

### Receive Payment

- 1) From the HOME page choose 'Receive Payments'
- 2) Select the appropriate Customer:Job in the Received From field
- 3) All the open invoices for the Customer:Job selected will appear on the screen
- 4) At the top of the screen edit the date received (if necessary), select the payment method and enter any reference #
- 5) Enter any other pertinent information in the memo field
- 6) Enter the amount received for each invoice on the appropriate line in the Payment column
- 7) The payment received cannot exceed the Amt Due, if the payment received is less than the amount due, a pop up box will appear in the bottom left of the screen
- 8) Choose to leave the difference as an underpayment (still outstanding) or to write it off
- 9) Click Save and Close
- 10) If you chose to write off the difference, a pop up window will appear Write off Amount, select the General Ledger Account for the write off and click OK