



## Payments - BAR3400



Table of Contents

Payments - BAR3400 ..... 1



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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>                             | <p>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.</p> <p><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.</p> <p>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.</p> <table border="1"> <tr> <td><b>Cash Receipt Nbr</b></td><td>This field is enabled if <b>Use Automatic Cash Receipt Number Assignment</b> is not selected on the Tables &gt; District Finance Options page and is required before the payment transaction can be saved.</td></tr> <tr> <td><b>Use Automatic Cash Receipt Number Assignment</b></td><td>If selected on the Finance &gt; Tables &gt; District Finance Options page, the <b>Cash Receipt Nbr</b> field is disabled.</td></tr> </table> | <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>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.   |                         |   |   |   |
| <b>New Cash Receipt</b>                             | Click to create a new cash receipt.  |                         |   |   |   |


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

|                       |  |
|-----------------------|--|
| <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 date range criteria to be used when retrieving invoices. The <b>To</b> field is set to the current date but it can be modified. The date range uses the invoice date when retrieving invoice data.                              |

|                       |   |
|-----------------------|---|
| <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 overpayment amount is displayed. Click <b>Refresh</b> to update this field.  |
| <b>Cash Account</b> | In the <b>Obj</b> and <b>Sobj</b> 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 <b>Cash Account</b> 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:

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



## Back Cover