

Customer Payments

Accounts receivable > Journals > Payments > Payment journal

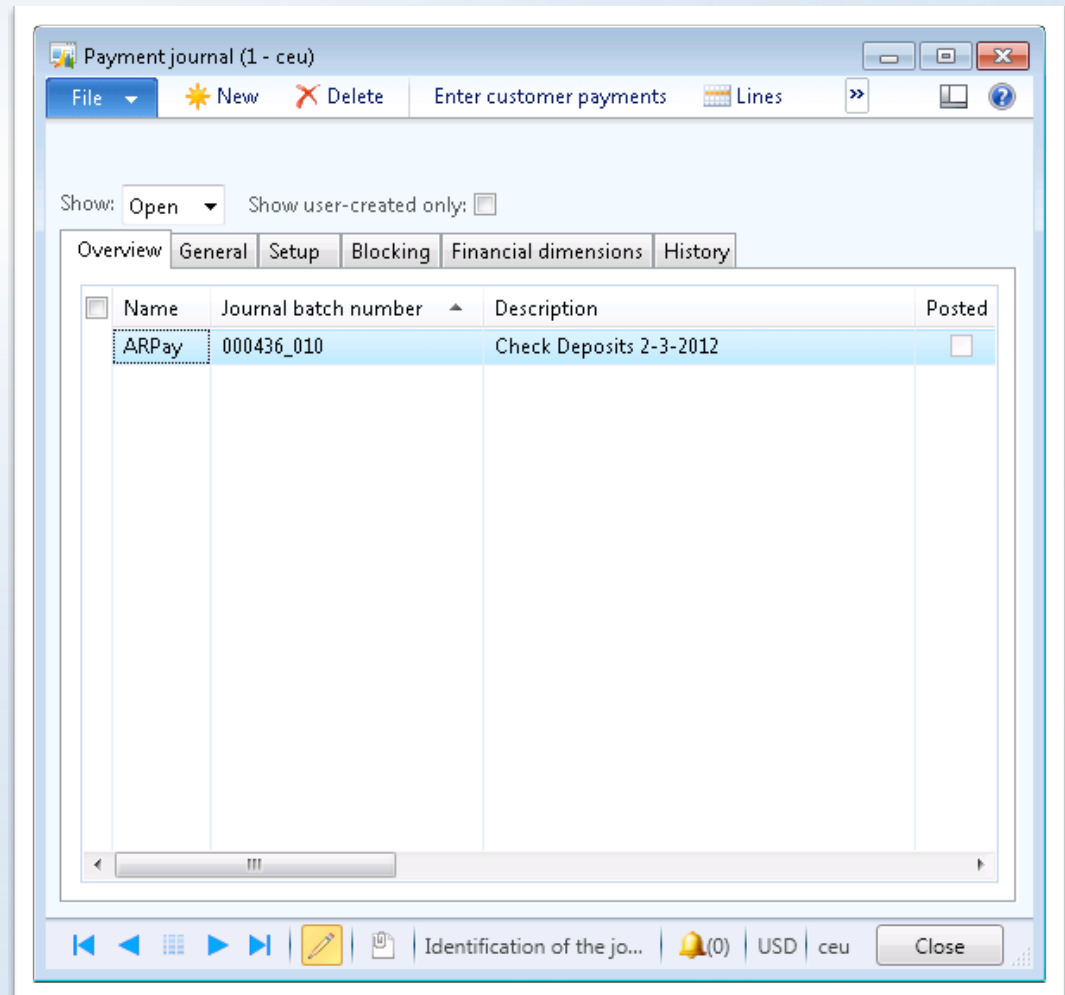
Summary Payments received from Customers are recorded in a Payment journal.

- Steps**
1. Create a Customer payment journal
 2. Enter customer payments (quick entry)
 3. Enter customer payments
 4. Create a deposit slip

- Tips**
- Generally payment journals are grouped by type of deposit by day
 - Deposit slips summarize transactions for the bank reconciliation process

Create a Customer payment journal

- Click the **New button**.
- Select the journal **Name**.
- Add a **Description**.
- Click the **Enter customer payments button**.



Enter customer payments (quick entry)

- Under **Search for customer transactions**, find the customer's invoice number.
- Fill in the **Payment date**.
- Type the check or transaction number in **Payment reference**.
- Check **Deposit slip** to summarize the journal in Bank transactions.
- Click the **Save in journal** button.

Enter customer payments (1 - ceu) - Journal batch number: 000436_010, ARP001086, Journal batch number: 000436_010

Enter customer payment information

Payment date: 2/3/2012

Payment reference: 56712 ☒ Deposit slip

Customer: ceu 2012 Pear Conference Center

Method of payment: CHCK Check

Offset account type: Bank USA OPER Bank of USA Operating Account

Description:

Amount: 925.00 USD

Settled: 925.00

Remaining: 0.00

Select to pay

Select all Clear all Show document Mark by priority Mark invoice lines

Is marked	Mark	Transaction identifier	Identifier type	Company accounts	Voucher	Account	Due date	Amount available to pay	Currency	Cross rate
	<input type="checkbox"/>	100005	Credit note	ceu	SCV-10...	2012	10/1/2006	16,990.00	USD	#####
	<input checked="" type="checkbox"/>	10001	Invoice	ceu	FINV-1...	2012	4/30/2008	925.00	USD	#####

Clear Save in journal

The amount of the payment Close

Enter customer payments

- Fill in the **Payment date**.
- Type the check or transaction number in **Payment reference**.
- Check **Deposit slip** to summarize the journal in Bank transactions.
- Find the **Customer**.
- Fill in the payment **Amount**.
- **Mark** transactions to settle.
- Type the **Amount to pay**.
- Click the **Save in journal** button.

Enter customer payments (1 - ceu) - Journal batch number: 000436_010, ARP001086, Journal batch number: 000436_010

Enter customer payment information

Payment date: 2/3/2012

Payment reference: 56712 Deposit slip: ☒

Customer: ceu 2012 Pear Conference Center

Method of payment: CHCK Check

Offset account type: Bank USA OPER Bank of USA Operating Account

Description:

Amount: 500.00 USD

Settled: 500.00

Remaining: 0.00

Select to pay

Select all Clear all Show document Mark by priority Mark invoice lines

Is marked	Mark	Trans...	Identifier type	Com...	Voucher	Account	Due date	Amount available to pay	Amount to pay	Currency	Cross rate
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100005	Credit note	ceu	SCV-100005	2012	10/1/2006	16,990.00	-425.00	USD	0.000000000000
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10001	Invoice	ceu	FINV-10001	2012	4/30/2008	925.00	925.00	USD	0.000000000000

Clear Save in journal

Voucher number that the transaction is attached to. Close

Interactive 3.3 Enter Customer Payments

Enter customer payments (1 - ceu) - Journal batch number: 000436_010 ARP001086 Journal batch number: 000436_010

Enter customer payment information

Payment date: 2/3/2012

Payment reference: 56712

Customer: ceu 2012 Pear Conference Center

Method of payment: CHCK Check

Offset account type: Bank USA OPER Bank of USA Operating Account

Description:

Amount: 500.00 USD

Settled: 500.00

Remaining: 0.00

Search for customer transactions

Find an open invoice, interest note, collection letter, or other document. Enter the identifier for this document and click the lookup button.

Search for customer transactions

Mark

Show document

Mark by priority

Amount to pay

Select to pay

Select all Clear all Show document Mark by priority Mark invoice lines

Is marked	Mark	Trans...	Identifier type	Com...	Voucher	Account	Due date	Amount available to pay	Amount to pay	Currency	Cross rate
<input checked="" type="checkbox"/>		100005	Credit note	ceu	SCV-100005	2012	10/1/2006	16,990.00	-425.00	USD	0.000000000000
<input checked="" type="checkbox"/>		10001	Invoice	ceu	FINV-10001	2012	4/30/2008	925.00	925.00	USD	0.000000000000

Clear Save in journal

Voucher number that the transaction is attached to.

Close



Movie 3.3 Customer Payments

Enter customer payments (1 - ceu) - Journal batch number: 000450_010, New Record

Enter customer payment information

Payment date: 6/30/2012

Payment reference: 56478 ☐ Deposit slip

Customer: ceu 1000

Method of payment:

Offset account type: Bank USAOPER Bank of USA Operating Account

Description:

Amount: USD

Settled: 0.00

Remaining: 0.00

Search for customer transactions

Find an open invoice, interest note, collection letter, or other document. Enter the identifier for this document and click the lookup button.

Select to pay

Select all Clear all Show document Mark by priority Mark invoice lines

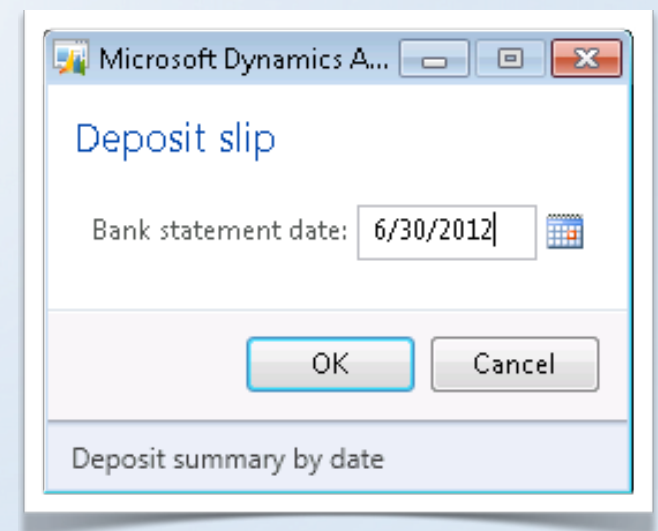
Is marked	Mark	Trans...	Identifier type	Com...	Voucher	Account	Due date	Amount available to pay	Amount to pay	Currency	Cross rate
This grid is empty.											

Clear Save in journal

The account number of the customer Close

Create a deposit slip

- Fill in the **Bank statement date**, setting it equal to the journal **Posting date**.
- Click **OK**.



Journal lines > Functions > Deposit slip