



The main toolbar is active in ALL views.

A/R

Entering and Recording Payments Received on Account

1. Bring up the house charge account that you have received a payment from in the main accounts view.
2. Click on the 'A/R' button.
3. Click on the 'Received on Account' button.

| Previous Month | | Aging | | Current Month | |
|----------------|---------|---------|-------|-----------------|--------|
| PM 90 | .00 | 90+ | .00 | Payment | .00 |
| PM 60 | .00 | 61 - 90 | .00 | Charges | 418.00 |
| PM 30 | .00 | 31 - 60 | .00 | Credits | .00 |
| PM BAL | -398.00 | 0 - 30 | 20.00 | Debits | .00 |
| | | Bal Due | 20.00 | Finance Un-Paid | .00 |
| | | | | CM Fin | .00 |

4. If you are receiving a Payment for an outstanding invoice, enter information in the left side of the screen. If you received payment for anything other than an outstanding invoice, record it on the right side of the screen under Miscellaneous Collection.
 - a. An example of a Miscellaneous Collection is a cigarette buy down.
 - b. The miscellaneous collection field is to record money that you are depositing that doesn't belong in accounts receivable.

1. Enter a 'Y' in the field labeled "EOD Pay In?" Do this only if it was recorded as a Pay in at the Verifone Register

2. Enter in Method of Payment (M.O.P.)

3. Enter in the amount received.

4. Double click on the 'Amount to Pay' and/or the 'Bad Debt' field, to pay the balance due. If the amount that you wish to pay is different from what is displayed in the box, double-click on the box and then type in the amount you wish to pay.

5. Click Save and Pay Invoices.

| Invoice | Ticket Number | Finance Cha | Balance Due | Amount to Pay | Bad Debt | Invoice Date |
|---------|---------------|-------------|-------------|---------------|----------|--------------|
| 1 | | 0.00 | 20.00 | .00 | .00 | 06-19-2008 |

5. Press "Save and Pay Invoices" to save this record.