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.

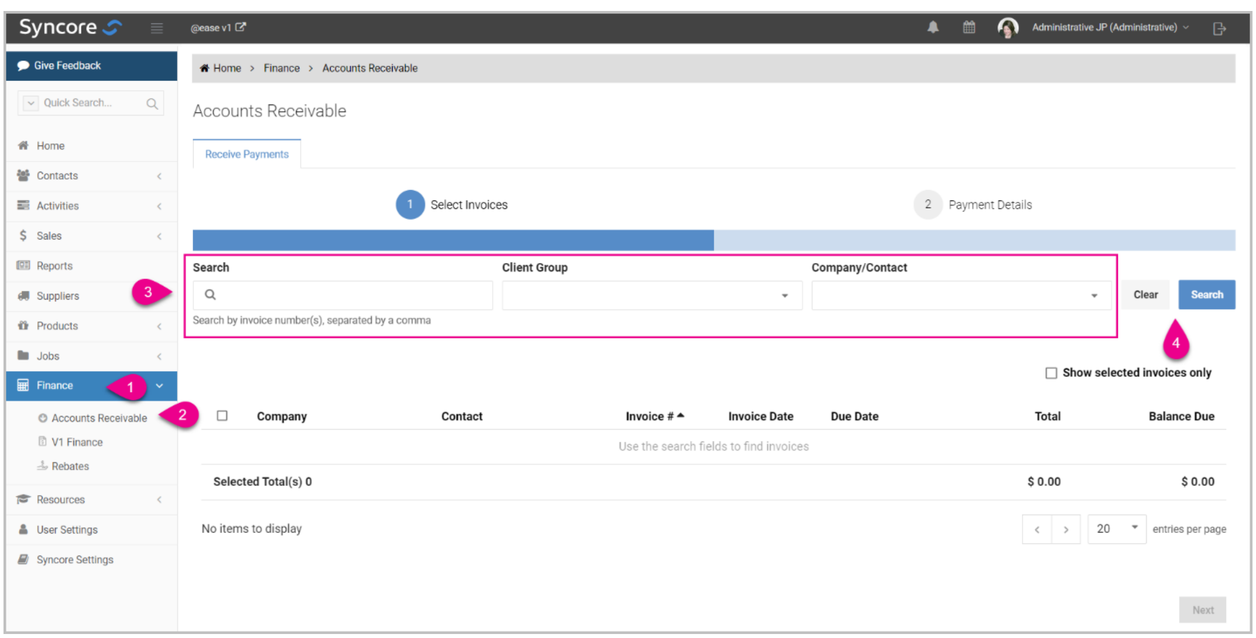
To search and select invoices for payment:

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.



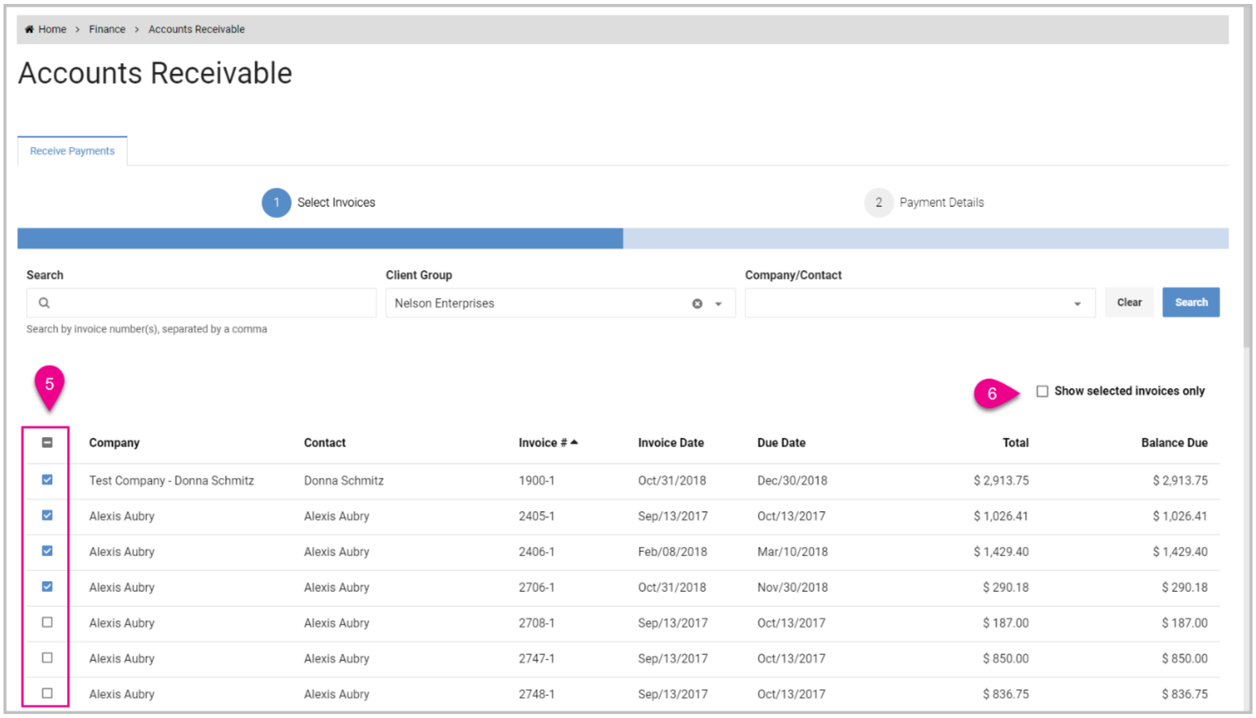
3. Search for invoice(s) using one or more of the following fields:
    - **Search**: enter the invoice number(s)
    - **Client Group**: select from the dropdown menu
    - **Company/Contact**: select one or more from the dropdown menu.
        - select the **x** beside the name to remove a Company/Contact.

    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.

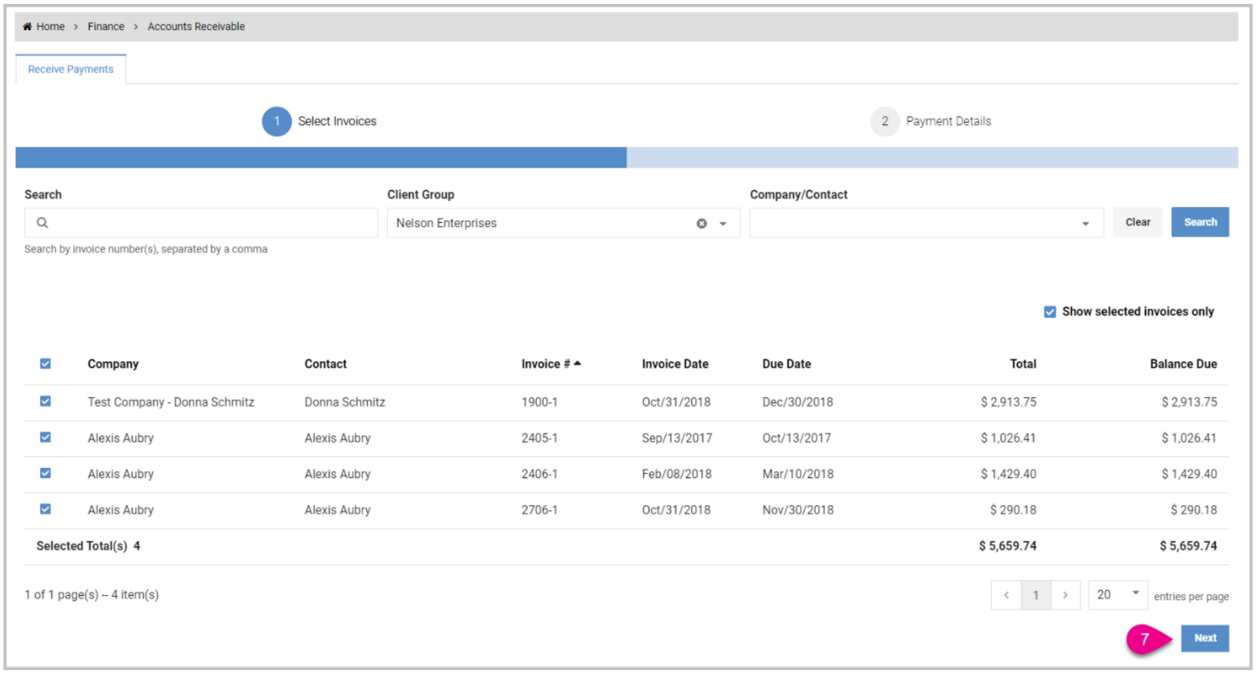
    The results table displays below the search fields with the following columns:

    - 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.



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.



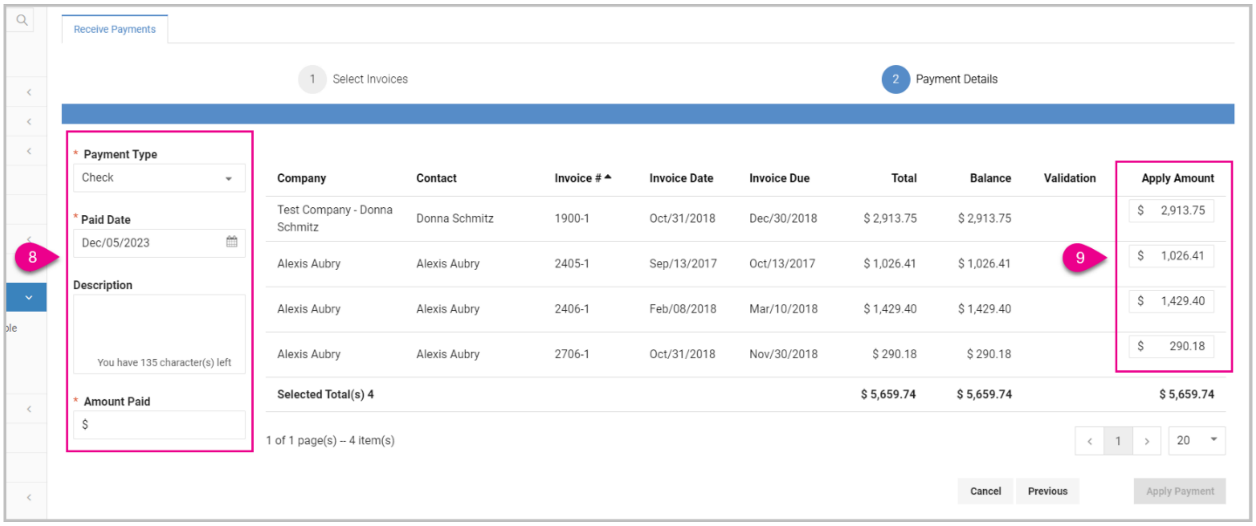
Totals are displayed for the number of invoices selected, the total amount and the total balance due.

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.



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."

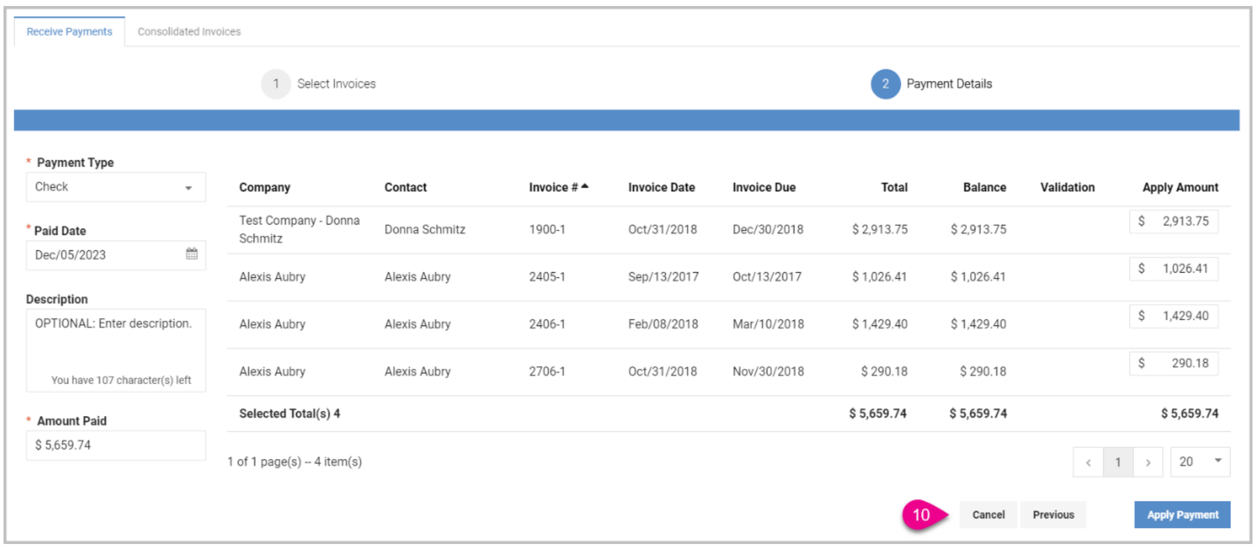
ii. There must be a value in the Apply Amount field for every invoice.
If the "Apply Amount" value is missing for one or more invoices, the following error message will appear for each invoice:

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

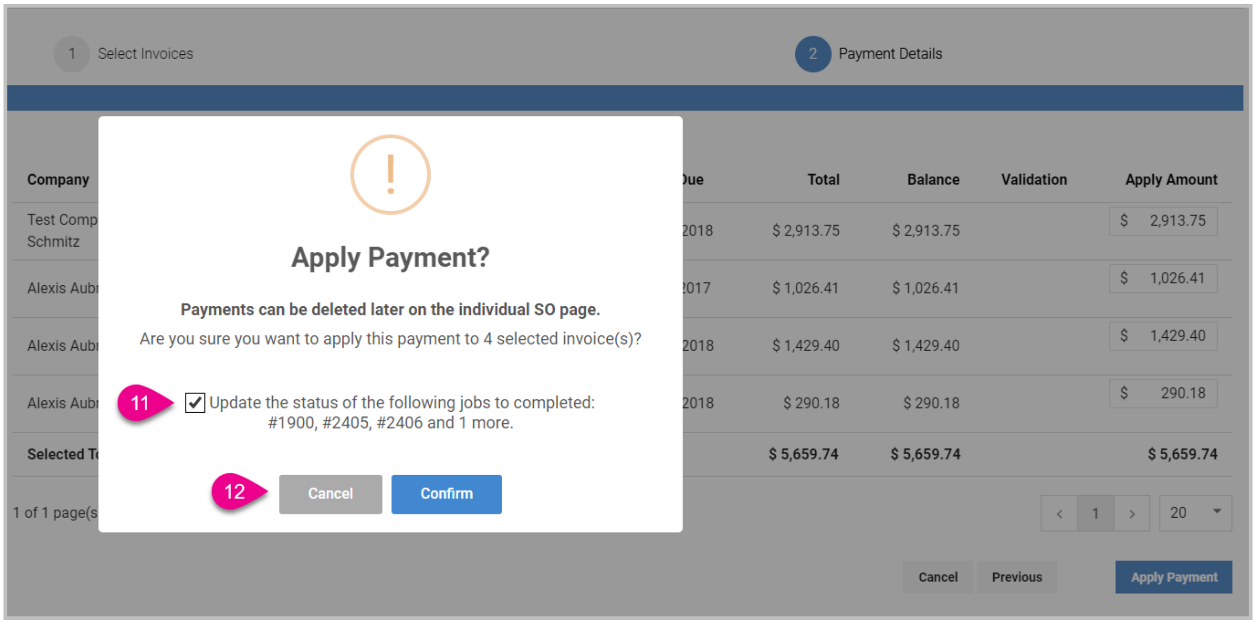
iii. A red icon will be displayed under the "Validation" column for the invoice rows that contain an error.

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.



“Apply Payment?” window opens.



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:

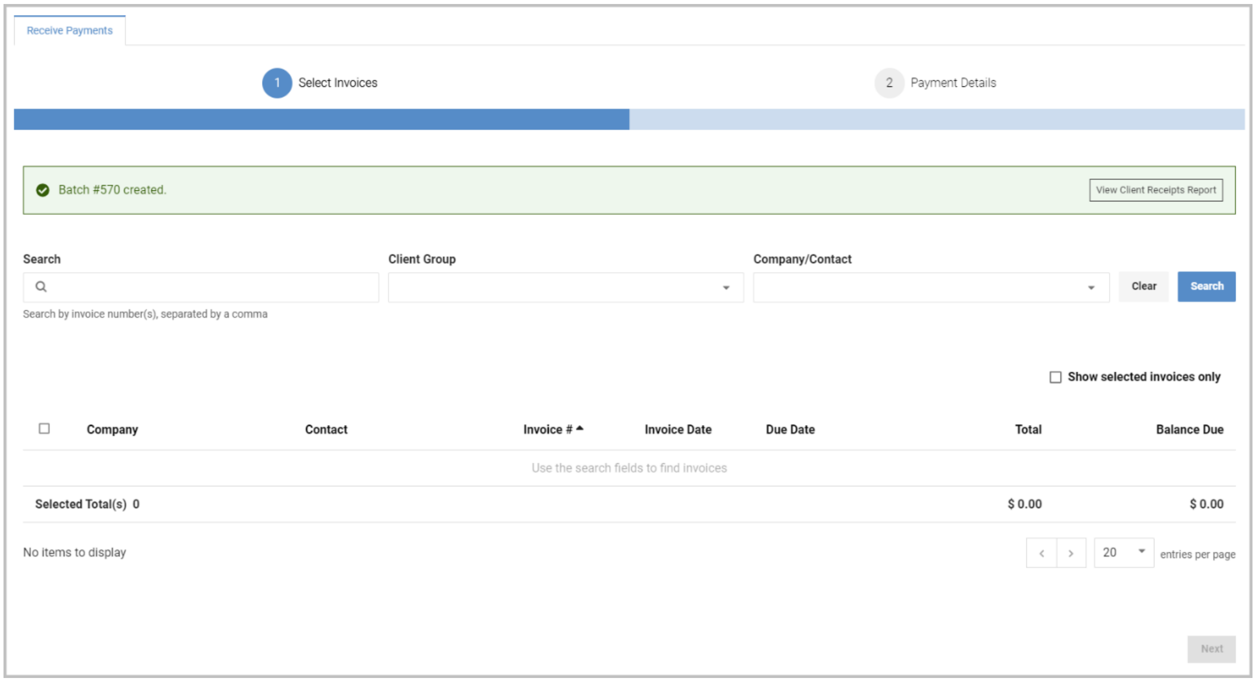
    - Job is in Delivered status
    - Job Tracker status is Completed
    - All Purchase Orders are either Approved, Posted @easeA/P, Posted Manually, or Paid
    - All Sales Orders will be in Paid status after this payment is applied.

12. Select:
    - **Cancel** to exit.
    - **Confirm** to apply payment.

    Receive Payments page opens to Step 1 Select Invoices.

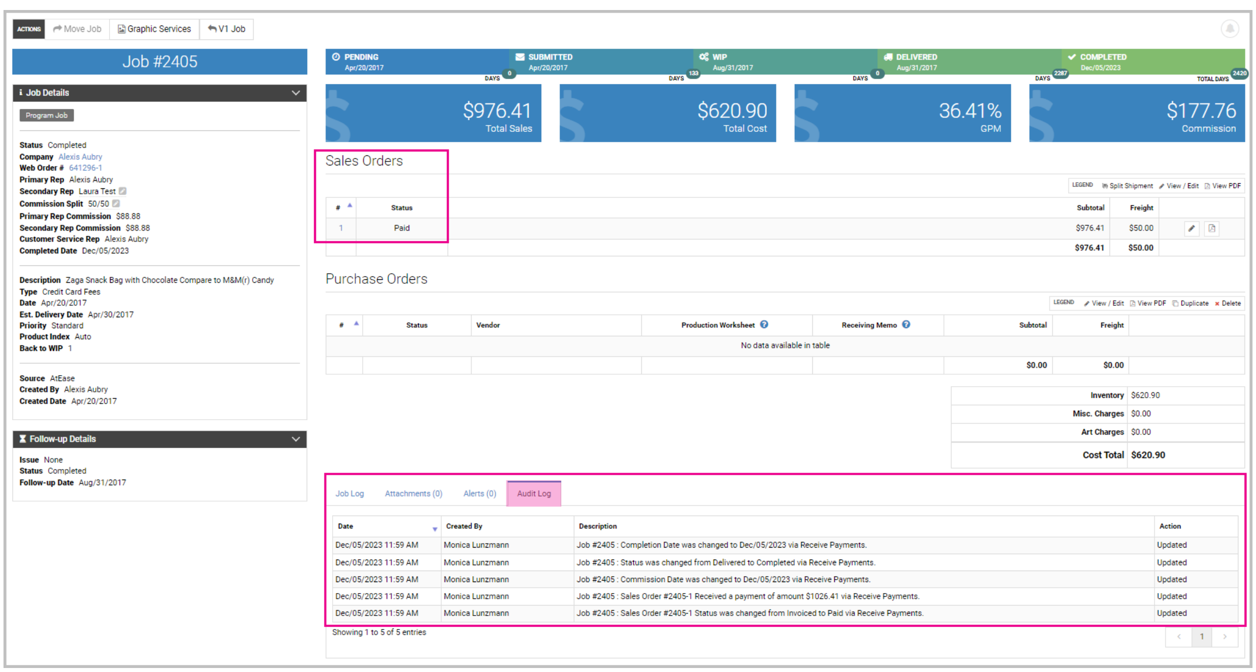
    A green bar above the table is displayed with the message:

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



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.



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.