

Payments

2024-05-17

Menu: Billing → 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.

Quick Pay

Simple

Advanced

List

Quick Pay Invoice

[Help]

Payment Date

2024-05-06

Lookup Invoice

(Matches Invoice# or Assoc Name)

Associate

Check#/Reference

Description

Select an Amount

▼ Or enter a Different Amount

Save Payment

Clear Form

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.

Simple

Advanced

List

Quick Pay Invoice

[Help]

Payment Date

2024-05-06

Lookup Invoice

C-7600

(Matches Invoice# or Assoc Name)

	Invoice	Date	Associate	Charges	Balance	Amnt Paid
Check#/Reference	O67609	05/01/24	5	0	-550.00	0
Description	O67608	05/01/24	5	14.52	0.00	0
Select an Amount	O67607	05/01/24	5	0	-550.00	0
Account	O67606	05/01/24	5	0	-650.00	0
	O67605	05/01/24	7	0	-750.00	0
	O67604	05/01/24	5	12.23	0.00	0
	O67603	05/01/24	6	16.60	-650.00	0
	O67602	05/01/24	6	12.36	0.00	0
	O67601	05/01/24	6	17.84	-650.00	0
	O67600	05/01/24	5	16.88	-649.50	0

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'.
- To 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.

Simple

Advanced

List

Enter A Payment

[Help]

From Associate

Payment Date

Reference

Payment Amount

Remark:

Save

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.

☒ **Apply payment to specific invoice**

Invoice: ☒ Only Match Invoices for: (4004)
 Choose amount: or Enter other Amount:
 Reference Description Account

☐ **Or apply payment to an associate account**

Charge Type: Lookup Associate
 Amount Reference Description Account

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.

Simple Advanced List						
Filter Associate: <input type="text"/> Search <input type="text"/> Order By <input type="text" value="Payment ID Desc"/> <input type="button" value="Apply Filter"/> <input type="button" value="Clear Filter"/>						
Payments List [Help] [< Prev 100] Showing 1 - 100 of 19068 [Next 100 >]						
Date	Assoc	Reference	Amount	Applied	Splits/Invoices	View
05/06/24	A	34567	3500.00	3500.00	1 / 0	[Detail]
05/06/24	B	1	127.38	127.38	1 / 1	[Detail]
05/01/24	S	1	1150.00	1150.00	1 / 0	[Detail]
05/01/24	S	0	800.00	800.00	1 / 0	[Detail]
05/01/24	J	1	305.00	305.00	1 / 0	[Detail]
05/01/24	E	2	964.50	964.50	1 / 0	[Detail]
05/01/24	B	2	669.00	669.00	1 / 0	[Detail]
05/01/24	C	0	649.20	649.20	1 / 0	[Detail]
05/01/24	M	6	1036.96	1036.96	1 / 0	[Detail]
05/01/24	S	8	58.43	58.43	1 / 0	[Detail]
05/01/24	B	9	700.00	700.00	1 / 0	[Detail]
05/01/24	S	1	550.00	550.00	1 / 0	[Detail]
05/01/24	S	4	14.52	14.52	1 / 0	[Detail]
05/01/24	T	2	550.00	550.00	1 / 0	[Detail]