

# Payment on Account Window Differences

Last Modified on 03/18/2026 10:33 am CDT

Depending on setup, the *Payment on Account* window may or may not have additional fields of *Surcharge Amount* and *Payment Collected*.

The screenshot shows the 'Payment on Accounts' window with the following details:

- Date:** 01/28/2026
- Payment Number:** 120254
- <Customer ID>:** 000001
- Customer Name:** Steve Sprout
- Payment Amount:** 65.00
- Regular:** Regular
- Surcharge Amount:** 0.00
- Payment Collected:** 65.00
- Discount Amount:** (empty)
- <Disc Acct>:** 4100000-00
- Total Credit:** 65.00
- Control #:** (empty)
- Clear Locks:** (button)
- Description:** (empty text area)
- Sort Invoices by:** Standard
- Use U/A Cash:** (checkbox, unchecked)
- Auto Apply:** (button)

	Pay Method	Ref #	Pay Amount	Surcharge	Apply S
1	▶ Visa		65.00	0.00	
2					

  

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	
1	<input type="checkbox"/>	10/20/2025	1200544	11/20/2025	4500.00	4500.00	Expired	0.00	4500.00	2/10n30
2	<input type="checkbox"/>	10/28/2025	1200548	11/20/2025	0.76	0.76	Expired	0.00	0.76	(None)
3	<input type="checkbox"/>	10/01/2025	1200524	11/22/2025	9750.00	9750.00	Expired	0.00	9750.00	
4	<input checked="" type="checkbox"/>	10/01/2025	1200525	12/05/2025	65.00	65.00	Expired	0.00	65.00	
5	<input type="checkbox"/>	09/28/2025	1200527	01/07/2026	17.00	17.00	Expired	0.00	17.00	(None)

**Totals:** 0.00      65.00

Buttons: Apply, Untag All, Print Form, Print on Save, Issue Check, Save, Cancel, View Invoices

## Additional Fields

**Note:** For more information on surcharging, see [Surcharges on Payments](#).

These fields are displayed if a *Surcharge Product* is selected at *Accounting / Setup / Locations* on the *Preferences* tab.

Edit Location - 00MAIN Main Plant

Profile G/L Posting Preferences Remit Address Transfers

<Finance Charge Item> Finance Charge

Sales Tax Multiplier 0

<Commission Item>

<Surcharge Product> Surcharge Product

Extra Charges

Document Numbering

Document	Auto Numbering	Last Used#
Invoice		118
Payment		97
Purchase Order	<input checked="" type="checkbox"/>	31
Booking		56
Quick Ticket		3
Inventory Adjustments		
Sales Order		
AP Purchase Order	<input type="checkbox"/>	
Purchase Order Request	<input type="checkbox"/>	

Use Sales Tax on Sales Order

Use Booking Sales Tax Check

Allow Sales Tax to be Prepaid

<Estimated Sales Tax Item> Prepaid Sales Tax

Print list price on any booking line item where the price does not match the list price

Use transaction date for payment at roll-thru payment

Default quantity when loading out by ticket in Mobile Inventory

Maximum AR Balance to Write Off

Moneris Bank Card Processing

None

Moneris eSelect Plus (IDTech)

Moneris Secure Pass Thru (POSPAD)

Dept Code

Save Cancel

## No Additional Fields

The *Surcharge Amount* and *Payment Collected* fields will not be displayed if no Surcharge Product is selected at *Accounting / Setup / Locations* on the *Preferences* tab.

Edit Location - 00MAIN Main Plant

Profile G/L Posting Preferences Remit Address Transfers

<Finance Charge Item> Finance Charge

Sales Tax Multiplier 0

<Commission Item>

<Surcharge Product>

Extra Charges

Document Numbering

Document	Auto Numbering	Last Used#
Invoice		118
Payment		97
Purchase Order	<input checked="" type="checkbox"/>	31
Booking		56
Quick Ticket		3
Inventory Adjustments		
Sales Order		
AP Purchase Order	<input type="checkbox"/>	
Purchase Order Request	<input type="checkbox"/>	

Use Sales Tax on Sales Order

Use Booking Sales Tax Check

Allow Sales Tax to be Prepaid

<Estimated Sales Tax Item> Prepaid Sales Tax

Print list price on any booking line item where the price does not match the list price

Use transaction date for payment at roll-thru payment

Default quantity when loading out by ticket in Mobile Inventory

Maximum AR Balance to Write Off

Moneris Bank Card Processing

None

Moneris eSelect Plus (IDTech)

Moneris Secure Pass Thru (POSPAD)

Dept Code

Save Cancel

The *Payment on Account* window will be displayed like the example below:

Payment on Accounts
✕

Date:   Payment Number:

<Customer ID>:  Steve Sprout

Payment Amount:  Regular

Discount Amount:  <Disc Acct>:

Total Credit:  Control #:

	Regular	Prepay	U/A Cash	Budget
Before	17064.14	1184.37	0.00	0.00
After	16999.14	1184.37	0.00	0.00

Clear Locks

Description:

Sort Invoices by:

Use U/A Cash

	Pay Method	Ref #	Pay Amount	Surcharge	Apply S
1	▶ Visa		65.00	0.00	<input type="checkbox"/>
2					<input type="checkbox"/>

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	
1	<input type="checkbox"/>	10/20/2025	1200544	11/20/2025	4500.00	4500.00	Expired	0.00	4500.00	2/10n30
2	<input type="checkbox"/>	10/28/2025	1200548	11/20/2025	0.76	0.76	Expired	0.00	0.76	(None)
3	<input type="checkbox"/>	10/01/2025	1200524	11/22/2025	9750.00	9750.00	Expired	0.00	9750.00	
4	<input checked="" type="checkbox"/>	10/01/2025	1200525	12/05/2025	65.00	65.00	Expired	0.00	65.00	
5	<input type="checkbox"/>	09/28/2025	1200527	01/07/2026	17.00	17.00	Expired	0.00	17.00	(None)

Totals

Print on Save
  Issue Check