Payment on Account

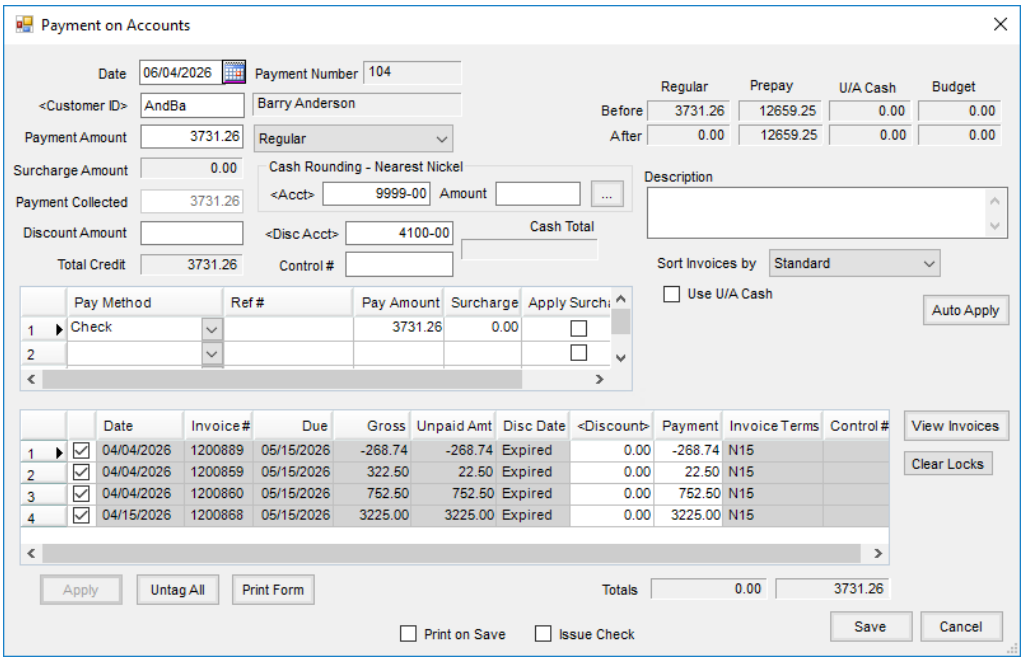
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Record Customer payments and adjustments updates Customer A/R balances and affects the General Ledger.

For information regarding taking Payments in Agvance SKY Customer, see **here**.

Payment on Account

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.
- **Cash Rounding** – When entering a cash-only Payment, use this area to apply the Cash Rounding Default set

on the Location's ***G/L Posting*** tab. The *Acct* defaults based on the **Cash Rounding Default** maintained at *Accounting / Setup / A/R / Cash Rounding Defaults*. After entering the *Payment Amount* and setting the *Pay Method* to *Cash*, choose the **Ellipsis** (**...**) button to calculate the new amount due.

Note: The *Acct* and *Amount* can be manually adjusted as needed.

- **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. At the time a Payment is saved, if the *Payment Amount* entered in the top portion of the screen exceeds the total of the selected Invoices in the grid, a question appears asking if the difference

should be put to Unapplied Cash. Choosing **Yes** places the balance in Unapplied Cash. **No** returns to the *Payment on Accounts* screen where changes may be made to the *Payment Amount* or the selected Invoices.

- **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.
  Note: 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.
    Note: To apply money to specific Invoices, deselect the ones not covered by this payment either one by one or use **Untag All** and select the appropriate Invoices. Choose **Apply** in the lower left portion of the screen to carry any changes in the grid across and down to the totals.
  - **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.

Posting Notes

The first section of posting notes is related to a payment affecting the Customer's Regular account. At the bottom, differences are pointed out for Prepay Payments, Budget Billing Payments, and voids of Payments.

- **Payment** – The Payment is saved in the payment tables in the database.
- **Customer Balance** – The Customer Regular balance is decreased by the amount of the Total Credit.
- **Invoices Updated** – Any Invoices tagged as being either fully or partially paid has the amount paid so far tally updated. If this Customer's portion or all Customers' portions of an Invoice are fully paid, then the *Paid* indicator is set. This indicator is used by the *End of Year* routine to clear fully paid Invoices from the database.
- **Payment Counter** – This is incremented by one.
- **General Ledger** – A Customer-Type Journal Entry is made and the G/L Account balances are updated.

Customer Journal Entry	Debits	Credits
Payment Received	Cash on Hand (for this Location and Pay Method)	
Total Credit Allowed		Accounts Receivable (for this location)
Discount Total (if used)	Sales Discount (or selected account)	

- **Prepay Payments** – With the *Prepay* option selected, the following posting steps are different than the ones described above. Instead of Invoices, Bookings are updated.
  - **Customer Balance** – The Customer Prepay balance is affected by adding the Total Credit to the previous balance.
  - **Bookings Updated** – Any tagged Bookings are marked as fully paid. No partial payments on Bookings may be taken from the *Payment* screen.
- **Budget Billing** – With the *Budget Billing* option selected, the following posting steps are different than the ones described above for Regular and Prepay Payments. Instead of Invoices or Bookings, Memo Invoices are updated.
  - **Customer Balance** – The Customer Budget balance is increased by the amount of the Total Credit.
  - **Memo Invoices** – The Memo Invoices created by the *Equal Bill* posting get marked as *Paid*.

- **General Ledger** – A Customer-Type Journal Entry is made and the G/L Account balances are updated.

Customer Journal Entry	Debits	Credits
Payment Received	Cash on Hand (for this Location and Pay Method)	
Total Credit Allowed		Budget Billing Receivable
Discount Total (if used)	Sales Discount (or selected account)	

- **Void** – This marks the payment *Voided*. All other posting is offset with opposite entries. The Payment Counter is not changed.