

## A/R – Posting a Payment AV Ref # 540

### This document will explain:

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

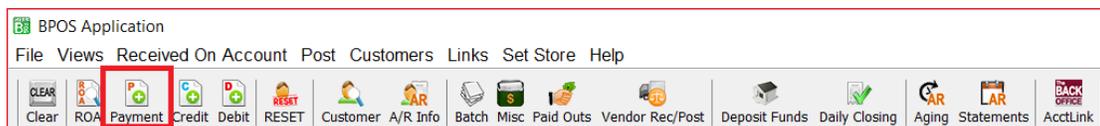
There is also a video showing how to perform this function:  
**Bookkeeping – Create Payment (Quick) (2:46) AV #453**

### 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:



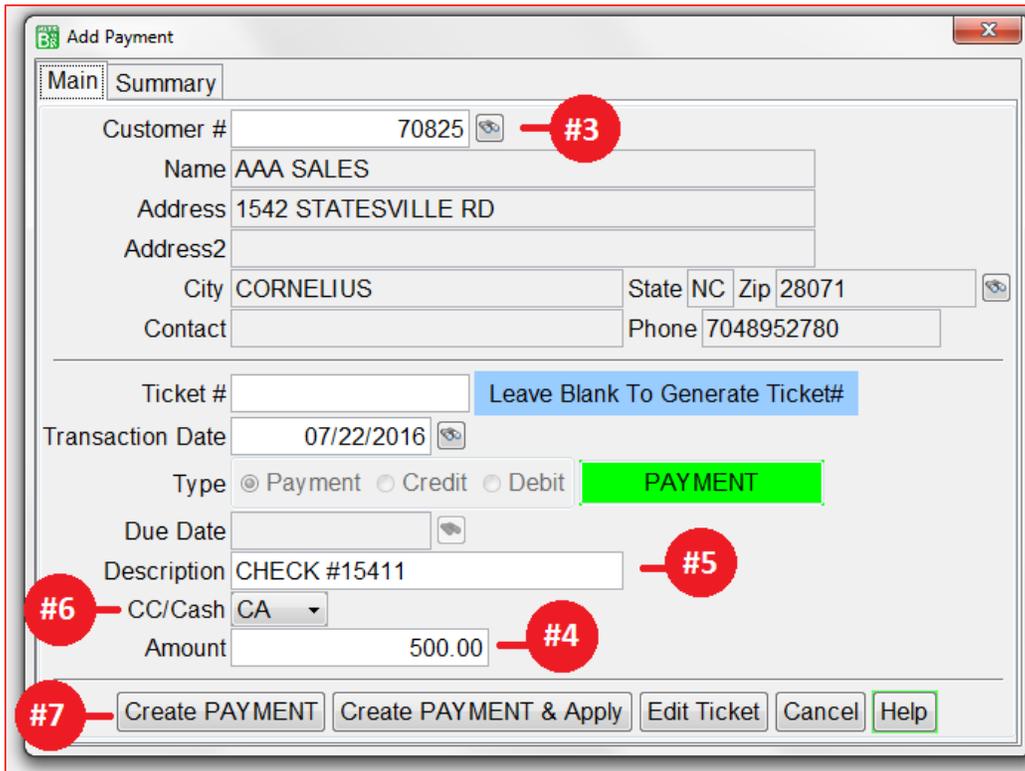
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3. On the **Add Payment** screen (shown below), if the correct customer isn't displaying, click on the binoculars beside the Customer # field to find the correct customer and then double-click on them to make them the Active customer.
4. Type in the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



The screenshot shows the 'Add Payment' window with the following fields and callouts:

- #3**: Binoculars icon next to the Customer # field (70825).
- #4**: Amount field (500.00).
- #5**: Description field (CHECK #15411).
- #6**: CC/Cash dropdown menu (CA).
- #7**: Create PAYMENT button.

Other visible fields include: Name (AAA SALES), Address (1542 STATESVILLE RD), City (CORNELIUS), State (NC), Zip (28071), Phone (7048952780), Transaction Date (07/22/2016), and Type (Payment selected). A green 'PAYMENT' button is also visible.

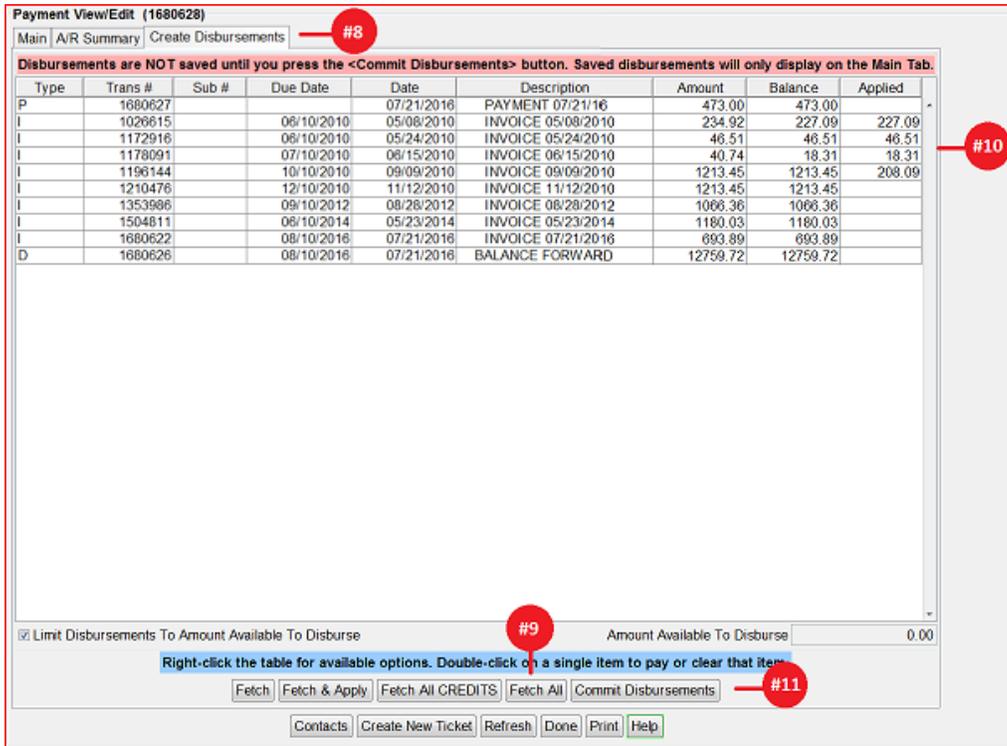
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8. On the **Payment View/Edit** screen (shown below), click on the **Create Disbursement** Tab.
9. Click the **Fetch All** button at the bottom of the screen.
10. Find the transaction(s) you wish to pay off & double-click to apply the payment.
11. Click on **Commit Disbursements** button at the bottom of the screen:



**Payment View/Edit (1680628)**

Main | A/R Summary | **Create Disbursements** #8

Disbursements are NOT saved until you press the <Commit Disbursements> button. Saved disbursements will only display on the Main Tab.

Type	Trans #	Sub #	Due Date	Date	Description	Amount	Balance	Applied
P	1680627			07/21/2016	PAYMENT 07/21/16	473.00	473.00	
I	1026615		06/10/2010	05/08/2010	INVOICE 05/08/2010	234.92	227.09	227.09
I	1172916		06/10/2010	05/24/2010	INVOICE 05/24/2010	46.51	46.51	46.51
I	1178091		07/10/2010	06/15/2010	INVOICE 06/15/2010	40.74	18.31	18.31
I	1196144		10/10/2010	09/09/2010	INVOICE 09/09/2010	1213.45	1213.45	208.09
I	1210476		12/10/2010	11/12/2010	INVOICE 11/12/2010	1213.45	1213.45	
I	1353986		09/10/2012	08/28/2012	INVOICE 08/28/2012	1086.36	1086.36	
I	1504811		06/10/2014	05/23/2014	INVOICE 05/23/2014	1180.03	1180.03	
I	1680622		08/10/2016	07/21/2016	INVOICE 07/21/2016	693.89	693.89	
D	1680626		08/10/2016	07/21/2016	BALANCE FORWARD	12759.72	12759.72	

#10

Limit Disbursements To Amount Available To Disburse #9 Amount Available To Disburse 0.00

Right-click the table for available options. Double-click on a single item to pay or clear that item.

Fetch #11 Fetch & Apply Fetch All CREDITS Fetch All Commit Disbursements

Contacts Create New Ticket Refresh Done Print Help

*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.

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