


# Payments - BAR3400

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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 |
|---|---|
| **Cash Receipt Nbr** | Type a six-digit cash receipt number, or click **Cash Receipts** to open the Cash Receipts lookup to search for and select a cash receipt number.<br>**Note**: Only cash receipt transactions from the current Accounts Receivable accounting period and current Finance GL file ID are included in the Cash Receipts lookup.<br>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. |
| **Description** | Type a description for the cash receipt number if a new cash receipt number was entered. |
| **New Cash Receipt** | Click to create a new cash receipt. |

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| **Cash Receipt Nbr** | This field is enabled if **Use Automatic Cash Receipt Number Assignment** is not selected on the Tables > District Finance Options page and is required before the payment transaction can be saved. |
| **Use Automatic Cash Receipt Number Assignment** | If selected on the Finance > Tables > District Finance Options page, the **Cash Receipt Nbr** field is disabled. |

❑ Under **Select Invoices to Pay**, use one of the following to retrieve an invoice:

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| **Invoice Number** | 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. |
| **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 date range criteria to be used when retrieving invoices. The **To** field is set to the current date but it can be modified. The date range uses the invoice date when retrieving invoice data. |

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| **Accounting per** | 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**:

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| **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). |
| **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 overpayment amount is displayed. Click **Refresh** to update this field. |
| **Cash Account** | In the **Obj** and **Sobj** fields, click ⋮ to select a valid cash account object code and sub-object code to be used when processing the invoice payment. If these fields are used, both fields must be populated.<br>If blank, the **Cash Account** default values on the Finance > Tables > District Finance Options > Clearing Fund Maintenance tab are used.<br>This data can be verified on the general ledger. |

❑ 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.

❑ 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.

## Other functions and features:

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| **Retrieve** | The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |


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