

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 displays the 'Receive Payment Detail' screen for 'i21 Source Company'. It includes a 'New' button and a search grid with 145 records. The grid has columns for Record Number, Customer Name, Customer Number, and Date Paid.

Record Number	Customer Name	Customer Number	Date Paid
<input type="checkbox"/> RCV-243	Cedric Noble	0001005055	6/29/2
<input type="checkbox"/> RCV-242	BGD	0001005087	6/29/2
<input type="checkbox"/> RCV-241	BGD	0001005087	6/29/2
<input type="checkbox"/> RCV-240	BGD	0001005087	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 information:

Field	Value
Customer No:	0001005095
Location:	0001 - Fort Wayne
Amount Paid:	2,500.00
Currency:	USD
Date Paid:	6/29/2016
Bank Account:	68215422
Payment Method:	Check
Unapplied Amount:	2,500.00
Check No:	XXXXX1234
Notes:	This is a sample Prepayment.

Below the header fields is a list of invoices with columns: Location, Due Date, Invoice No., Terms, Invoice Total, Discount, Interest, Amount Due, and Payment.

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	283.45	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 ...	1/31/2016	SI-443	5% 5, Net 30	30.00	0.00	0.37	30.37	0.00
<input type="checkbox"/> 0001 ...	7/29/2016	SI-444	5% 5, Net 30	305.20	15.26	0.00	289.94	0.00
				706.67	15.26	3.82	690.65	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.

Due Date	Invoice No.	Terms	Invoice Total	Discount	Amount Due	Payment
			-4,260.45	0.00	-4,260.45	0.00

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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