



# Payments - BAR3400



# Table of Contents

<b>Payments - BAR3400</b> .....	<b>i</b>
<b>Payments - BAR3400</b> .....	<b>1</b>



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## Accounts Receivable > Maintenance > Invoice Payments > Payments

This tab is used to record payments that have been received from customers. You can record a new payment and verify the amounts being credited to each account. If you need to reverse a payment made by a customer, use the Payment History tab to reverse the entire payment and then enter the payment again on this tab.

### Process invoice payments:

Under **Select/Create a Cash Receipt:**

Field	Description
<b>Cash Receipt Nbr</b>	Type a six-digit cash receipt number, or click <b>Cash Receipts</b> to open the <a href="#">Cash Receipts lookup</a> to search for and select a cash receipt number. <b>Note:</b> Only cash receipt transactions from the current Accounts Receivable accounting period and current Finance GL file ID are included in the Cash Receipts lookup. 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.
	<b>Cash Receipt Nbr</b> This field is enabled if <b>Use Automatic Cash Receipt Number Assignment</b> is not selected on the Tables > District Finance Options page and is required before the payment transaction can be saved.
	<b>Use Automatic Cash Receipt Number Assignment</b> If selected on the Finance > Tables > District Finance Options page, the <b>Cash Receipt Nbr</b> field is disabled.
<b>Description</b>	Type a description for the cash receipt number if a new cash receipt number was entered.

Under **Select Invoices to Pay**, select a method to retrieve invoices:

<b>Invoice Number</b>	Type the specific invoice number to be retrieved. If you type a partial invoice 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.
<b>Customer Name</b>	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 <b>Customer Nbr</b> field is automatically populated.
<b>Customer Nbr</b>	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 <b>Customer Name</b> field is automatically populated.
<b>Date Range</b>	Type the from and to dates from which to select invoices. The <b>To</b> field is set to the current system date, but it can be modified.
<b>Accounting per</b>	The accounts receivable period established on Finance > Tables > District Finance Options > Accounting Periods page is displayed.

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

Under **Apply Payment to Accounts Receivable**:

<b>Check Number</b>	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).
<b>Payment Date</b>	The default is the system date, but can be changed.
<b>Amount</b>	Type the payment amount. An amount greater than zero is required.
<b>Over Pay Amt</b>	The over payment amount is displayed. Click <b>Refresh</b> to update this field.
<b>Distribute</b>	<p><input type="checkbox"/> Click <b>Distribute</b> 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.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• You can select an invoice account and change the distribution amount.</li> <li>• The payment amount for a specific account code cannot be larger than the current balance.</li> <li>• The total payments must be less than or equal to the payment amount.</li> <li>• Accounts that were not originally part of the selected invoice cannot be added to the invoice.</li> </ul> <p><b>Note:</b> At any time, you can clear the <b>Apply Payment</b> column to change which invoices are to be paid, and then click <b>Distribute</b> again. Any previous payment amounts that were entered are cleared, including those payment amounts that were manually entered.</p>

<b>Save Payment</b>	<p><input type="checkbox"/> Click <b>Save Payment</b> to save the payment transactions after all payment amounts are applied.</p> <ul style="list-style-type: none"><li>•</li></ul> <p>If <b>Use Automatic Cash Receipt Number Assignment</b> is selected on the Finance &gt; Tables &gt; District Finance Options &gt; Finance Options tab, the <b>Cash Receipt Nbr</b> field is automatically populated with the next available cash receipt number.</p> <ul style="list-style-type: none"><li>•</li></ul> <p>If <b>Use Automatic Cash Receipt Number Assignment</b> is not selected on the Finance &gt; Tables &gt; District Finance Options &gt; Finance Options tab and the <b>Cash Receipt Nbr</b> 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 <b>Cash Receipt Nbr</b> field and click <b>Save Payment</b> again to save the payment transactions.</p> <ul style="list-style-type: none"><li>•</li></ul> <p>The <b>Check Number, Payment Date,</b> and <b>Amount</b> fields are cleared and the invoices that are paid in full.</p> <ul style="list-style-type: none"><li>•</li></ul> <p>The <b>Cash Receipt Nbr</b> and <b>Description</b> fields remain populated after the payment information fields are cleared. You can continue entering additional checks against the current cash receipt.</p>
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**Other functions and features:**

<b>New Cash Receipt</b>	Click to create a new cash receipt.
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