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**:

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Cash Receipt Nbr</td><td>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.
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.
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.
<table>
<tr><td>Cash Receipt Nbr</td><td>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.</td></tr>
<tr><td>Use Automatic Cash Receipt Number Assignment</td><td>If selected on the Finance > Tables > District Finance Options page, the Cash Receipt Nbr field is disabled.</td></tr>
</table></td></tr>
<tr><td>Description</td><td>Type a description for the cash receipt number if a new cash receipt number was entered.</td></tr>
</table>

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

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 dates from which to select invoices. The **To** field is set to the current system date, but it can be modified.
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**:

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 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.


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