



How to Record and Apply Payments

Description

Use this function to manually record payments


The system will:

-  Create a resident transaction for the payment amount
-  Create an invoice application amount applying the maximum amount to the invoice. If the payment is greater than the remaining amount of the invoice, the payment will show an open balance.

Step by Step

- 1** Navigate to the Resident Invoice tab
- 2** Select the appropriate Open view for your Community. If entering payments for multiple Communities, you will be able to change the view at the top left of the following screen.
- 3** Click **Pay Invoice Balance**
- 4** Enter **This Payment Amount**
- 5** Enter an **Application Date** or leave the date blank to default to today's date
- 6** Tab through to enter more than one payment
- 7** Click **Quick Save BEFORE Leaving Page**
- 8** Click **Next** to get to the next page of Residents
- 9** Click **Cancel** when done



Home Chatter Payable Invoices POS Entry My Community Prospects Advertising Residents Accounts Contacts and Influencers Dashboards Reports +								
View: Palm Springs Open								
<input type="button" value="Quick Save BEFORE Leaving Page"/> <input type="button" value="Cancel"/> <input type="button" value="Previous"/> <input type="button" value="Next"/>								
Last Name	First Name	Suite	Resident	Document No	Amount	Remaining Amount	This Payment	Application Date (Blank = Today)
Ward	Norman	116	R-20785	Inv-004718	\$3,158.29	3,158.29	<input type="text" value="3158.29"/>	<input type="text" value=""/> [12/16/2013]
Denison	Sonel	124	R-19854	Inv-004633	\$4,382.64	4,382.64	<input type="text" value="4382.64"/>	<input type="text" value=""/> [12/16/2013]
Jessen	John	135	R-20749	Inv-004720	\$6,311.64	6,311.64	<input type="text" value="6311.64"/>	<input type="text" value=""/> [12/16/2013]

 To change the way the list is sorted:

1. Click **Cancel**
2. Choose the appropriate Resident Invoice view

3. Drag the column by which you would like to sort to the first column
4. Click the header to sort (once for ascending order and twice for descending order)

*The following example sorts the list by suite number.


Palm Springs Open
[Edit](#) | [Delete](#) | [Create New View](#)


New Resident Invoice		Pay Invoice Balance		A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other					
<input type="checkbox"/> Action	Current Suite ↑	Last Name	Resident Invoice N...	Document No	Amount	This Payment	Description	Posting Date	
<input type="checkbox"/> Edit Del	116	Ward	Inv-004718	Inv-004718	\$3,158.29			12/11/2013	
<input type="checkbox"/> Edit Del	124	Denison	Inv-004633	Inv-004633	\$4,382.64			10/1/2013	
<input type="checkbox"/> Edit Del	135	Jessen	Inv-004720	Inv-004720	\$6,311.64			12/13/2013	