

Make Payments

PROGRAM NAME: ARECEIVE

MENU OPTION TITLE: Make Payments

MAIN MODULE: PAYMENT PROCESSING

HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

This program allows you to enter payments against open invoices. Payments may be in the form of Cash, Check, Credit Card, or Trade and are stored as a batch. Each of these payment types will be entered a little differently. Payments may be made for several orders for one customer. In addition, payments may be made by a particular payer for several different customer orders and properly recorded such as the case of a check from an organization like United Parcel Service. Also, the program will not allow you to post an unbalanced entry. You must make the check total equal the amount distributed against an invoice or multiple invoices. Also, you will not be able to enter payments if the deposit slip routine is in process. A field in the system setup file called DEPOSIT SLIP PRINT FLAG is used to control payment entry. Since payments are stored as a batch, you will run {Print Deposit Slips/DPBANK} after you have entered all payments into the system per that batch/day.

<F7> activates a pop-up options menu that provides quick access to commonly needed programs while within this program.

PROGRAM OPERATION

PAYMENT#: You are first prompted for a payment number. This is a system assigned payment control number. It is used to uniquely identify a payment. To enter a new payment, press the Enter key. A message will appear at the bottom of the screen informing you this payment was not found, do you wish to assign a number. Enter <Y> and press <Enter> key. A Payment number will be assigned when the payment information is completed. This number is controlled by the field in the system setup file called NEXT PAYMENT NUMBER.

To view or edit a previously entered payment, you must enter the assigned number. Press the Enter key. The payment information will be displayed for your review. Updated payments that display on screen will only allow you the options of <S>EE MORE OR <Q>UIT.

You are then prompted for payment type. This is how you identify what type of payment you are entering. Depending on what payment type you entered the next line of the screen will prompt you for more information concerning that particular type of payment. A help screen will be devoted to each.

<M>astercard and <V>isa: These payment types will bring up a line that allows you to enter the expiration date of the card and the card number. The card number should be entered as four groups of numbers as they appear on the card. Press <Enter> between

groups. (EXAMPLE: 1234 5678 9012 3456) NOTE: These type of transactions mean that you have actually received the approval of the funds and electronically transferred funds to your bank account.

<C>hecks: A line will be displayed to allow you to enter the check type as Personal, Cashiers, or Money Order. Use the letter between the < > to identify the check type. You will also be prompted to enter the check number, (up to 12 digits) and the check date. Make sure you enter the date that appears on the check.

<T>rade: A line will be displayed to allow you to enter the trade note as it applies. Keep it as short as possible because you only have 19 characters including spaces to enter the note.

<C>ash: No additional information required.

DATE: You are then prompted for the date, which is typically the day you are entering payments.

PAYMENT DATE: This is the date you received the check.

AMOUNT: This is the amount of the check you are holding in your hand to apply against an open order. You will have to balance out the invoice or multiple invoices with this amount.

IS ALL THE INFORMATION DISPLAYED CORRECT <YN>

INVOICE#:

ENTER AN INVOICE NUMBER OR '999999' FOR A FINANCE PYMT: Enter the number of the invoice the payment is being made against. If you enter the number of an invoice that does not exist or is already paid, the computer will alert you with a friendly beep and the message "**PAYMENT NOT FOUND, ASSIGN A PAYMENT NUMBER? <YN>**". If the number is valid, payment information concerning that order will appear and be calculated. NOTE: When entering a finance payment against an open account, you must use the '999999' order number. This will bring up a special screen that will allow you to enter the finance information.

When you enter the first order against a payment, you will be required to identify the payer. The bill-to Customer Identification number and name will be displayed in both the Payer and Bill To section of the screen in the lower left hand corner. If the payer is the same as the bill to, press the Enter Key on the payer id. If the payer is different, enter the ID of the payer. This may be another Customer or a payer id. If neither is found in the files, you will be alerted. You may enter additional Payers by using the F8 key. These should be reserved for payers that pay for multiple orders for multiple customers. An example would be the United Parcel Service. The check sent covers the COD charges collected from your customers.

If you use an invoice that has already been paid in full , you will be prompted **"THIS ORDER IS ALREADY PAID, APPLY AMOUNT AS A REFUND?".**

If you use an invoice that is partially paid and attempt to over pay, you will be prompted **"PAYMENT GREATER THAN AMOUNT DUE, CONTINUE? <YN>:**

If you use an invoice that has not been shipped, this program will not generate an automatic refund. However, when you ship the order, the shipping/UPS manifest will generate an automatic refund.

WANT TO APPLY A DISCOUNT TO THIS INVOICE? <YN> A pop up screen will be displayed that allows you to enter a discount. The discount cannot exceed the amount still owed on the order.

IS THE DISCOUNT INFORMATION CORRECT? <YN> You have the opportunity to correct the discount, or enter <Y>es.

DIST. AMT: Enter the portion of the payment that is to be distributed against this order. If an amount greater than the amount owed is entered, a message will appear alerting you. A refund check will be generated for the amount exceeding the amount owed.

At this point, the options line will appear at the bottom of the screen. You can <A>DD, <D>ELETE, <C>HANGE, <S>EE MORE OR <Q>UIT.

<A>DD : Allows you to add further invoices to be paid by this check.

<D>ELETE : Allows you to delete a line item.

<C>HANGE : Prompts you with: "DO YOU WISH TO CHANGE <P>AYMENT AMOUNT OR PAYER <I>D. You can select <P> to change payment amount and the cursor will go back up to the AMOUNT field. You can select <I> to change the PAYER field.

<S>EE MORE : Allows you to scroll through multiple screens in the case of a payment that has more than the eight displayed invoices being marked to be paid.

<Q>UIT : The quit function allows you to exit the program if you have balanced the entry. Your entry has been saved.

IS THIS THE CORRECT AMOUNT TO BE DISTRIBUTED? <YN> You will be prompted with this message at the bottom of the screen. Answering <Y>es brings up the options. Answering <N> brings up the next prompt.

DO YOU WISH TO CHANGE <P>AYMENT AMOUNT OR PAYER <I>D: You are allowed to change either the check amount or the payer ID.

DO YOU REALLY WANT TO DELETE THE PAYMENT? <YN>

LAST CHANCE - WANT TO DELETE THE PAYMENT? <YN> The <F6> standard delete key will bring up this prompt at the bottom of the screen. You can only delete payments that have not yet been final updated.

NOTE: The entire accounts receivable system functions in a batch method. However, the data is actually stored in the live files, the batch is controlled by having the deposit slip number and date stored after the Final Deposit Slip and a flag set when the payment has been updated to the general ledger.