

How to Pay Invoice using credit card in Receive Payments

Notes:

- In 17.3 Version, Receive Payment Details Screen is now Receive Payments and Receive Payments Screen is now Receive Multiple Payments.
- In 21.2, Convenience Fee is added as a feature when paying via credit cards. You may refer to the links at the last section of this page for guides on setting up convenience fees.

Below are the steps in paying invoices using credit card in receive payments screen:

1. Click the **Sales menu** and Click Receive Payments. This will open the Receive Payments Search screen.
2. Click the **New** button to open a new Receive Payments screen.

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

3. 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 | Field Description | Header Details](#) to help you in filling out the fields.
 - a. Select Credit Card under Payment Method dropdown

4. On grid area, look for the invoice/s to be paid and enter the necessary details. Refer to [Receive Payments | 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 checking the checkbox on the leftmost side of the row. You can also enter a partial payment by manually typing the amount in the **Payment** field.

Location	Discount Date	Due Date	Invoice No.	Scale Ticket No.	Customer References	Terms	Invoice Total	Discount Availa	Discounts Take	Interest	Amount Due	Payment
0001 - Fort ...		1/2/2018	SI-402			Net 15	33.60	0.00	0.00	0.00000	33.60	0.00000
0001 - Fort ...		12/28/2017	SI-400			Net 15	80.40	0.00	0.00	0.00000	80.40000	80.40000
0001 - Fort ...		12/28/2017	SI-399			Net 15	1,446.73	0.00	0.00	0.00000	1,446.73	0.00000
0001 - Fort ...		12/7/2017	SI-398			Net 15	13.50	0.00	0.00	0.00000	13.50	0.00000
0001 - Fort ...		12/7/2017	SI-397			Net 15	6.75	0.00	0.00	0.00000	6.75	0.00000
0001 - Fort ...		9/12/2017	SI-347	432		Net 15	8.64	0.00	0.00	0.00000	8.64	0.00000

5. Enter in the **Amount Paid** field the total amount you received from your customer. You can either manually type in the amount, or double click in the field to automatically enter the total of the payments in the grid.

6. Click the **Post** button or Credit Card then **Process Credit Card**

a. **Post Button**

- i. Click Post button and prompt will be displayed once transaction is approved or disapproved.

- ii. Click Ok button and Receive Payment will be posted.

b. **Process Credit Card**

- i. Click Credit Card then **Process Credit Card** and prompt will be displayed once transaction is approved or disapproved.

Location	Discount Date	Due Date	Invoice No.	Scale Ticket No.	Customer Refe	Terms	Invoice Total	Discount Availa	Discounts Take	Interest	Amount Due	Payment
0001 - Fort ...		1/2/2018	SI-402			Net 15	33.60	0.00	0.00	0.00000	33.60	0.00000
0001 - Fort ...		12/28/2017	SI-399			Net 15	1,446.73	0.00	0.00	0.00000	1,446.73000	1,446.73000
0001 - Fort ...		12/7/2017	SI-398			Net 15	13.50	0.00	0.00	0.00000	13.50	0.00000
0001 - Fort ...		12/7/2017	SI-397			Net 15	6.75	0.00	0.00	0.00000	6.75	0.00000
0001 - Fort ...		9/12/2017	SI-347	432		Net 15	8.64	0.00	0.00	0.00000	8.64	0.00000

- ii. Click Ok button and Receive Payment will be saved.
- iii. Click Post button to post Receive Payment

Pages:

- [How to set up Credit Card Processing](#)
- [Notes on Credit Card Convenience Fee setup](#)
- [How to set up Credit Card Convenience Fee](#)
- [How to Add and Remove Credit Card Details via the Receive Payments Screen](#)
- [How to Process Credit Card payments without Convenience Fee](#)
- [How to Process Credit Card payments with Convenience Fee](#)