

06/20/2024 4:31 pm EDT

In this example we have customer 9000 who has invoices totaling \$951.29. We are going to make a \$300 to pay off one of the invoices and lock the remaining \$100 so that can be used for a future invoice.

1. Click on the payments tab up top and then click on the Add Deposit button
2. Make a \$400 Deposit as shown below

ABC Company

Customers

Customers Invoices Payments RMR Work Orders Proposals Calendar GL Reports Setup Accounting

Payments

Deposits CC/eCheck Transactions Unapplied Payments Refunded Payments

Deposits (M = Manual, C = Credit Card, E = eCheck, L = LockBox)

☐ Show Reconciled Deposits

Batch	Deposit Date	Deposit	Payments	P	Reconcil	Settled	Account	
734	03/14/2024	\$400.00	\$0.00	M	0	No	Yes	10009 - Checking...

1. Click on the batch number (734) in blue

1. Add the Payment information as shown below and click Save

ABC Company

Customers

Customers Invoices Payments RMR Work Orders Proposals Calendar GL Reports Setup Accounting

Payments - Deposit Number #734

Deposit Date: 03/14/2024 Number of Payments: 0

Deposit Total: \$400.00 Payments Entered Total: \$0.00 Deposit Remaining: \$400.00

Customer: Steckel, Simba - 9000 Payment Date: 3/14/2024

Payment Type: Check Amount: \$400.00 Check Number: 9998

Memo: Paying invoice 11211 and locking the \$100 for future invoice

190 characters remaining

1. You will be taken to a screen when you can pay the invoice desired (11211)

ABC Company

Erick

Support

Logout

Customers

Customer Search: name - cust #

Customers

Invoices

Payments

RMR

Work Orders

Proposals

Calendar

GL

Reports

Setup

Accounting

Apply Payment

Cancel

Apply Full Payment

Apply

Customer Name: Simba Steckel - 9000

Payment Number: 943

Payment Date: 03/14/2024

Payment Type: Check

Check Number: 9998

Deposit Number: 734

Memo: Paying Invoice 11211 and locking \$100 for future invoice

Late Fee: \$0.00 \$0.00

Payment Amount

\$400.00

Amount Applied

\$300.00

Amount Unapplied

\$100.00

Apply Payment	Invoice #	Invoice Date	Due Date	Total Amount	Amount Due	Apply Amount
No	11116	12/04/2023	03/03/2024	\$137.42	\$137.42	\$0.00
No	11123	12/18/2023	03/17/2024	\$25.00	\$25.00	\$0.00
No	11125	12/22/2023	03/21/2024	\$105.75	\$105.75	\$0.00
Yes	11211	01/17/2024	04/16/2024	\$300.00	\$300.00	\$300.00
No	11178	02/01/2024	03/02/2024	\$151.04	\$81.04	\$0.00
No	11266	03/01/2024	03/31/2024	\$151.04	\$151.04	\$0.00
No	11354	04/01/2024	05/01/2024	\$151.04	\$151.04	\$0.00
					\$951.29	\$300.00

ABC Company

Erick

Support

Logout

Customers

Customer Search: name - cust #

Customers

Invoices

Payments

RMR

Work Orders

Proposals

Calendar

GL

Reports

Setup

Accounting

Deposit #734

Back

Deposit Date: 03/14/2024

Reconciled: No

Number of Payments: 1

Settled: Yes

Deposit Total

\$400.00

Payments Entered Total

\$400.00

Deposit Remaining

\$0.00

Refunded

Deposit Payments

Export to Excel

#	Payment	Customer	Check #	Type	Amount	Unapplied	Settl.	Apply
943	03/14/2024	Simba Steckel - 9000	9998	Check	\$400.00	\$100.00	Yes	Apply

1 - 1 of 1 items

- Success

Payment 943: \$300.00 has been Applied to Invoice
- Success

Payment 943 has \$100.00 remaining of Unapplied Cash
- Success

The Payment has been successfully applied

1. From the customers page click on payments tab below and click on the payment number in question (943)

ABC Company

Customers | Invoices | Payments | RMR | Work Orders | Proposals | Calendar | GL | Reports | Setup | Accounting

Notifications: Simba is my Bimba!!

Simba Steckel - 9000

1341 weathervane lane
Akron, OH 44313
Phone: (123) 456-7890
Cell: (123) 456-7890
Email: essteckel@gmail.com
Customer Type: Residential
Salesperson: Brad Solomon

Status: Active
Priority: Normal
Customer Since: 05/28/2019
Last Statement: 12/18/2023
Default Term: 90 Days
Recurring Term: Net 30 Days
Delivery Method: Mail
Deliver RMR Inv: Yes

Open Invoices: \$651.29
Open Credits: \$0.00
Unapplied Cash: \$100.00
Balance Due: \$551.29
Total RMR: \$147.90
Auto Pay: Yes

Comments: I love Simba!!

Invoices: 6 | Credits: 0 | Sites/Sys: 3 | RMR: 3 | Work Orders: 34 | Proposals: 16 | Payments: 87 | CC/eCheck: 48 | Notes: 4 | Contacts: 3 | Utilities: 1

Refunded

Pmt #	Payme...	Deposit	Check...	Type	Amount	Unappl...	Settl...	Apply	Action
943	03/14/2024	734	9998	Check	\$400.00	\$100.00	Yes	Apply	Receipt

1. Click on the unlocked button to lock the remaining payment

ABC Company

Customers | Invoices | Payments | RMR | Work Orders | Proposals | Calendar | GL | Reports | Setup | Accounting

Notifications: Unable to edit due to having money applied.

Payment #943

Customer Name: Steckel, Simba - 9000
Payment Date: 03/14/2024
Payment Type: Check
Check Number: 9998
Deposit Number: 734

Amount: \$400.00
Applied: \$300.00
Unapplied: \$100.00

Memo: Paying Invoice 11211 and locking \$100 for future invoice

Locked

Payments Applied | General Ledger

Applied Date (EST)	Applied By	Amount Applied	Action
Invoice: 11211			
03/14/2024 10:33:17 AM	Steckel, Erick	\$300.00	Unapply

1 - 1 of 1 items

1. Even if an RMR invoice is automatically generated and the Auto Apply Payments/Credits* has been enabled this payment will not pay that invoice. When you are ready to use this payment simply unlock it and apply the payment as normal.