

Payments

Overview

In PH we track payments in a separate table that can then allow the payment to be assigned to an invoice, or even split between invoices.

The Payment records do not directly affect the accounts. In order to affect a customer account, the payment must be assigned to an account or an invoice.

In order to get into the Payments table, the new "Payments" screen must be used. For customers currently migrating, we have recently (April, 2015) begun extracting payment references for past payments.

Quick Pay

Simple Advanced List

Quick Pay Invoice [Help]

Payment Date: 2015-05-08

Lookup Invoice: (Matches Invoice# or Assoc Name)

Associate:

Check#/Reference:

Description:

Amount:

Save Payment

This screen allows you to apply a payment to a specific invoice. You can look up the invoice number, which will return the amount on the invoice, or the total amount due on account at that time. Enter the check number, and a description if desired. The description will appear only on the payment screen, not on the invoice.

Quick Pay Invoice [Help]

Payment Date: 2015-05-13

Lookup Invoice: (Matches Invoice# or Assoc Name)

Associate:

Invoice	Date	Associate	Charges	Balance	Amnt Paid
L1017	02/09/15	200 a	1084.50	1084.50	1084.50
L1039	03/09/15	200 a	997.00	2081.50	997.00
L1059	03/31/15	200 a	\$18.00	\$18.00	0.00
L1069	05/05/15	200 a	5031.00	5849.00	0.00

Check#/Reference:

Description:

Amount:

Save Payment

The last three columns in the pick list show:

- the charges on that specific invoice
- The balance due AT THE TIME the invoice was created. If you have a customer who regularly pays before the next invoice is created, the 'Balance' will be the same as the charges. For customers who sometimes pay an invoice after you have created the next one, the balance will be greater than the charges on some rows.
- The amount already credited to that invoice.

If you don't see the amount that is being paid on the list, you can still choose an invoice to credit, then enter a different amount manually. For example, if the invoice was for \$454.00 and the payment was for \$445, just enter the \$445 manually after you choose the invoice to credit.

Note: To speed up the search:

- the invoice list has been changed to sort most recent first,
- to search associate from the beginning of the name.
This means 'Wyo' will match any associate that starts with Wyo. It will not match 'Univ of Wyo'.
- limit invoices listed to only those created since 1/1/2014.

Advanced Pay

This screen allows you to enter a payment on account, and/or to split it across multiple invoices.

Split Pay

This lower section appears after you have entered the check. You can use the lower part of the screen to split the check across multiple invoices. You can credit part or all of it on account, without assigning it to a certain invoice.

Payment List

In the Payment List tab you can see the payments that have been entered. With this screen you can catch possible errors. The second to the last column will usually show 1/1, meaning the payment was “split” into “1” part, and applied to “1” invoice.

The red arrows point to a problem. The notation 0/0 shows a payment that has been entered, but has not been applied to any invoices, or even any customer account. A notation of [1/0] means the payment was applied to the account, but not to a specific invoice.

Payment Date	Assoc	Reference	Amount	Applied	Splits/Invoices	View
2015-02-19		4	63.00	63.00	1/1	[Detail]
2015-03-10		4	144.00	144.00	1/1	[Detail]
2015-03-10		0	707.00	707.00	1/1	[Detail]
2015-05-08		3	3500.00		0/0	[Detail]
2015-02-27		5	701.00	701.00	1/1	[Detail]
2015-02-19	E	1	116.00	116.00	1/1	[Detail]
2015-02-25	E	3)	3018.00		0/0	[Detail]
2015-02-25	E	3)	3018.00	3018.00	1/1	[Detail]
2015-02-25	C	3	74.00	74.00	1/1	[Detail]