❑ 16 : APPLYING PAYMENTS

1. THIS CAN BE DONE FROM 2 DIFFERENT PLACES
2. MAIN MENU #1 - INVOICING.
   a. PRESS F10 - INVOICE OPTIONS
   b. PRESS 7 - PAYMENT ADD OR
3. MAIN MENU #3 - CUSTOMER BILLING
   a. PRESS 7 - PAYMENTS & BILLING
   b. PRESS 1 - PAYMENT ADD
4. CUSTOMER NEW PAYMENT BOX WILL BE DISPLAYED.
5. INPUT CUSTOMER NUMBER AND PRESS ENTER.
6. INPUT TYPE (NORMALLY "P") AND PRESS ENTER.
7. CUSTOMER PAYMENT SCREEN WILL BE DISPLAYED.
8. INPUT INFORMATION (CHECK #, C FOR CASH, BC FOR CARD) AND PRESS ENTER.
9. INPUT AMOUNT AND PRESS ENTER.
10. INPUT AMOUNT OF DISCOUNT IF GIVING ONE OR LEAVE AT 0.00 AND PRESS ENTER.
11. PRESS F1 TO ACCEPT.
12. IF ACCOUNT IS BALANCE FORWARD, PRINT PAYMENT RECIEPT BOX WILL BE DISPLAYED. ANSWER Y OR N. IF YOU ANSWER "N" YOUR DONE. IF YOU ANSWER "Y" IT WILL PRINT A RECIEPT ON THE INVOICE PRINTER.
13. IF ACCOUNT IS OPEN ITEM, APPLY BY INVOICE BOX WILL BE DISPLAYED
14. PRESS F1 - FULL SCREEN MODE.
15. ARROW TO THE INVOICE TO BE PAID.
16. PRESS F9 TO PAY THE FULL AMOUNT OF INVOICE OR INPUT THE AMOUNT TO BE PAID AND PRESS ENTER.

NOTES

17. CONTINUE UNTIL ALL INVOICES BEING PAID ON THIS PAYMENT ARE PAID. YOU MUST APPLY THE TOTAL AMOUNT OF PAYMENT ON THE "TO APPLY " LINE. IF ALL INVOICES ARE PAID AND YOU STILL HAVE A BALANCE ON THE "TO APPLY" LINE, PRESS F3 FOR UNAPPLIED CASH. THIS AMOUNT WILL BE APPLIED TO THE ACCOUNT AS A CREDIT OF OVER PAYMENT.

18. WHEN FINISHED, PRESS F1 TO ACCEPT.

19. PAYMENT REPORT SCREEN WILL BE DISPLAYED TO SHOW WHAT WAS DONE.

20. PRESS F1 TO PRINT OR PRESS F2 TO EXIT.

21. IF YOU MAKE AN INCORRECT PAYMENT YOU CAN DELETE IT AS IF IT NEVER HAPPENED. PRESS 2 - PAYMENT DELETE.

22. EVERY PAYMENT HAS A SPECIFIC PAYMENT NUMBER. INPUT INTO PAYMENT NUMBER BOX AND PRESS ENTER.

23. IT WILL DISPLAY PAYMENT INFO AND ASK OK TO DELETE Y/N.

24. IF YOU ANSWER "Y" IT WILL DISPLAY THE REPORT. PRESS F1 TO PRINT REPORT OR F2 TO CANCEL THE REPORT.

25. LAST CHANCE TO DELETE WILL BE DISPLAYED. ANSWER "Y". PAYMENT WILL BE REMOVED.

26. #3 ON PAYMENTS & BILLING MENU ALLOWS YOU TO PRINT REPORTS ON PREVIOUS PAYMENTS.

27. #4 ALLOWS YOU TO ADD AN AMOUNT DIRECTLY TO A CUSTOMER ACCOUNT.

28. #5 ALLOWS YOU TO DELETE AN INVOICE DIRECTLY FROM AN ACCOUNT.

29. #6 ALLOWS YOU TO RUN REPORTS ON DIRECT INVOICE ADD PROGRAM.

30. WHEN FINISHED PRESS F2 BACK TO MAIN MENU.

NOTES