



## Receiving payments

Customer Payment

CUSTOMER BALANCE 90.00

RECEIVED FROM: City of Tetonia

PAYMENT AMOUNT: 0.00

DATE: 04/23/2018

CHECK #

Where does this payment go?

DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
04/09/2018	18-11	90.00	90.00	0.00
Totals		90.00	90.00	0.00

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE 0.00

APPLIED 0.00

DISCOUNT AND CREDITS APPLIED 0.00

MEMO

Save & Close Save & New Clear

After you click on the Receive Payments the above screen will appear. Click on the drop-down menu and find the customer you are receiving the payment from. Then put in the amount you are receiving. Click the type of payment, cash, check, credit card (if you process credit cards). If the payment is being made by check, then put in the check number. Then click the open invoice below the check number. Then the final step is to either click the Save & Close or Save & New (if you have more than one invoice payment to process).