Payment Posting Notes

Last Modified on 12/07/2021 1:33 pm CST

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 payment method)	
Total Credit Allowed		Accts Receivable (for this location)
Discount Total (if used)	Sales Discount (or selected acct)	

- **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 payment 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.