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Accounts Receivable > Maintenance > Invoice Payments > Payment History

This tab is used to view information about prior payments. You cannot modify a payment record but can reverse the entire payment, and then enter a new payment record again with the correct information on the Payments tab.

Process invoice payments:

Select a method to retrieve invoices:

Field	Description
Cash Receipt Nbr	Type a six-digit cash receipt number, or click Cash Receipts to select one. If you type a partial cash receipt number (from one to five digits) and tab out of the field, the field is zero-filled to equal six digits. If alphanumeric values are entered, the field is not zero-filled.
Customer Name	Type the customer's name for whom the invoice was created. As you type the data, a drop-down list of corresponding customer names is displayed. Select a customer name. The Customer Nbr field is automatically populated.
Customer Nbr	Type the customer's number. As you type the data, a drop-down list of corresponding customer numbers is displayed. Select a customer number. The Customer Name field is automatically populated.
Date Range	Type the from and to dates from which to select invoices. The To field is set to the current system date, but it can be modified.

Click **Retrieve**, and select the invoice to be displayed.

Notes:

- If a cash receipt number was entered, all the payment records associated with the cash receipt number are displayed in the payment grid.
- If the invoice selection was based on the customer name or customer number, all printed invoices for the customer are displayed in the grid at the bottom of the tab.
- If the invoice selection was based on a date range, all printed invoices for all customers within that date range are displayed in the grid at the bottom of the tab.

Under **Apply Payment to Accounts Receivable**:

Check Number	Type a payment check number. The field can be a maximum of 20 characters. If you type a partial check number (from one to five digits) and tab out of the field, the field is zero-filled to six digits. If alphanumeric values are entered, the field is not zero-filled (e.g., the user entered CASH; the check number remains CASH).
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Payment Date	The default is the system date, but can be changed.
Amount	Type the payment amount. An amount greater than zero is required.
Over Pay Amt	The over payment amount is displayed. Click Refresh to update this field.
Distribute	☐ Click Distribute to apply the payment amount to the displayed account codes in the invoice number and then account code order. This continues until the payment amount is exhausted. • If the payment amount does not equal the total balance due for all selected invoices, a message is displayed that the payment amount is not sufficient to pay all invoices. • If the payment amount is greater than the total balance due for all selected invoices, a message is displayed that there was an overpayment. The amount of the overpayment is shown on the last invoice account code. • You can select an invoice account and change the distribution amount. • The payment amount for a specific account code cannot be larger than the current balance. • The total payments must be less than or equal to the payment amount. • Accounts that were not originally part of the selected invoice cannot be added to the invoice. Note: At any time, you can clear the Apply Payment column to change which invoices are to be paid, and then click Distribute again. Any previous payment amounts that were entered are cleared, including those payment amounts that were manually entered.
Save Payment	☐ Click Save Payment to save the payment transactions after all payment amounts are applied. • If Use Automatic Cash Receipt Number Assignment is selected on the Finance > Tables > District Finance Options > Finance Options tab, the Cash Receipt Nbr field is automatically populated with the next available cash receipt number. • If Use Automatic Cash Receipt Number Assignment is not selected on the Finance > Tables > District Finance Options > Finance Options tab and the Cash Receipt Nbr field is blank, an error message is displayed, and no payment transactions are saved. You must type a six-digit cash receipt number in the Cash Receipt Nbr field and click Save Payment again to save the payment transactions. • The Check Number, Payment Date, and Amount fields are cleared and the invoices that are paid in full. • The Cash Receipt Nbr and Description fields remain populated after the payment information fields are cleared. You can continue entering additional checks against the current cash receipt.
New Cash Receipt	Click to create a new cash receipt.