location: 0001 - Fort Wayne Bank Account: 68215422 Payment Method: Check
 Amount Paid: 300.00 Unapplied Amount: 76.75 Check No: xxx123
 Currency: USD Apply to Budget: ☐
 Notes: Sample Overpayment.

Layout Filter Records (F3)

Due Date	Invoice No.	Terms	Invoice Total	Discount	Interest	Amount Due	Payment
04/28/2016	SI-118	5% 5, Net 30	280.00	0.00	0.00	266.00	0.00
05/22/2016	SI-203	5% 5, Net 30	-196.00	0.00	0.00	-196.00	0.00
05/22/2016	SI-204	5% 5, Net 30	235.00	11.75	0.00	0.00	223.25
			319.00	11.75	0.00	70.00	223.25

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Receive Payments Detail - ABC Reseller

New Save Search Delete Undo Post Recap Close

Details Audit Log (0)

Customer No: 0001005095 Date Paid: 04/22/2016 Record No: Created On Save
 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 Due	Payment
04/28/2016	SI-118	5% 5, Net 30	280.00	0.00	0.00	266.00	0.00
05/22/2016	SI-203	5% 5, Net 30	-196.00	0.00	0.00	-196.00	0.00
04/22/2016	COP-6	5% 5, Net 30	-76.75	0.00	0.00	-76.75	0.00
			7.25	0.00	0.00	-6.75	

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