Customer Payments

Clk. `AR` - `Customer Payments`

(Listed is the customer payment entered to-date)

Customer Payments Screen							
List Details		_					Close
Yay Date Customer 7/18/2010 North American Me	achine Works, Inc.	CHECK \$2	 Status 2,698.75 	BANK OF OKLAHOMA	Payment Reference	Creation Date	D New
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1							
Dates From 6/18/2010	C Show Reversals						1
Through 7/18/2010	Show Zero-Amount	Payments					
FOX Sports Fant	ssy 📴 DBA-NG Proc	edures 🐼 Enterino Cus	tomer Pa	DBA Manufacturing			9. 🖸 🔗 11:14 AM
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Enter **`Payment Date**` (You must enter a `Reference` to describe this transaction. If the customer is paying by check, you can enter the check number in this field).

Select a `Payment Type `(check, credit card, etc.).

Select the `**Bank Account**` to which the payment will be deposited. Enter the total `Payment Amount`.(*The Amount of check*)- All customer's open invoices and credits are displayed in the lower window. To apply payment to an invoice, highlight it and enter a `Discount` amount, if applicable, and the `Amount to Pay`, which is the actual cash amount applied against this invoice.

Customer Pa	ayments Scree	n										
List Details												
Customer				Payment Dat	e							Close
Jaguar Instrum	nents			7/18/2010	-							<u>N</u> ew
												Cancel
CHECK		OF OKLAHOMA	Pay Ref (Cr	heck No)								× Reverse
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SO No SO 200047	 Invoice No INV/1017 	 Invoice Date 8/5/2009 	Due Date	Invoice Amount - Ba	lance to Pay F	Pay Amount to P	Pay - Dis	so on				
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► SO200047	INV1023	8/19/2009	9/18/2009	\$300.00	\$300.00	Þ	\$0.00	\$0.00				
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🛃 start	FOX Sport	s Fantasy	DBA-NG Proce	dures 🖾 Ente	ing Customer Pa	DBA M	anufacturin	,			()	9, 🗔 🚺 11:23 AM

Once the payment is entered on the invoice line the **Update** button appears

Customer Pa	iyments Scree	2n													
List Details															
Customer				P	avment Date										Cl <u>o</u> se
Jaguar Instrume	ents			7	7/18/2010	-									D New
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Payment Type	Bankir	ng Account	Pay Ref	(Check No)											X Reverse
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Clk `**Update**` Clk `**Ok**`

•	Customer Pa	ayments Scree	en										_ 2 🛛
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	Customer				Payment Date								Close
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	Payment Amour	nt \$300.00								Total	\$300.00	Balance to be Matched	
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	SO200047	INV1023	8/19/2009	9/18/2009	\$300.00	\$300.00	\$300.00	\$0.00					
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The list screen will appear and the entry is complete

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ist Details								
Pay Date	Customer	Type	Amount Status	Bank Account	 Payment Reference 	Creation Date	T	Close
7/18/2010	Jaguar Instruments	CHECK	\$300.00	BANK OF OKLAHOMA	12111			<u>N</u> e
7/18/2010	North American Machine Works, Inc.	CHECK	\$2,698.75	BANK OF OKLAHOMA	122112			<u>C</u> ar
								× Rev
								- Out
2								
Dates From	n e/18/2010							
	Show Reverse	115						
Throug	h 7/18/2010 V Show Zero-Ar	nount Payments						
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If the entry is entered incorrectly you can **Reverse** the entry Highlight the entry to reverse and Clk `