

## Receive Payments: View payment on SO page

### OVERVIEW

Users can view payments that were made in a batch on the Sales Order (SO) page.

### Users

Sales, CSR, Finance, Management, and Admin Users.

### To view SO payments from the Job page:

1. Select the number of SO in the # column under Sales Orders.

The Sales Order page opens.

**SO #2405-1**

**SALES ORDER DETAILS**

Status: Paid  
 Company: Alexis Aubry  
 Primary Rep: Alexis Aubry  
 Date: Apr/20/2017  
 Est. Delivery Date: Apr/30/2017  
 Ship Via: Ground  
 FOB: Factory

Terms: Net 30 Days  
 Invoice Date: Sep/13/2017  
 Due Date: Oct/13/2017  
 Paid Date: Dec/05/2023  
 Tax Exempt #  
 Signature Section on SO PDF: Show

Qty	ID	Description	Tax	SKU	Price \$	Cost \$	Total \$
300	42759	Zaga Snack Bag with Chocolate Compare to M&M (r) Candy	No	ZSS-CHOCO LATE	1.45	0.87	435.00
10	42756	Oversized Micro Mink Sherpa Blanket	No	BG8700	59.99	35.99	599.90
1		Coupon [10% off total order - #A0E2EE8CB968CB792236]	Yes		-108.49	0.00	-108.49
1		Setup Charge for Zaga Snack Bag with Chocolate Compare to M&M(r) Candy	Yes		50.00	0.00	50.00

**Customer Order #**  
Repeat Order # n/a

**Customer Instructions/Comments**

**CSR & Finance Instructions**

**Freight Comments**  
Record was created from sales order.

Artwork	\$ 0.00
Taxable	
Freight	Extra
Not Taxable	
	\$ 50.00
Sub-Total	\$ 1,026.41
Tax	\$ 0.00
Tax has been committed	
Total	\$ 1,026.41
Deposits/Payments	\$ 1,026.41
Balance Due	\$ 0.00
Rep's Est. Cost	\$ 620.90
Margin	36.41%

2. Select **Deposits/Payments**.

The Deposits/Payments window opens.

# Syncore Knowledge Base

SO #2405-1

Qty	ID	Description	Tax	SKU
300	42759	Zaga Snack Bag with Chocolate Compare to M&M (r) Candy	No	ZS5-CHOCO LATE
10	42756	Oversized Micro Mink Sherpa Blanket	No	BG8700
1		Coupon [10% off total order - #A0E2EE8CB968CB7 92236]	Yes	
1		Setup Charge for Zaga Snack Bag with Chocolate Compare to M&M(r) Candy	Yes	

**Sales Order Details**

Status Paid  
 Company Alexis Aubry  
 Primary Rep Alexis Aubry  
 Date Apr/20/2017  
 Est. Delivery Date Apr/30/2017  
 Ship Via Ground  
 FOB Factory

Terms Net 30 Days  
 Invoice Date Sep/13/2017  
 Due Date Oct/13/2017  
 Paid Date Dec/05/2023  
 Tax Exempt #

Signature Section on SO PDF Show

Sold To

Bill To

Ship To

**Deposits/Payments**

Type	Date	Description	Batch #	Amount Paid
Check	Dec/05/2023	OPTIONAL: Enter description.	570	\$1,026.41
			Deposits/Payments Total	\$1,026.41
<b>Paid in Full</b>		<b>Dec/05/2023</b>	<b>Balance Due</b>	<b>\$0.00</b>

If the payment was part of a batch, the batch number is displayed in the Batch # column.