



# 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** Choose a **Payment Type**. If left blank, the **Payment Type** will default to *Cheque*.
- 6** Enter an **Application Date** or leave the date blank to default to today's date
- 7** Tab through to enter more than one payment
- 8** Click **Quick Save BEFORE Leaving Page**
- 9** Click **Next** to get to the next page of Residents
- 10** Click **Cancel** when done

Adams	John	112	R-19289	Inv-004883	\$55.00	55.00	55.00	Cheque		[5/8/2014]
Bateman	Grace	999	R-17591	Inv-004647	\$11,198.00	11,198.00	11198.00	--None--		[5/8/2014]
Bill	Smith		R-18364	Inv-004462	\$2,447.24	2,447.24	2447.24	--None--		[5/8/2014]
Bill	Otto	444	R-20896	Inv-004905	\$60.00	60.00	60.00	Cash	5/6/2014	[5/8/2014]
Bill	Otto	444	R-20896	Inv-004899	\$60.00	60.00		--None--	5/6/2014	[5/6/2014]

 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"/>	<a href="#">Edit</a>   <a href="#">Del</a>	116	Ward	<a href="#">Inv-004718</a>	<a href="#">Inv-004718</a>	\$3,158.29			12/11/2013
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Del</a>	124	Denison	<a href="#">Inv-004633</a>	<a href="#">Inv-004633</a>	\$4,382.64			10/1/2013
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Del</a>	135	Jessen	<a href="#">Inv-004720</a>	<a href="#">Inv-004720</a>	\$6,311.64			12/13/2013