A/R – Posting a Payment
AV Ref # 540

This document will explain:

- How Payments are handled
- How to Post & Disburse a Payment

There is also a video showing how to perform this function:
Bookkeeping – Create Payment (Quick) (2:46) AV #453

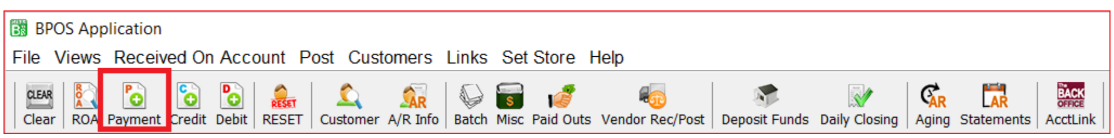
About:

Payments are used to decrease a customer's A/R balance **when a valid payment method has exchanged hands, be it cash, check or credit card**. Posting payments **will** affect your cash/check or credit card totals for the day. For information about reversing payments, see AV #449.

How:

1. Click on **Views → Bookkeeping**.

2. Click on the **Payment** icon on the toolbar:



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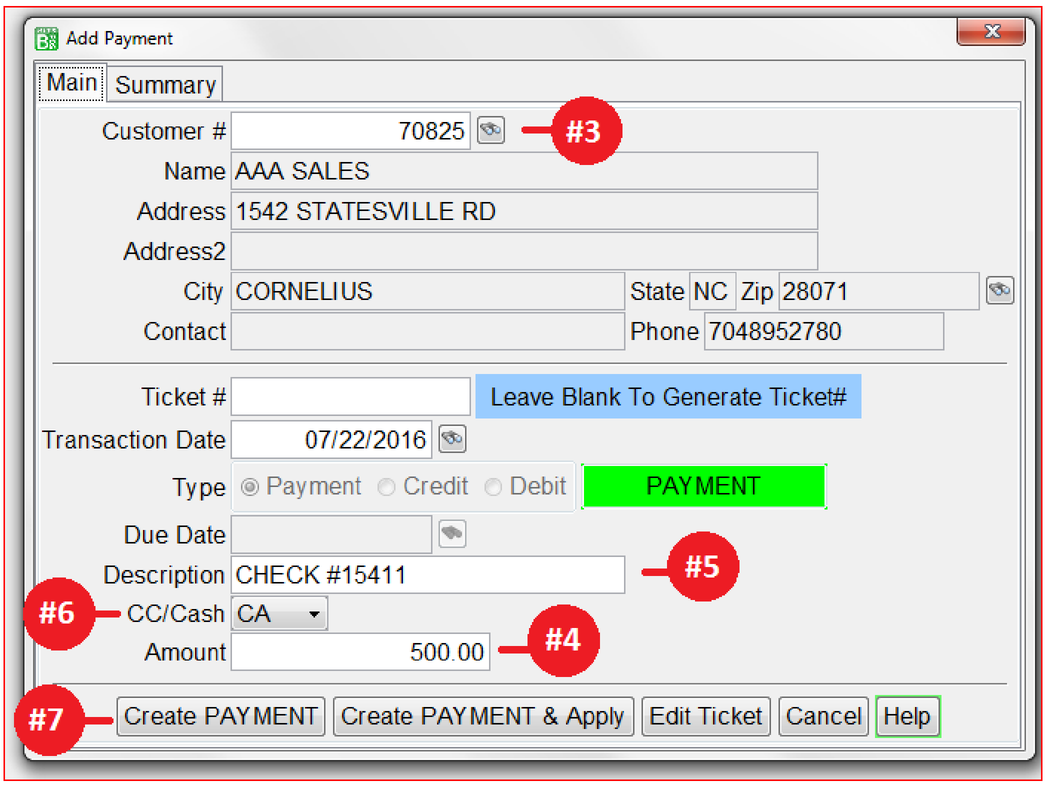
3. On the **Add Payment** screen (shown below), if the correct customer isn't displaying, click on the binoculars beside the Customer # field to find the correct customer and then double-click on them to make them the Active customer.

4. Type in the Payment **Amount**.

5. Edit the Payment **Description** as necessary.

6. Change **CC/Cash** code if necessary.

7. Click on **Create Payment** Button at the bottom:



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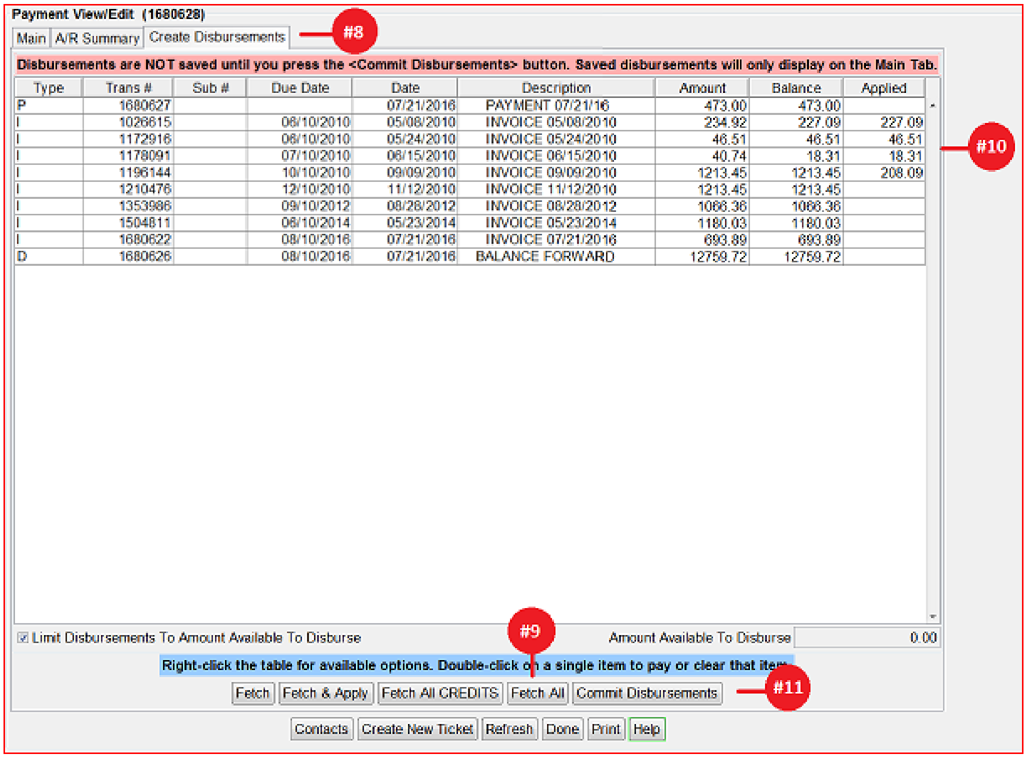
8. On the **Payment View/Edit** screen (shown below), click on the **Create Disbursement** Tab.

9. Click the **Fetch All** button at the bottom of the screen.

10. Find the transaction(s) you wish to pay off & double-click to apply the payment.

11. Click on **Commit Disbursements** button at the bottom of the screen:



Note – Users must have password permission to have the ability to both post payments and disburse those payments (P17, P85). If you need to give a user permission to have the permission setting, please contact your system administrator.