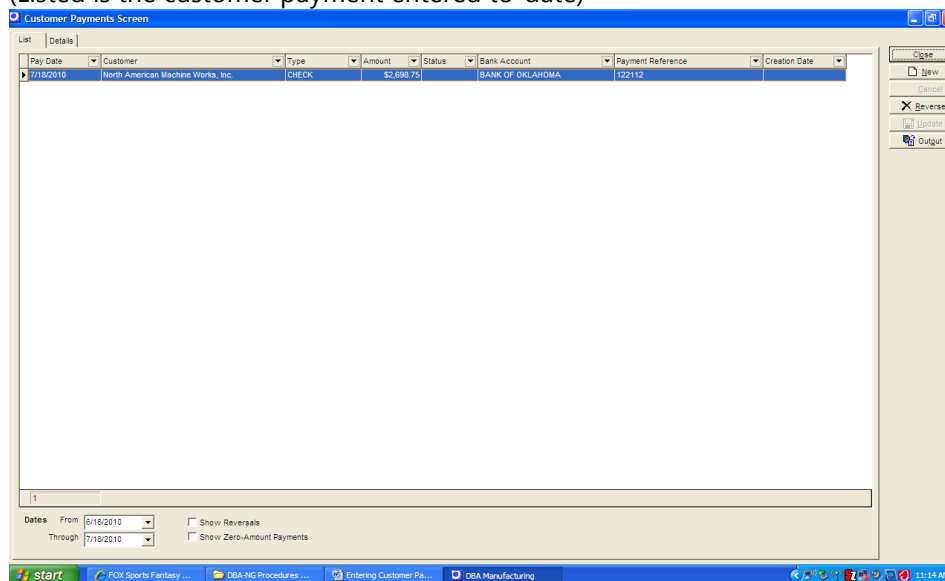


Customer Payments

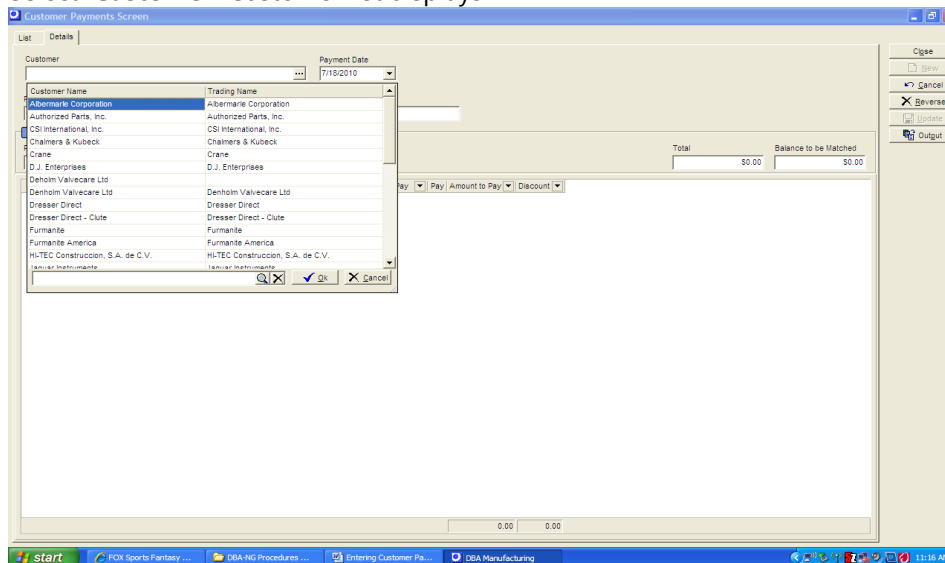
Clk. `AR` - `Customer Payments`

(Listed is the customer payment entered to-date)



Clk. `New` button

Select `Customer` Customer list displays



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 Payments Screen

Customer: Jaguar Instruments | Payment Date: 7/18/2010

Payment Type: CHECK | Banking Account: BANK OF OKLAHOMA | Pay Ref (Check No):

Balance Information

Payment Amount: \$0.00 | Total: \$0.00 | Balance to be Matched: \$0.00

SO No	Invoice No	Invoice Date	Due Date	Invoice Amount	Balance to Pay	Pay	Amount to Pay	Discount
SO200047	INV1017	8/5/2009	9/4/2009	\$120.00	\$120.00	▶	\$0.00	\$0.00
SO200047	INV1022	8/5/2009	9/4/2009	-\$120.00	-\$120.00	▶	\$0.00	\$0.00
SO200047	INV1023	8/19/2009	9/18/2009	\$300.00	\$300.00	▶	\$0.00	\$0.00

0.00 | 0.00

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

Customer Payments Screen

Customer: Jaguar Instruments | Payment Date: 7/18/2010

Payment Type: CHECK | Banking Account: BANK OF OKLAHOMA | Pay Ref (Check No): 12111

Balance Information

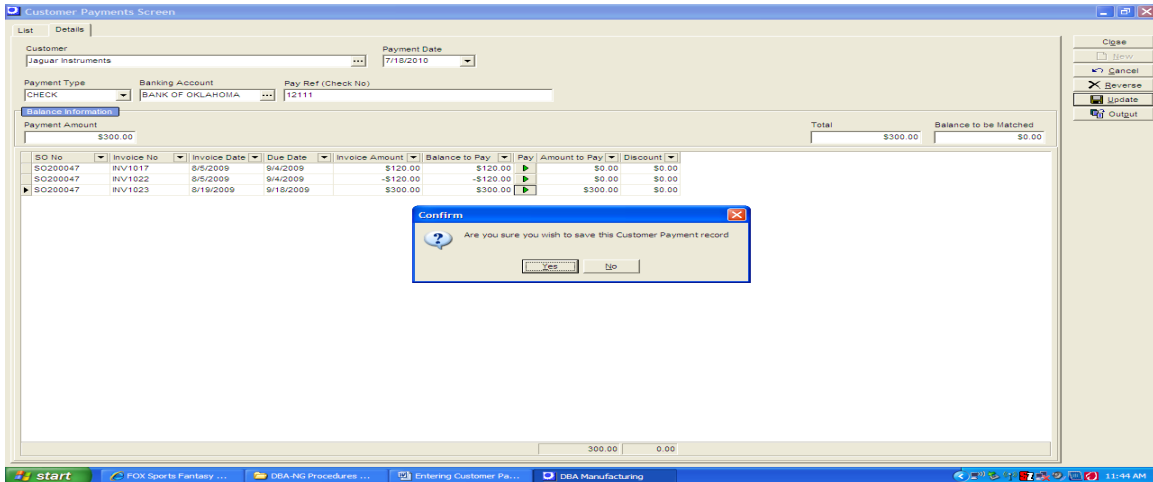
Payment Amount: \$300.00 | Total: \$300.00 | Balance to be Matched: \$0.00

Create the Customer Payment Record

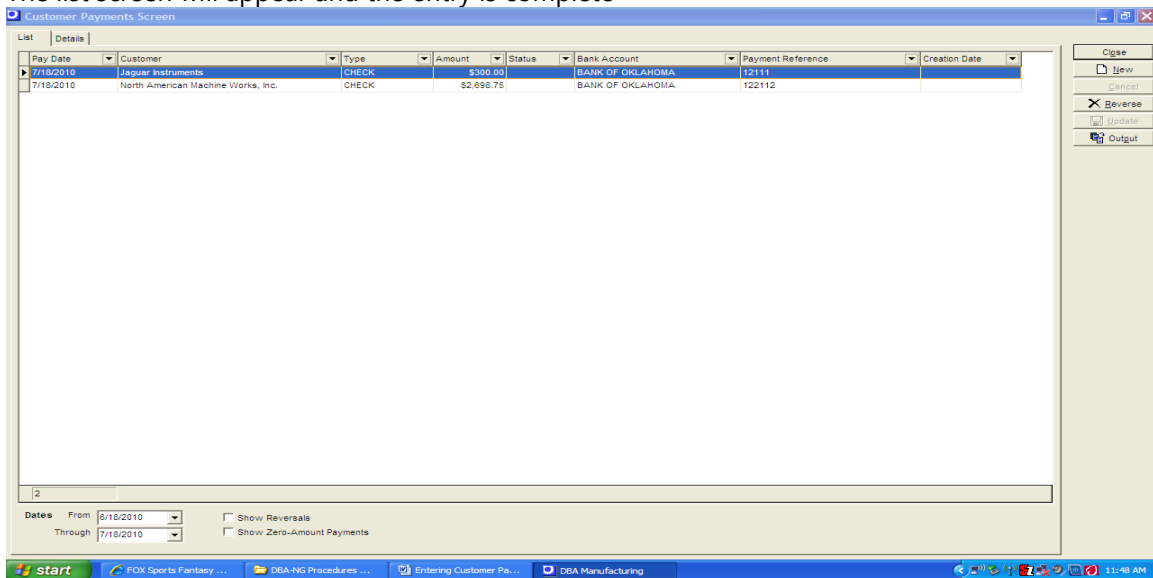
SO No	Invoice No	Invoice Date	Due Date	Invoice Amount	Balance to Pay	Pay	Amount to Pay	Discount
SO200047	INV1017	8/5/2009	9/4/2009	\$120.00	\$120.00	▶	\$0.00	\$0.00
SO200047	INV1022	8/5/2009	9/4/2009	-\$120.00	-\$120.00	▶	\$0.00	\$0.00
SO200047	INV1023	8/19/2009	9/18/2009	\$300.00	\$300.00	▶	\$300.00	\$0.00

300.00 | 0.00

Clk **Update**
Clk **OK**



The list screen will appear and the entry is complete



If the entry is entered incorrectly you can **Reverse** the entry
 Highlight the entry to reverse and Clk `