

Payment on Accounts

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Overview

Money received from customers on account is handled at the *Payment on Account* screen which is accessed at either *A/R / Payments* or by choosing the **Add a Payment on Account** shortcut icon. The Invoices load into the *Payment* grid in *Standard* sort order unless a different sort order is selected. The *Standard* sort displays credits first, Finance Charges, and then other unpaid Invoices by due date and Invoice number. The grid may optionally be sorted by *Invoice #*, *Control #*, *Invoice Date*, or *Due Date*. There are several Accounts Receivable situations dealt with at the *Payment on Accounts* screen such as overpayments or underpayments.

- **Date** – The date defaults to the system date but may be changed if necessary and available discounts automatically display in the *Payment* grid.
- **Customer ID** – If not filled out, double-click to display the *Select Customers* screen.
- **Payment Amount** – Always enter the actual dollars paid rather than credit allowed. Select the *Payment Type* – *Regular*, *Prepay*, or *Budget Billing*.
- **Surcharge Amount** – If the location is set up to assess surcharges for certain Pay Methods, the surcharge amount displays in this area.
- **Payment Collected** – The total of the *Payment Amount* and the *Surcharge Amount* is displayed.
- **Discount Amount** – Enter the discount allowed. Before saving the payment, this figure must equal the total amount of the *Discount* column below the grid in the lower right portion of the screen.
- **Discount Account** – If a discount is allowed, this is the G/L account that is affected at posting. This number defaults to the current location's Sales Discount account found at *Setup / Locations* on the *G/L Posting* tab. It may be overridden with any valid G/L account code.

- **Total Credit** – The combination of the *Payment Amount* and the *Discount Amount* automatically displays here.
- **Control #** – Optionally enter a number, such as a hand-ticket number, that may be used to sort the *Select a Payment on Account* screen or the Payment Register report.
- **Pay Method Grid** – Up to three pay methods may be entered.
- **Pay Method** – Choose from the active Pay Methods which are determined by the location preferences at *Setup / Locations* on the *G/L Posting* tab. Additional payment methods may be added at *Setup / A/R / Pay Methods*. A breakdown of Payment Methods is included on the Payment Register report.
- **Ref #** – Optionally enter the Customer's check number or other relevant number.
- **Pay Amount** – Enter the amount that applies to the selected *Pay Method*.
- **Surcharge** – For Pay Methods set to assess a surcharge, the calculated amount for the surcharge displays. This amount may be edited if necessary.
- **Apply Surcharge** – For Pay Methods set to assess a surcharge, this defaults as checked.
- **Total** – This displays the total of the *Pay Amount* plus *Surcharge*.
- **Clear Locks** – This is used with the Moneris interface when applying the payment to multiple bankcards and one of the cards is declined. The accepted card is locked with a preauthorization. Changes can be made to the *Pay Methods* and amounts on the approved cards. If the locks are cleared, all cards are re-authorized when the payment is attempted again.
- **Description** – Optionally enter general notes about this payment. These notes print on the Payment Register report as well as the payment receipt.
- **Sort Invoices by** – Available on Regular payments (not *Prepayments* or *Budget Billing* payments), this controls the order in which the Invoices appear in the grid below. The *Standard* order is *Credit Invoices* (listed by *Due Date* and then *Invoice #*), *Finance Charges* (listed by *Due Date* and then *Invoice #*) and then all other Invoices (listed by *Due Date* and then *Invoice #*). There are also options to sort by *Invoice #*, *Control #*, *Invoice Date*, or *Due Date*.
- **Use U/A Cash** – If the Customer has an *Unapplied Cash* balance, it may be used against outstanding Invoices by checking this option.
- **Auto Apply** – Selecting this causes the program to apply the money to the Invoices listed in the grid. The dollars are always applied top down in the grid (in the sort order selected) and will partially pay the last Invoice if necessary to use the correct amount.
- **Balance Detail in Upper Right Portion** – This displays the status of the Customer's *Regular*, *Prepay*, *Unapplied Cash*, and *Budget* balances both before and after the payment.
Hint: A negative *U/A Cash* balance indicates the customer owes this amount.
- **Payment Grid Detail** – If this is a Regular payment (rather than a Prepayment), the grid lists unpaid Invoices. If this is a Prepay entry, the grid contains unpaid Bookings. If this is a Budget Billing payment, the grid contains the Memo Invoices from the *Equal Bill Posting*. The descriptions below are for the headings in the grid when a Regular payment is being processed.

- **Date** – This is the Invoice date.
- **Invoice #** – The computer assigned Invoice number is displayed here.
- **Due** – The Invoice due date displays.
- **Gross** – This is the original total of this Customer's share of the Invoice.
- **Unpaid Amt** – The dollars left unpaid on this Customer's share of the Invoice is here.
- **Disc Date** – This is the date when the discount expires (or the most current discount in the case of a graduated table). This column shows *Expired* if a discount was offered but the discount date has passed. If the Invoice is a Finance Charge Invoice, that is noted here.
- **Discount** – If available, the discount dollars offered display here. If *Expired*, double-clicking in this column displays the original discount. The discount may be selected to reactivate it or a new amount may be entered.
- **Payment** – This is the actual dollars paid on this Invoice. For a partially paid Invoice, this figure may be edited by keying in a different amount.
- **Invoice Terms** – Here is where the *Terms Code* displays from the Invoice.
- **Control #** – The Invoice Control Number displays here.
- **View Invoices** – The Customer Invoices listed in the grid may be displayed. The line item information, additional information, and analysis is available to be viewed.
- **Apply** – When enabled, this must be selected before saving the payment. This causes the grid columns to be recalculated across (left to right) and down.
- **Untag All** – Selecting this unchecks all Invoices in the grid.
- **Print Form** – Choosing this prints the *Payment* screen.
- **Print on Save** – Select this option to print a payment receipt. A receipt may also be reprinted at the *A/R / Payments* window.
- **Issue Check** – When refunding a customer's credit balance or Unapplied Cash, this may be selected. The negative payment saves on the Customer's account and a Quick Check is generated.

Payment on Accounts Process

Record customer payments and adjustments, update customer A/R balances, and affect the general ledger.

1. Go to *Accounting / A/R / Payments* and select **Add** or choose the **Add a Payment on Account** icon.
2. Highlight the appropriate customer and choose **Select**.
3. On the *Payment on Accounts* window, choose *Regular*, *Prepay*, or *Budget Billing* from the drop-down menu. This records a payment for Regular Invoices, Prepay Bookings, or Budget Billing Invoices.
4. Select the Invoice(s) to be paid, then enter the total dollar amount received in the *Payment Amount* area. Enter the discount amount (or adjustment) in the *Discount Amount* area.
5. Enter the dollar amount received and the amount discounted per Invoice in the line item's *Payment* and

Discount cells in the grid.

Note: The *Payment Amount* and *Discount Amount* areas should match the *Totals* at the bottom of the window.

6. Select up to three *Pay Methods* and enter the *Pay Amount* for each.

Note: The total of the *Pay Amount* in the *Pay Method* grid should match the *Totals* in the bottom of the window.

7. Select **Apply**.

Note: If the payment is not for specific Invoices, **Auto Apply** can be selected. This automatically applies the money to the Invoices in the grid, beginning with the Invoice listed first. Use the *Sort Invoices by* drop-down to change the order of the Invoices.

8. To apply Unapplied Cash to the Invoices, select the *Use U/A Cash* option. If a customer has overpaid, the balance is placed in the customer's Unapplied Cash account.
9. After all necessary information is entered, choose **Save**.