### **Receive Payments**

### **OVERVIEW**

With this feature, Users can:

- search for invoices by invoice number, Client Group and/or Company/Contact
- add payments to Sales Orders (SOs) without having to go into a Job or SO
- move Jobs to completed when applying payment.

#### Users

Finance and Admin Users.

#### To search and select invoices for payment:

- 1. Select **Finance** to open the dropdown menu.
- 2. Select Accounts Receivable.

The "Receive Payments" tab on the Accounts Receivable page opens with two steps:

#### **1 Select Invoices**

#### 2 Payment Details.

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🗩 Give Feedback	# Home > Finance > Accounts Receivable				
V Quick Search Q	Accounts Receivable				
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E Activities <	1 Select Invo	vices	2	Payment Details	
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Reports	Search	Client Group	Company/Contact		
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🛍 Products <	Search by invoice number(s), separated by a comma				
🖿 Jobs <					4
Finance 1 ~					cted invoices only
O Accounts Receivable	2 🗆 Company Contact	Invoice # 📤	Invoice Date Due Date	Total	Balance Due
V1 Finance		Use the search fie	lds to find invoices		
In Rebates	Selected Total(s) 0			\$ 0.00	\$ 0.00
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Syncore Settings					
					Next

- 3. Search for invoice(s) using one or more of the following fields:
  - **Search**: enter the invoice number(s)
  - Client Group: select from the dropdown menu
  - **Company/Contact**: select one or more from the dropdown menu.
    - select the **x** beside the name to remove a Company/Contact.

#### **NOTE:** Invoices eligible for searching:

- All SOs (Drop Ship and Program)
- Invoiced status only
- SO balance due can be positive, negative or equal to 0.00.

#### 4. Select:

- **Clear** to reset the fields
- Search to search for the invoices.

The results table displays below the search fields with the following columns:

- Company
- Contact
- Invoice #
- Invoice Date
- Due Date
- Total
- Balance Due.

#### NOTES:

- i. All columns are sortable.
- ii. Pagination is displayed at the bottom right of the table.

# Home	> Finance > Accounts Receivable										
Acc	Accounts Receivable										
Receive	Payments										
	1	Select Invoices					2 Payment Details				
		-									
Search		c	Client Group			Company/Contact					
Q			Nelson Enterprises		© -		•	Clear Search			
Search by	y invoice number(s), separated by a comma										
5							Show sele	oted invoices only			
								cted involces only			
	Company	Contact		Invoice # 🔺	Invoice Date	Due Date	Total	Balance Due			
	Test Company - Donna Schmitz	Donna Schmitz		1900-1	Oct/31/2018	Dec/30/2018	\$ 2,913.75	\$ 2,913.75			
	Alexis Aubry	Alexis Aubry		2405-1	Sep/13/2017	Oct/13/2017	\$ 1,026.41	\$ 1,026.41			
	Alexis Aubry	Alexis Aubry		2406-1	Feb/08/2018	Mar/10/2018	\$ 1,429.40	\$ 1,429.40			
	Alexis Aubry	Alexis Aubry		2706-1	Oct/31/2018	Nov/30/2018	\$ 290.18	\$ 290.18			
	Alexis Aubry	Alexis Aubry		2708-1	Sep/13/2017	Oct/13/2017	\$ 187.00	\$ 187.00			
	Alexis Aubry	Alexis Aubry		2747-1	Sep/13/2017	Oct/13/2017	\$ 850.00	\$ 850.00			
	Alexis Aubry	Alexis Aubry		2748-1	Sep/13/2017	Oct/13/2017	\$ 836.75	\$ 836.75			

- 5. Select invoices for payment by:
  - selecting individual invoices, OR
  - selecting the box at the top beside **Company** to select all on the page.
- 6. Select the box beside **Show selected invoices only** to remove invoices not selected from the results.

🖀 Home	> Finance > Accounts Receivable							
Receive P	Payments							
		Select Invoices					2 Payment Details	
Search			Client Group			Company/Contact		_
Q Search by	invoice number(s), separated by a comma		Nelson Enterprises		© -			Clear Search
							✓ SI	how selected invoices only
	Company	Contact		Invoice # 🔺	Invoice Date	Due Date	☑ Si Total	how selected invoices only Balance Due
V	Company Test Company - Donna Schmitz	Contact Donna Schmitz	:	Invoice # ▲ 1900-1	Invoice Date Oct/31/2018	Due Date Dec/30/2018	▼ Si Total \$2,913.75	bow selected invoices only Balance Due \$ 2,913.75
S S	Company Test Company - Donna Schmitz Alexis Aubry	Contact Donna Schmitz Alexis Aubry	:	Invoice # ▲ 1900-1 2405-1	Invoice Date Oct/31/2018 Sep/13/2017	Due Date Dec/30/2018 Oct/13/2017	▼ SI Total \$ 2.913.75 \$ 1.026.41	Balance Due \$ 2,913.75 \$ 1,026.41
5 5 5 5	Company Test Company - Donna Schmitz Alexis Aubry Alexis Aubry	Contact Donna Schmitz Alexis Aubry Alexis Aubry	:	Invoice # ▲ 1900-1 2405-1 2406-1	Invoice Date Oct/31/2018 Sep/13/2017 Feb/08/2018	Due Date           Dec/30/2018           Oct/13/2017           Mar/10/2018	▼ SI       Total       \$ 2,913.75       \$ 1,026.41       \$ 1,429.40	how selected invoices only Balance Due \$ 2,913.75 \$ 1,026.41 \$ 1,429.40
5 5 5 5	Company Test Company - Donna Schmitz Alexis Aubry Alexis Aubry Alexis Aubry	Contact Donna Schmitz Alexis Aubry Alexis Aubry Alexis Aubry	:	Invoice #▲ 1900-1 2405-1 2406-1 2706-1	Invoice Date           Oct/31/2018           Sep/13/2017           Feb/08/2018           Oct/31/2018	Due Date           Dec/30/2018           Oct/13/2017           Mar/10/2018           Nov/30/2018	▼ SI       Total       \$ 2.913.75       \$ 1.026.41       \$ 1,429.40       \$ 290.18	Balance Due           \$ 2,913.75           \$ 1,026.41           \$ 1,429.40           \$ 290.18
☑ ☑ ☑ ☑ Selector	Company Test Company - Donna Schmitz Alexis Aubry Alexis Aubry Alexis Aubry attictuation Cotal(s) 4	Contact Donna Schmitz Alexis Aubry Alexis Aubry Alexis Aubry	:	Invoice #▲ 1900-1 2405-1 2406-1 2706-1	Invoice Date Oct/31/2018 Sep/13/2017 Feb/08/2018 Oct/31/2018	Due Date           Dec/30/2018           Oct/13/2017           Mar/10/2018           Nov/30/2018	■ SI       Total       \$2.913.75       \$1.026.41       \$1.429.40       \$290.18       \$\$5,659.74	Balance Due           \$ 2,913.75           \$ 1,026.41           \$ 1,429.40           \$ 290.18           \$ 5,659.74
C C C C C C C C C C C C C C C C C C C	Company       Test Company - Donna Schmitz       Alexis Aubry       Alexis Aubry       Alexis Aubry       Total(s) 4       ge(s) - 4 ltem(s)	Contact Donna Schmitz Alexis Aubry Alexis Aubry Alexis Aubry		Invoice # ▲ 1900-1 2405-1 2406-1 2706-1	Invoice Date Oct/31/2018 Sep/13/2017 Feb/08/2018 Oct/31/2018	Due Date           Dec/30/2018           Oct/13/2017           Mar/10/2018           Nov/30/2018	■ SI       Total       \$ 2.913.75       \$ 1,026.41       \$ 1,429.40       \$ 290.18       \$ 5,659.74       < 1 >	Balance Due           \$ 2,913.75           \$ 1,026.41           \$ 1,429.40           \$ 290.18           \$ 5,659.74           20 * entries per page

Totals are displayed for the number of invoices selected, the total amount and the total balance due.

#### 7. Select Next.

Step 2 Payment Details opens displaying a table with the following columns:

- Company
- Contact
- Invoice #
- Invoice Date
- Invoice Due
- Total
- Balance
- Validation
- Apply Amount: automatically filled with the balance due amount for each invoice.
  - You can edit this field.

Totals are displayed for the Total, Balance, and Apply Amount columns.

Q	Receive Payments										
<	Select Invoices  Payment Details										
<	* Payment Type		Company	Contact	Invoice #	Invoice Date	Invoice Due	Total	Balance	Validation	Apply Amount
	* Paid Date		Test Company - Donna Schmitz	Donna Schmitz	1900-1	Oct/31/2018	Dec/30/2018	\$ 2,913.75	\$ 2,913.75		\$ 2,913.75
8	Dec/05/2023	Ê	Alexis Aubry	Alexis Aubry	2405-1	Sep/13/2017	Oct/13/2017	\$ 1,026.41	\$ 1,026.41	9	\$ 1,026.41
✓ ⊳le	Description		Alexis Aubry	Alexis Aubry	2406-1	Feb/08/2018	Mar/10/2018	\$ 1,429.40	\$ 1,429.40		\$ 1,429.40
	You have 135 charact	ter(s) left	Alexis Aubry	Alexis Aubry	2706-1	Oct/31/2018	Nov/30/2018	\$ 290.18	\$ 290.18		\$ 290.18
<	* Amount Paid		Selected Total(s) 4					\$ 5,659.74	\$ 5,659.74		\$ 5,659.74
	Ş		1 of 1 page(s) - 4 item(s)							< '	20 -
<									Cancel	Previous	Apply Payment

- 8. Complete the following fields:
  - **Payment Type\***: choose type from dropdown menu [default is Check]
    - If Credit Card is selected, another field, Credit Card Type\* appears: select card from the dropdown list.
    - If Adjustment is selected, another field, Adjustment Type\* appears: select type from the dropdown list.
  - **Paid Date\***: select date from calendar [default is today's date]
    - The Paid Date must be after the month end closing date.
    - The Paid Date must be before 30 days from today.
  - **Description:** OPTIONAL: enter a description
  - Amount Paid\*: enter the amount.

[must be to 2 decimal places and can be positive or negative].

- \* required fields.
- 9. OPTIONAL: edit the **Apply Amount** field(s) [dollar amount to two decimal places].
  - Editing Apply Amount(s) updates the total for this column.

#### NOTES:

i. The "Amount Paid" must match the "Apply Amount" total.

If it does not match, the following error message will appear:

"Amount Total does not match Amount Paid. Review and make adjustment(s) to continue."

ii. There must be a value in the Apply Amount field for every invoice.
 If the "Apply Amount" value is missing for one or more invoices, the following error message will appear for each invoice:

"Apply Amount missing for Invoice #xxxxx-x. Enter Apply Amount or remove this invoice."

iii. A red icon will be displayed under the "Validation" column for the invoice rows that contain an error.

10. Select:

- Cancel to go back to Step 1 to start a new search
- Previous to go to Step 1 to edit your search results
- **Apply Payment** to apply payment.

Receive Payments	Consolidated Inv	voices								
1     Select Invoices     2     Payment Details										
* Payment Type Check	Ŧ	Company	Contact	Invoice # 📤	Invoice Date	Invoice Due	Total	Balance	Validation	Apply Amount
* Paid Date		Test Company - Donna Schmitz	Donna Schmitz	1900-1	Oct/31/2018	Dec/30/2018	\$ 2,913.75	\$ 2,913.75		\$ 2,913.75
Dec/05/2023		Alexis Aubry	Alexis Aubry	2405-1	Sep/13/2017	Oct/13/2017	\$ 1,026.41	\$ 1,026.41		\$ 1,026.41
OPTIONAL: Enter	description.	Alexis Aubry	Alexis Aubry	2406-1	Feb/08/2018	Mar/10/2018	\$ 1,429.40	\$ 1,429.40		\$ 1,429.40
You have 107 ch	naracter(s) left	Alexis Aubry	Alexis Aubry	2706-1	Oct/31/2018	Nov/30/2018	\$ 290.18	\$ 290.18		\$ 290.18
* Amount Paid		Selected Total(s) 4					\$ 5,659.74	\$ 5,659.74		\$ 5,659.74
\$ 5,659.74		1 of 1 page(s) - 4 item(s)							< · · ·	1 > 20 -
							10	Cancel	Previous	Apply Payment

"Apply Payment?" window opens.

1 Se	elect Invoices		2 Payr	ment Details		
Company	(!)	)ue	Total	Balance	Validation	Apply Amount
Test Comp Schmitz	Analy David and 2	2018	\$ 2,913.75	\$ 2,913.75		\$ 2,913.75
Alexis Aubr	Apply Payment?	2017	\$ 1,026.41	\$ 1,026.41		\$ 1,026.41
Alexis Aubr	Are you sure you want to apply this payment to 4 selected invoice(s)?	2018	\$ 1,429.40	\$ 1,429.40		\$ 1,429.40
Alexis Aubr	Update the status of the following jobs to completed: #1900, #2405, #2406 and 1 more.	2018	\$ 290.18	\$ 290.18		\$ 290.18
Selected To			\$ 5,659.74	\$ 5,659.74		\$ 5,659.74
1 of 1 page(s	Cancel Confirm				< 1	> 20 👻
				Cancel	Previous	Apply Payment

#### 11. OPTIONAL: uncheck Update the status of the following jobs to completed.

**NOTE:** The following criteria must be met to move the status of a Job to Completed:

- Job is in Delivered status
- Job Tracker status is Completed
- All Purchase Orders are either Approved, Posted @easeA/P, Posted Manually, or Paid
- All Sales Orders will be in Paid status after this payment is applied.

#### 12. Select:

- Cancel to exit.
- **Confirm** to apply payment.

Receive Payments page opens to Step 1 Select Invoices.

A green bar above the table is displayed with the message:

"Batch #xxxx created." The button **View Client Receipts Report** opens the "Client Receipts Report" in Syncore [V2 > Reports > Finance > Client Receipts Report].

Receive	Payments						
	1 Select Invoices					2 Payment Details	
📀 в	atch #570 created.						View Client Receipts Report
Search			Client Group		Company/Contact		Clear Search
Search by	y invoice number(s), separated by a comma			•			• Clear Search
						s	how selected invoices only
	Company						
	company	Contact	Invoice # 📤	Invoice Date	Due Date	Total	Balance Due
	oompany	Contact	Invoice #	Invoice Date	Due Date	Total	Balance Due
Selec	ted Total(s) 0	Contact	Invoice # • Use the search	Invoice Date	Due Date	Total \$ 0.00	Balance Due \$ 0.00
Select No item:	ted Total(s) 0	Contact	Invoice # A	Invoice Date	Due Date	Total           \$ 0.00           <	Balance Due \$ 0.00 20 * entries per page
Select No item:	ted Total(s) 0	Contact	Invoice # ▲	Invoice Date	Due Date	Total           \$ 0.00           <	S 0.00       20        • entries per page

The Sales Order (SO) status is changed from Invoiced to Paid if a full payment is applied and balance due is zero after the payment.

The Audit Log on the Job is updated.

Across Across Across Across V1 Job								۲
Job #2405	PENDING Apr/20/2017	SUBMITT Apr/20/201	ED 0¢ WIP 17 Aug/31/2017	Aug/31/2017		COMPLETED Dec/05/2023	TOTAL	2420
i Job Details V Frogram.Job Status Completed	5	\$976.41 Total Sales	\$620.90 Total Cost	5 3	36.41% <sub>дрм</sub>		\$177. Commis	76 ssion
Company Alexis Aubry Web Order # 641296-1 Primary Rep Alexis Aubry	Sales Orders					LEGEND IN Spin:	Shipment 🖌 View / Edit 🗈 V	View PDF
Secondary Rep Laura Test	* * Status					Subtotal	Freight	
Secondary Rep Commission \$88.88 Customer Service Rep Alexis Aubry Completed Date Dec/05/2023	1 Paid					\$976.41 \$976.41	\$50.00 × 2	1
Description Zaga Snack Bag with Chocolate Compare to M8M(r) Candy Type Credit Card Fees	Purchase Orders							
Date Apr/20/2017 Est. Delivery Date Apr/30/2017 Priority Standard	s 🔺 Status	Vendor	Production Worksheet 📀	Receiving Memo 🕢	Subtotal	.EGEND / View / Edit Freight	View PDF Duplicate	× Delete
Product Index Auto Back to WIP 1			No data ava	ilable in table				
					\$0.00	\$0.00		
Created By Alexis Aubry						Inventory	\$620.90	
Created Date Apr/20/2017						Misc. Charges	\$0.00	
🕱 Enllow.un Details						Art Charges	\$0.00	
Issue None						Cost Total	\$620.90	
Follow-up Date Aug/31/2017	Job Log Attachments (	0) Alerts (0) Audit Log						
	Date	Created By	Description				Action	
	Dec/05/2023 11:59 AM	Monica Lunzmann	Job #2405 : Completion Date was changed to Dec/05/202	3 via Receive Payments.			Updated	
	Dec/05/2023 11:59 AM	Monica Lunzmann	Job #2405 : Status was changed from Delivered to Comple	ted via Receive Payments.			Updated	
	Dec/05/2023 11:59 AM	Monica Lunzmann	Job #2405 : Commission Date was changed to Dec/05/202	23 via Receive Payments.			Updated	
	Dec/05/2023 11:59 AM	Monica Lunzmann	Job #2405 : Sales Order #2405-1 Received a payment of an	mount \$1026.41 via Receive Payments.			Updated	_
	Dec/05/2023 11:59 AM	Monica Lunzmann	Job #2405 : Sales Order #2405-1 Status was changed from	I involced to Paid via Receive Payments.			Updated	
	showing I to 5 or 5 entries						< 1	<b>`</b>

If a payment is unsuccessful, an error message appears.

#### **Receive Payments: Underpayments and Overpayments**

Both underpayments and overpayments will trigger warnings to alert the User, but payments can still be applied.

#### Underpayment:

If the "Apply Amount" value for one or more invoices is **less** than the balance due on one or more invoices, a warning message will appear in yellow for each invoice:

"Underpayment for Invoice # xxxxx-x. If submitted, only a partial amount will be paid."

A yellow warning icon will be displayed under the "Validation" column for the invoice rows that have an underpayment.

#### **Overpayment:**

If the "Apply Amount" value for one or more invoices is **more** than the balance due on one or more invoices, a warning message will appear in yellow for each invoice:

"Overpayment for Invoice # xxxxx-x. If submitted, only overpayment amount will be paid."

A yellow warning icon will be displayed under the "Validation" column for the invoice rows that have an overpayment.