Recording a payment against an account customer.

To record a payment from a customer against their account, first head to Contacts \rightarrow View.

co. c. .

🚜 C9 Customers								
F2 Main Chat S	pares	he F5 Workshop	F6 Clock F7 Store Units	F8 Contacts	F900 Phonebook	F100 Miner	F11 Business	FI2 Setup
	>>							
View	Active Cont	acts Account Cust	omers Only Trade	Customers Only	F & I Contact	s Supplie	rs Archived	Contacts
	CODE	Name		Mobile	Phone		Address	
● <u>C</u> ontacts	ADAT	TREVOR ADAMS					X QUARRY S	STREET NGUN
	ADCJ	JOHN ADCOCK					XX PANORA	MA DVE PARK
Browser	ADDJ	JOSH ADDISON					XX MOLLISC	N ST KYNETC
_	ADDK	KEN ADDAMO					XX BON STF	REET VIC,
Reports	ADDW	WAYNE ADDISON					X/XX CHIPPE	ERFEILD CIRCU
	👌 ADLL	LITTLE ADLARD					P O Box XXX	X LATROBE T.
View	ADNC	CHRIS ADNEY					FAIRFIELD' E	BARINGHUP RS
_	ADVJ	JENNY ADVANI					XX STRATH	CLYDE CRESCE
Historical Aged	AETCO	(Supplier) AETCO						
	AFOE	ELLIOTT AFONCZ	ENKO				PO BOX XXX	(XX SHIPSTON
Aged Balances	AGB	BRYCE AG					XX EYRE ST	GLADSTONE

Find the customer using your preferred method. In the example above I have used the customer code to search for Wayne Addison. Highlight the customer and click View Transactions button.

1.000	00011110010011			
ADDK	KEN ADDAMO			
ADDW	WAYNE ADDISON			
adll	LITTLE ADLARD			
ADNC	CHRIS ADNEY			
ADV.I	JENNY ADVANI			
CODE: ad	dw	Reprint Depo	Comments	Attachments
Add Cor	ntact View <u>T</u> ra	nsactions <u>N</u> otif	ficatio <u>S</u> MS	Replies Sta
Quick Er	mail Quick <u>S</u>	MS Addres	s <u>L</u> abel S <u>h</u> i	pping Label
F6 = Find	Contact by Phone N	umber F7 = Fir	nd by Query	F8 = Find by Uni

Click the button that says Add Transaction.

>				Browse Transac	tion List					
Trans	action List Visual State	ment				Adj	just Balan			
Name CODI	e: WAYNE ADDISON E: ADDW		✓ Show fully allo	✓ ✓ ✓ cated t ✓	Debtor Deposit Credito Total	Bal: tor Bal: r Bal: I Balance:	\$4,900.00 \$0.00 \$0.00 \$4,900.00	90+ Day Balance 60 Day Balance 30 Day Balance Current Balance	e \$4, : :	900.00 \$0.00 \$0.00 \$0.00
Crea	ation Date Due Date	Status DR	CR	Unallocated	Туре	Inv Type	Inv Num	Ext Ref	Reference	A
•										
				Supplie	r Summary	Reconcile	Sea	irch:		
	Reprint			Statement Rec	onciliation 1	Tool (Experim	e	Add Transaction	Del	ete
Aging Vie Ur	& Txn Connections ew Modify R hlink Aging R	econcile edo all relink	Journals / Info Txn Details	Journals Details		Print Stat	ement	<u>M</u> odify Details Split Payment		ose

Enter the details of the payment (ensuring Payment is selected as the transaction type) including the amount, a reference number for your own records and the date. You can also click the Select Invoices to Pay button if you wish to reconcile the payment against specific invoices on the customer account (highlighted in red).

			1	Record a New Trans	action		
Customer ADDW WAYNE A	ADDISON	Mov	e Txn to a diffe	erent Custo 🗎	C	View Custo Select li	mer Transactions
Transa	action T	уре				Supplier Txns	a
● <u>P</u> a ○ Pa	ayment ayment f	Reversal	 ○ Refund ○ Invoice 	○ <u>D</u> epo ○ <u>W</u> itho	osit OB drawal	ad Debt	 Credit Note Debit Note
			Details Reference:	<mark>189501</mark>	Dat	e: <mark>15.8.202</mark>	4 🗌 Memorize Date
			Amou	nt: <mark>\$4,9</mark>	00.00 GS	T Component	\$0.00
	B	R Balance	Amou ecord I e \$4,90	nt: <u>\$4,9</u> Payment 00.00 - \$4	00.00 GS \$4,900 4,900.00	.00 .00 .00 = \$0.	.00
	90+ Day	R Balance	Amou ecord I e \$4,90	nt: <u>\$4,9</u> Payment 00.00 - \$4 30 Da	00.00 GS \$4,900 4,900.00	.00 0 =	. 00
	90+ Day Bal:	R Balance \$4,900.00 \$4,900.00 Pay	Amou ecord l e \$4,90	nt: \$4,9 Payment 00.00 - \$4 \$0.00 Bal: Pay	90.00 GS \$4,900 4,900.00 y \$0.00 Pay	.00 0 = \$0. Current Bal:	\$0.00 \$0.00 Pay
Balance	90+ Day Bal:	R Salance \$4,900.00 \$4,900.00 Pay	Amou ecord l e \$4,90	nt: \$4,9 Payment 00.00 - \$ \$0.00 Bal: Pay	00.00 GS \$4,900 4,900.00 y \$0.00 Pay	.00 D = \$0. Current Bal:	.00 \$0.00 Pay
Balance Debtor Depositi Supplie	90+ Day Bal: Balance: tor Balance: F Balance:	R Salance \$4,900.00 \$-4,900.00 Pay \$4, \$4,	Amou ecord l e \$4,90 ^{60 Day} Bal: 900.00 - \$4,90 \$0.00 \$0.00	Int: \$4,90 Payment 00.00 - \$4 \$0.00 Bal: Pay 00.00 = \$0.00	00.00 GS \$4,900 4,900.00 y \$0.00 Pay	. 00 0 = \$0. Current Bal:	.00 so.oo Pay Unallocated \$0.00
Balance Debtor Deposit Supplie Total Ba	90+ Day Bal: es Balance: itor Balance er Balance: ialance:	R Salance \$4,900.00 \$-4,900.00 Pay \$4, \$4, \$4,	Amou ecord I e \$4,90 60 Day Bal: 900.00 - \$4,9 \$0.00 \$0.00 \$0.00 900.00 - \$4,9	State \$4,90 Payment 0.00 - \$4 00.00 - \$4 \$0.00 \$0.00 \$0.00 Pay \$0.00 00.00 = \$0.00 \$0.00	00.00 GS \$4,900 4,900.00 y \$0.00 Pay	Component .00 D = \$0. Current Bal:	.00 so.oo Pay Unallocated \$0.00

Once all the necessary details have been entered, click OK. The screen that follows is a transaction confirmation screen, click Continue to continue forward or cancel if you have made a mistake.

Confirm Payment/Depo	osit 🛛 🔀					
Please Confirm Transaction Details						
Record Payment / Adjustme	ent \$4,900.00					
Amount:	\$4,900.00					
Payment on 90+ day Balance:	\$4,900.00					
Payment on 60 day Balance:						
Payment on 30 day Balance:						
Payment on Current Balance:						
New Debtor Balance:	\$0.00					
New Depositor Balance: New Creditor Balance:						
New Total Balance:	\$0.00					
Cancel						

Select the payment method.



Finalise the transaction as per any normal paid transaction from here.