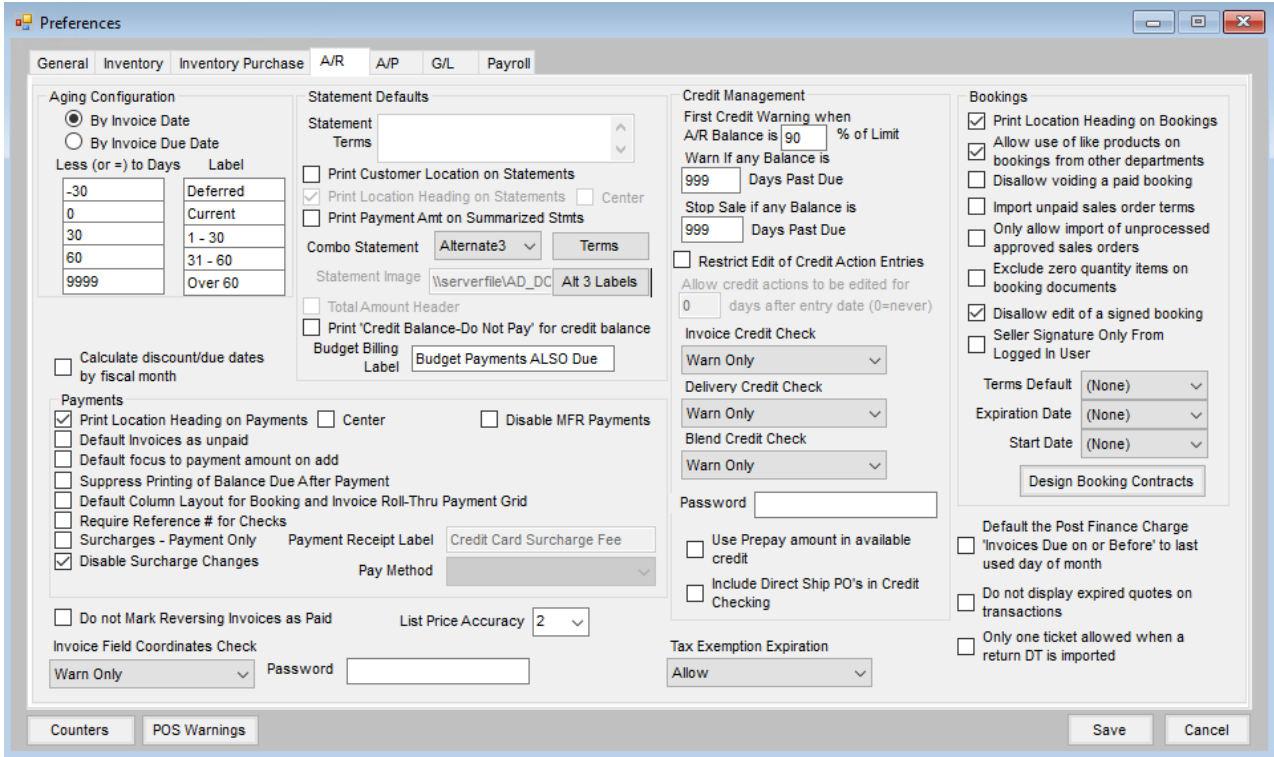


# Require Reference # for Check Payment Method

Last Modified on 03/12/2024 11:31 am CDT

On the A/R tab at Accounting / Setup / Preferences in the Payments section, select the preference *Require Reference # for Checks* and select **Save**.



With the *Require Reference # for Checks* preference turned on and *Check* selected as the *Pay Method*, a check number must be entered in the *Ref #* field on the payment. Saving the payment is stopped if *Check* is selected as the *Pay Method*, the *Pay Amount* is not equal to zero, and a *Ref #* is not present.

Payment on Accounts

Date: 11/22/2023      Payment Number: 120327

<Customer ID>: AndBa      Barry Anderson

Payment Amount: 3731.26      Regular

Surcharge Amount: 0.00

Payment Collected: 3731.26      Clear Locks

Discount Amount: 0.00      <Disc Acct>: 4100000-00

Total Credit: 3731.26      Control #:

	Regular	Prepay	U/A Cash	Budget
Before	3731.26	12659.25	0.00	0.00
After	0.00	12659.25	0.00	0.00

Description:

Sort Invoices by: Standard

Use U/A Cash      Auto Apply

	Pay Method	Ref #	Pay Amount	Surcharge	Apply Surcharge	Total
1	Check		3731.26	0.00	<input type="checkbox"/>	3731.26
2					<input type="checkbox"/>	
3					<input type="checkbox"/>	

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	Control #
1	<input checked="" type="checkbox"/>	08/29/2023	1200889	09/15/2023	-268.74	-268.74	Expired	0.00	-268.74	N15
2	<input checked="" type="checkbox"/>	03/29/2023	1200859	04/15/2023	322.50	22.50	Expired	0.00	22.50	N15
3	<input checked="" type="checkbox"/>	04/04/2023	1200860	05/15/2023	752.50	752.50	Expired	0.00	752.50	N15
4	<input checked="" type="checkbox"/>	08/29/2023	1200888	09/15/2023	3225.00	3225.00	Expired	0.00	3225.00	N15

View Invoices

Totals: 0.00      3731.26

Apply      Untag All      Print Form       Print on Save       Issue Check      Save      Cancel

The preference affects payments taken at Accounting / A/R / Payments, the **Add a Payment on Account** shortcut icon, the *Receive Payment(s) on Account* roll through payment window for Invoices and Bookings, and Quick Tickets.