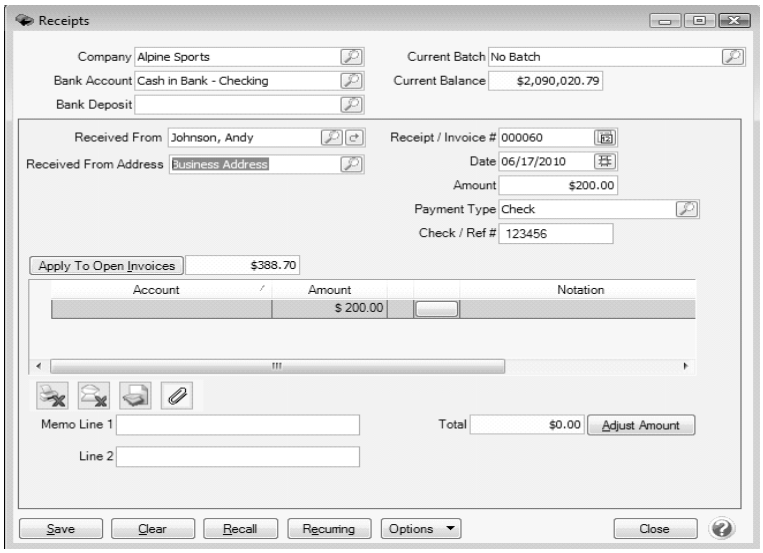
Enter a Receipt Applied to Customer Open Invoices

Document #:	3066	Product:	CenterPoint®

This document provides step-by-step instructions on how to enter a payment received from a customer and apply the payment to their open invoices.

Entering a Receipt that is Applied to Customer Open Invoices

1. Select **Processes > Sales > Receipts**.



2. Select the **Bank Account** where the funds are being deposited.

Note: To save time & keystrokes, use the **Options** button at the bottom of the screen to turn off those fields that you are not using in the receipts screen. If using bank deposits, a **Bank Deposit** can also be selected.

3. In the **Received From** field, enter the appropriate name, click the Lookup icon to lookup the name or click New or New One Time Use to create a new name, right-click and select New to create a new name, or right-click and select Invoice Search to enter an invoice number to find the customer. .
4. Once the customer is selected, the Apply to Open Invoices field will be highlighted in yellow if they have open invoices.To review transactions in a Transaction Search screen for the selected name, entry screen, and current year, right-click in the **Received From** box, and select **Review Transactions**.
5. In the **Date** box, enter the date the payment was received.
6. In the **Payment Type** box, select the type of receipt that is being made, check, cash, credit card, etc.
7. In the **Check/Ref #** box, enter a check or credit card number if applicable (up to 20 characters).
8. .The Email or Print Options selected on the Email/Print tab in Setup > Names > Names and Setup > Customers will determine the default setting for the **Print** (an image of a printer displays on the button) and **E-mail** (an image of an envelope displays on the button) buttons (the selection can be changed on this screen). If the Print or E-mail buttons display with a red X, it means the receipt will not be printed or e-mailed when the receipt is saved. If the Print or E-mail buttons display with a green check mark, it means the receipt will be printed or e-mailed when the receipt is saved. To

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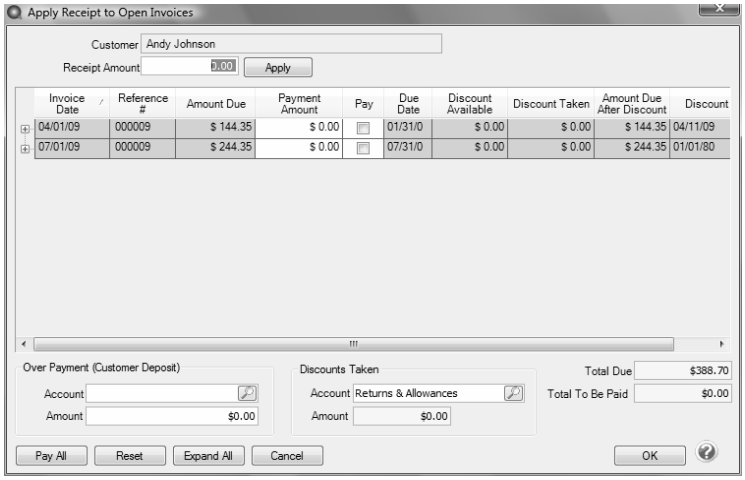
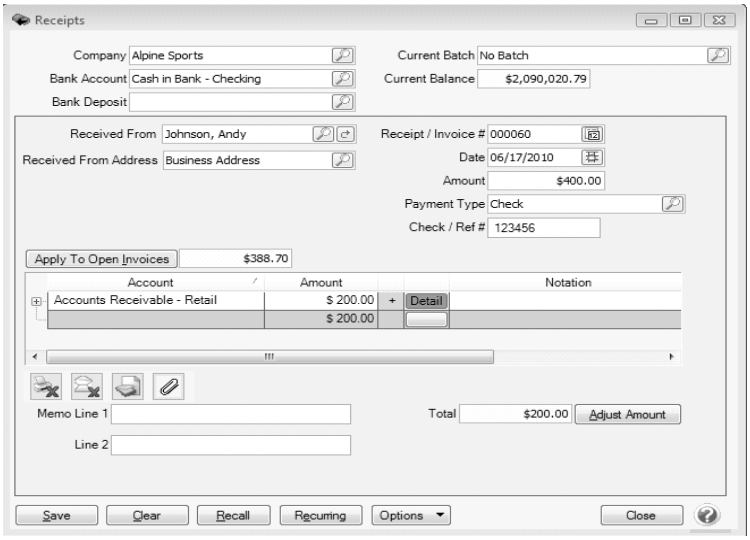
override the Print button default setting, click the Print button to display the Print Setting screen where you can override the Print Receipt setting for this receipt only, select the printer to print the receipt to, the number of copies of the receipt to print, and the form the receipt should be printed on. To override the E-mail button setting for this receipt only, click the E-mail button to display the Email Settings screen where you can override the E-mail Receipt setting and the default To, CC, BCC, From, Subject, Message, and form the receipt should be e-mailed on.

Note: If you want to attach a document to this transaction, see the Attach Documents to Transactions topic for detailed information.

9. Select the **Apply to Open Invoices** buttonto display this customers open (unpaid) invoices.
10. The Receipt Amount will display a value:
    - If the value entered on the previous screen in the (Amount - Total) is greater than 0.00, the Receipt Amount value will display the (Amount - Total).
    - If the value entered on the previous screen in the (Amount- Total) is less than 0.00, the Receipt Amount will display 0.00.



14. Begin selecting which invoices this payment should be applied to. There are various ways to select invoices:
    - Click on the **Pay All** button if all invoices were paid in full.
    - Verify or enter the **Receipt Amount** and click **Apply**.The system will automatically apply the payment to the oldest invoices. If the amount received was more than their open invoices, the system will automatically create a deposit for the overpayment amount.
    - Put a check mark in the **Pay** box for each invoices to be paid.
        - To partially pay an invoice, enter the amount to be paid in the **Payment Amount** field for that particular invoice.
15. Once the appropriate invoices have been selected, click **OK** to return to the main receipt screen.



16. The Email or Print Options selected on the Email/Print tab in Setup > Names > Names and Setup > Customers will determine the default setting for the **Print** (an image of a printer displays on the button) and **E-mail** (an image of an envelope displays on the button) buttons (the selection can be changed on this screen). If the Print or E-mail buttons display with a red X, it means the receipt and other forms selected on the File > Preferences > Printing > Receipts screen will not be printed or e-mailed when the receipt is saved. If the Print or E-mail buttons display with a green check mark, it means the receipt and other forms selected on the File > Preferences > Printing > Receipts screen will be printed or e-mailed when the receipt is saved. To override the Print button default setting, click the Print button to display the Print Setting screen where you can override the Print Receipt setting for this receipt and other forms selected on the File Preferences > Printing > Receipts screen only, select the printer to print the receipt and other forms to, the number of copies of the receipt and other forms to print, and the form the receipt should be printed on. To override the E-mail button setting for this receipt only, click the E-mail button to display the Email Settings screen where you can override the E-mail Receipt setting and the default To, CC, BCC, From, Subject, Message, and form the receipt should be e-mailed on.

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17. Click **Save** to complete the transaction.

Adjustments: If a customer overpays or underpays by a few cents and you want to clear their account while entering the receipt, follow these modifications to the above instructions:

- Enter the amount actually received from the customer in the **Amount** field on the main **Receipts** screen.
- In the **Apply Receipt to Open Invoices** screen, enter a **Receipt Amount** that is equal to what you want to clear (including the few cents difference) and select invoices as you normally would (step 8).
- Once the main **Receipts** screen is again saved, the grid will have an additional line that specifies the amount that was under or overpaid (an underpayment will display as a negative amount and an overpayment as a positive). Choose the **Account** that amount should be charged to and **Save** the entry.

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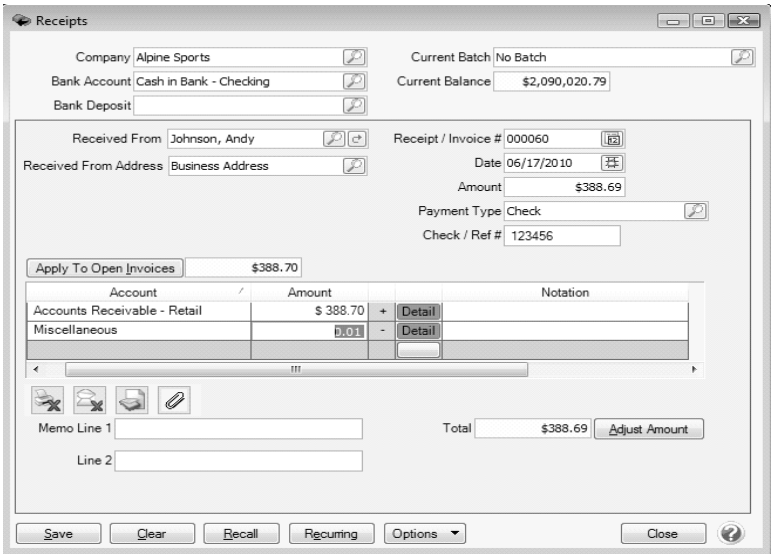

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