

Chapter 3.02: Entering Payments

Overview

This chapter will guide you through the process of entering payments on the desktop in Route Manager. It is recommended that you participate by entering a payment while going through this process.

Payment Entry Methods

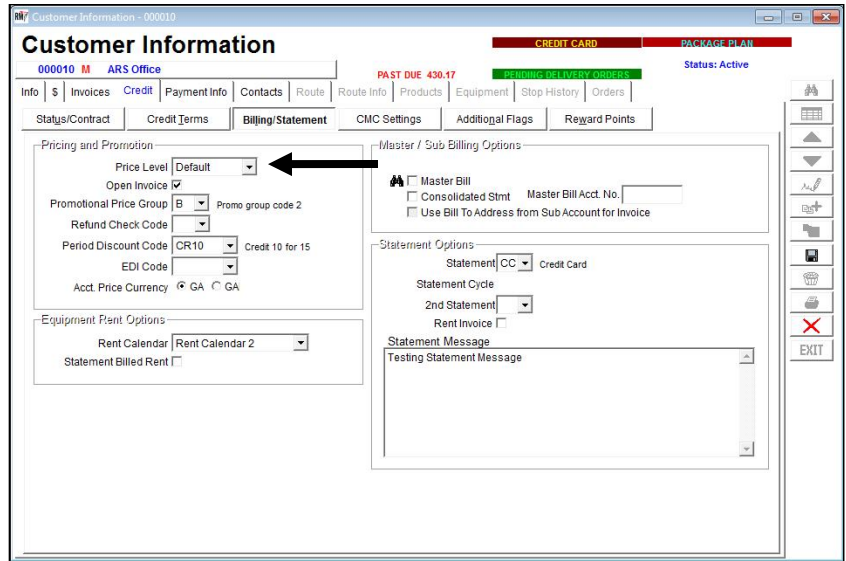
Prior to entering payments in the system, you will need to define the payment entry method that will be used per account. There are two options available:

- ▶ **Open Invoice:** Allows you to apply payments to any open invoices on the account.
- ▶ **Balance Forward:** All payments are automatically applied to the customer's balance and individual open items are not available.

The payment entry screen will be updated to reflect the method selected per account.

To update the entry method per customer, navigate to *Lists > Customer Information > Credit*, and select the *Billing/Statement* option.

Select the *Open Invoice* option, or leave the option unchecked to use the *Balance Forward* payment entry method.

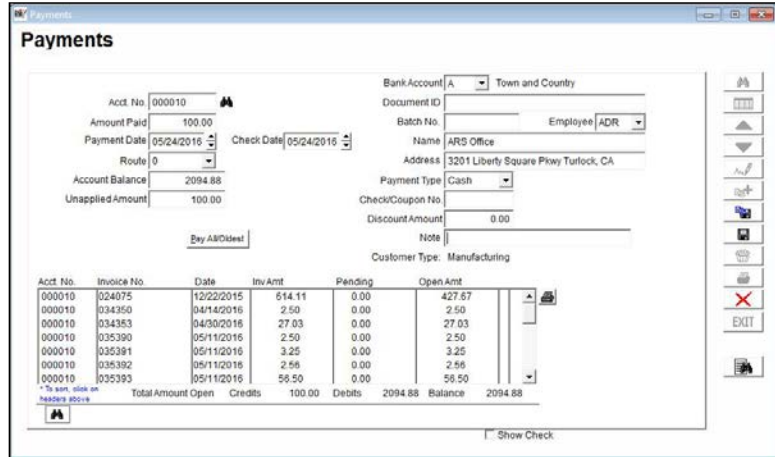


The screenshot shows the 'Customer Information' window for customer '000010 M ARS Office'. The 'Billing/Statement' tab is active. In the 'Pricing and Promotion' section, the 'Open Invoice' checkbox is checked, indicated by a black arrow. Other options include 'Promotional Price Group' (B), 'Refund Check Code', 'Period Discount Code' (CR10), 'EDI Code', and 'Acct. Price Currency' (GA). In the 'Master / Sub Billing Options' section, 'Master Bill' is checked, and 'Use Bill To Address from Sub Account for Invoice' is also checked. The 'Statement Options' section shows 'Statement' set to 'CC' (Credit Card), 'Statement Cycle' set to '1', and '2nd Statement' set to '1'. The 'Statement Message' field contains the text 'Testing Statement Message'.

Continue to the next section to learn how to enter a payment.

Entering a Payment

Standard desktop payments can be entered in Route Manager under *Transactions > Payments > Local Payments > Mail Payments*.



The screenshot shows the 'Payments' window with the following fields and values:

- Acct No: 000010
- Amount Paid: 100.00
- Payment Date: 05/24/2016
- Route: 0
- Account Balance: 2094.88
- Unapplied Amount: 100.00
- Bank Account: A Town and Country
- Document ID: [empty]
- Batch No: [empty]
- Employee: ADR
- Name: ARS Office
- Address: 3201 Liberty Square Plwy Turlock, CA
- Payment Type: Cash
- Check/Coupon No: [empty]
- Discount Amount: 0.00
- Note: [empty]
- Customer Type: Manufacturing

Below the fields is a table with the following data:

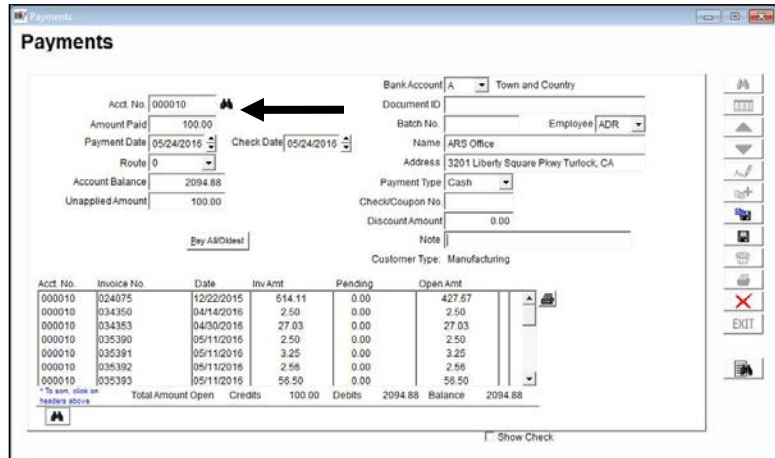
Acct No.	Invoice No.	Date	Inv Amt	Pending	Open Amt				
000010	034075	12/22/2015	514.11	0.00	427.57				
000010	034350	04/14/2016	2.50	0.00	2.50				
000010	034353	04/30/2016	27.03	0.00	27.03				
000010	035390	05/11/2016	2.50	0.00	2.50				
000010	035391	05/11/2016	3.25	0.00	3.25				
000010	035392	05/11/2016	2.56	0.00	2.56				
000010	035393	05/11/2016	56.50	0.00	56.50				
			Total Amount Open	Credits	100.00	Debits	2094.88	Balance	2094.88

Follow the steps on the next page to be guided through the payment entry process.

Open Invoice Payment Entry

The following section covers payment entry on an *Open Invoice* account.

1. Click the **Add** key.
2. Enter or browse for the customer's account.



Payments

Acct. No: 000010 **Add** (arrow) | Bank Account: A | Town and Country

Amount Paid: 100.00 | Document ID: | Batch No. | Employee: ADR

Payment Date: 05/24/2016 | Check Date: 05/24/2016 | Name: ARS Office

Route: 0 | Address: 3201 Liberty Square Pkwy Turlock, CA

Account Balance: 2094.88 | Payment Type: Cash

Unapplied Amount: 100.00 | Check/Coupon No. | Discount Amount: 0.00

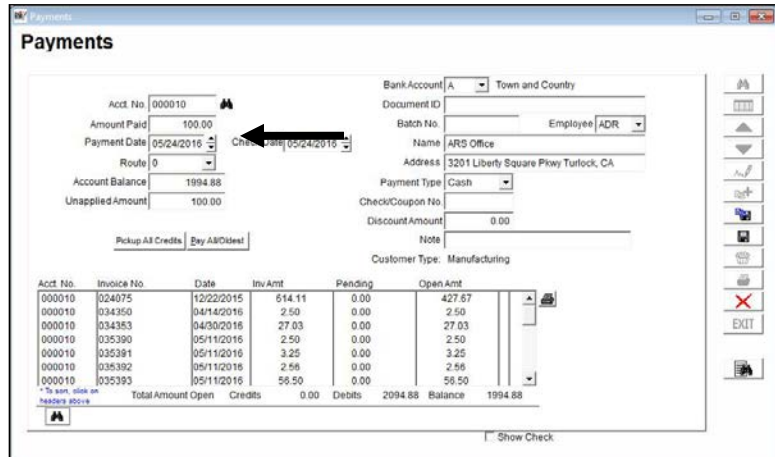
Note: | Customer Type: Manufacturing

Acct. No.	Invoice No.	Date	Inv Amt	Pending	Open Amt
000010	024075	12/22/2015	614.11	0.00	427.67
000010	034350	04/14/2016	2.50	0.00	2.50
000010	034353	04/30/2016	27.03	0.00	27.03
000010	035390	05/11/2016	2.50	0.00	2.50
000010	035391	05/11/2016	3.25	0.00	3.25
000010	035392	05/11/2016	2.56	0.00	2.56
000010	035393	05/11/2016	56.50	0.00	56.50
Total Amount Open			100.00	Debits	2094.88
Credits			0.00		Balance
					2094.88

* To sum, click on headers above

Show Check

3. Enter the payment amount in the *Amount Paid* field:



Payments

Acct. No: 000010 **Add** (arrow) | Bank Account: A | Town and Country

Amount Paid: 1994.88 | Document ID: | Batch No. | Employee: ADR

Payment Date: 05/24/2016 | Check Date: 05/24/2016 | Name: ARS Office

Route: 0 | Address: 3201 Liberty Square Pkwy Turlock, CA

Account Balance: 1994.88 | Payment Type: Cash

Unapplied Amount: 100.00 | Check/Coupon No. | Discount Amount: 0.00

Note: | Customer Type: Manufacturing

Acct. No.	Invoice No.	Date	Inv Amt	Pending	Open Amt
000010	024075	12/22/2015	614.11	0.00	427.67
000010	034350	04/14/2016	2.50	0.00	2.50
000010	034353	04/30/2016	27.03	0.00	27.03
000010	035390	05/11/2016	2.50	0.00	2.50
000010	035391	05/11/2016	3.25	0.00	3.25
000010	035392	05/11/2016	2.56	0.00	2.56
000010	035393	05/11/2016	56.50	0.00	56.50
Total Amount Open			0.00	Debits	2094.88
Credits			0.00		Balance
					1994.88

* To sum, click on headers above

Show Check

Three new fields will appear on the screen:

- ▶ **Unapplied Amount:** Displays the current value of the payment that has not been applied to any invoice:

Unapplied Amount	100.00
------------------	--------

- ▶ **Pay All/Oldest:** This button allows you to apply the full value of the payment to the oldest item(s) first:

Pay All/Oldest

- ▶ **Pickup All Credits:** This button allows you to apply any outstanding credits to the account.

Pickup All Credits

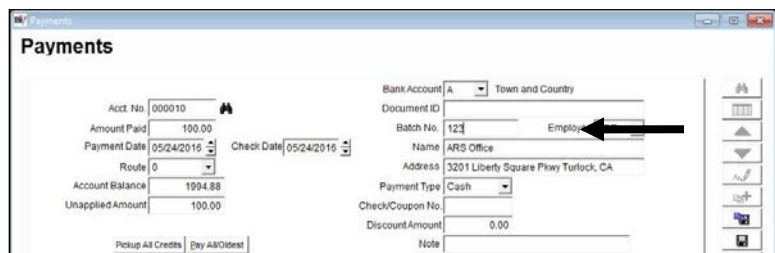
4. Enter the date of the payment; Route Manager automatically inserts the module date into this field.

Payments

Acct. No.	000010	
Amount Paid	100.00	
Payment Date	05/24/2016	Check Date 05/24/2016
Route	0	
Account Balance	1994.88	
Unapplied Amount	100.00	

Pickup All Credits | Pay All/Oldest

5. If this payment was made by check, adjust the *Check Date* accordingly.
6. Enter the *Route* the payment was collected on, if applicable.
7. Enter a *Batch Number* to assign to the payment, if desired.



Payments

Acct. No.	000010		Bank Account	A	Town and Country
Amount Paid	100.00		Document ID		
Payment Date	05/24/2016	Check Date 05/24/2016	Batch No.	123	Emplo
Route	0		Name	ARD Office	
Account Balance	1994.88		Address	3201 Liberty Square Pkwy Turlock, CA	
Unapplied Amount	100.00		Payment Type	Cash	
			Check/Coupon No.		
			Discount Amount	0.00	
			Note		

Pickup All Credits | Pay All/Oldest

8. Select the payment type from the drop down list.

Acct. No. 000010	Bank Account A	Town and Country
Amount Paid 100.00	Document ID	
Payment Date 05/24/2016	Batch No. 123	Employee ADR
Route 0	Check Date 05/24/2016	Name ARS Office
Account Balance 1994.88	Address 3201 Liberty Square Plwy Turlock, CA	Payment Type Cash
Unapplied Amount 100.00	Check/Coupon No.	Discount Amount 0.00
<input type="button" value="Pickup All Credits"/> <input type="button" value="Pay All/Oldest"/>		Note

9. If *Check* is selected, enter a check number in the available field.

11. To apply the payment to the oldest open items on the account, select the *Pay All/Oldest* button.

<input type="button" value="Pickup All Credits"/> <input type="button" value="Pay All/Oldest"/>		Note				
Customer Type: Manufacturing						
Acct. No.	Invoice No.	Date	Inv Amt	Pending	Open Amt	
000010	024075	12/22/2015	614.11	0.00	427.67	
000010	034350	04/14/2016	2.50	0.00	2.50	
000010	034353	04/30/2016	27.03	0.00	27.03	
000010	035390	05/11/2016	2.50	0.00	2.50	
000010	035391	05/11/2016	3.25	0.00	3.25	
000010	035392	05/11/2016	2.56	0.00	2.56	
000010	035393	05/11/2016	56.50	0.00	56.50	
<small>* To sort, click on headers above</small>			Total Amount Open	Credits 0.00	Debits 2094.88	Balance 1994.88
<input type="button" value="Show Check"/>						

An asterisk * will appear next to each item the payment was applied to, and the open amounts listed for each item will be updated accordingly:

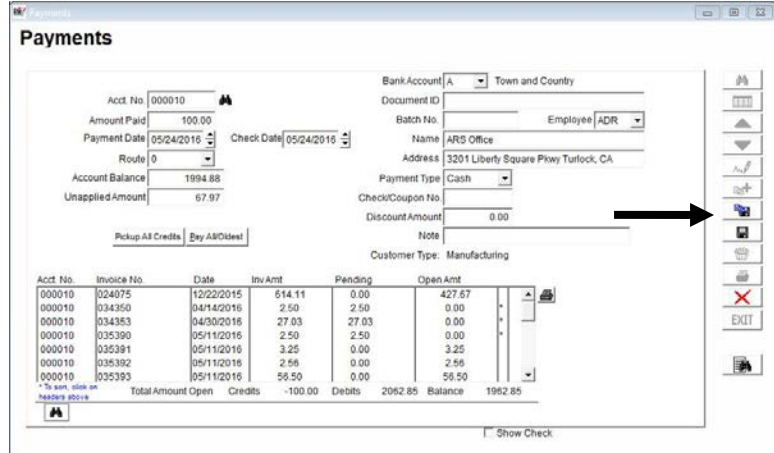
<input type="button" value="Pickup All Credits"/>		Note				
Customer Type: Manufacturing						
Acct. No.	Invoice No.	Date	Inv Amt	Pending	Open Amt	
000010	024075	12/22/2015	614.11	100.00	327.67	
000010	034350	04/14/2016	2.50	0.00	2.50	
000010	034353	04/30/2016	27.03	0.00	27.03	
000010	035390	05/11/2016	2.50	0.00	2.50	
000010	035391	05/11/2016	3.25	0.00	3.25	
000010	035392	05/11/2016	2.56	0.00	2.56	
000010	035393	05/11/2016	56.50	0.00	56.50	
<small>* To sort, click on headers above</small>			Total Amount Open	Credits -100.00	Debits 1994.88	Balance 1894.88
<input type="button" value="Show Check"/>						

Alternatively, you can choose which item(s) to apply the payment to by double-clicking directly on the listed item(s):

Acct. No.	Invoice No.	Date	Inv Amt	Pending	Open Amt	
000010	024075	12/22/2015	614.11	0.00	427.67	
000010	034350	04/14/2016	2.50	2.50	0.00	
000010	034353	04/30/2016	27.03	27.03	0.00	
000010	035390	05/11/2016	2.50	2.50	0.00	
000010	035391	05/11/2016	3.25	0.00	3.25	
000010	035392	05/11/2016	2.56	0.00	2.56	
000010	035393	05/11/2016	56.50	0.00	56.50	
<small>* To sort, click on headers above</small>			Total Amount Open	Credits -100.00	Debits 2062.85	Balance 1962.85

NOTE: As the payment is applied to each item, the *Unapplied Amount* field is updated to reflect the remaining credit that can be applied.

- Click the **Save** or **More** key on the payment screen to complete the process.



Payments

Acct. No: 000010
 Amount Paid: 100.00
 Payment Date: 05/24/2016
 Route: 0
 Account Balance: 1994.88
 Unapplied Amount: 67.97

Bank Account: A Town and Country
 Document ID:
 Batch No.: Employee: ADR
 Name: ARS Office
 Address: 3201 Liberty Square Pkwy Turlock, CA
 Payment Type: Cash
 Check/Coupon No.:
 Discount Amount: 0.00
 Note:
 Customer Type: Manufacturing

Pickup All Credits Pay All Oldest

Acct. No.	Invoice No.	Date	Inv Amt	Pending	Open Amt	
000010	024075	12/22/2015	614.11	0.00	427.67	
000010	034350	04/14/2016	2.50	2.50	0.00	
000010	034353	04/30/2016	27.03	27.03	0.00	
000010	035390	05/11/2016	2.50	2.50	0.00	
000010	035391	05/11/2016	3.25	0.00	3.25	
000010	035392	05/11/2016	2.56	0.00	2.56	
000010	035393	05/11/2016	56.50	0.00	56.50	
			Total Amount Open	Credits -100.00	Debits 2062.85	Balance 1992.85

Show Check

Continue to the next section to learn additional features available when entering payments on *Open Invoice* accounts.

Additional Features

Additional features available within the payment screen for *Open Invoice* accounts are covered below.

Unapplied Credits

If the customer makes an over-payment on their account, or a previous payment is not applied to any items, a credit will be displayed as 'UNAPPL' within the *Open Items* listed on the payment screen.

Acct. No.	Invoice No.	Date	Inv Amt	Pending	Open Amt				
000010	035401	05/11/2016	2.56	0.00	2.56				
000010	035402	05/23/2016	218.48	0.00	218.48				
000010	035403	05/23/2016	272.48	0.00	272.48				
000010	035404	05/23/2016	215.98	0.00	215.98				
000010	035405	05/23/2016	218.54	0.00	218.54				
000010	UNAPPL	05/24/2016	-100.00	0.00	-100.00				
* To sort, click on headers above			Total Amount Open	Credits	-100.00	Debits	2062.85	Balance	1962.85

You can apply the credit to any open item(s) by double-clicking on the credit within the payment screen:

Acct. No.	Invoice No.	Date	Inv Amt	Pending	Open Amt				
000010	035401	05/11/2016	2.56	0.00	2.56				
000010	035402	05/23/2016	218.48	0.00	218.48				
000010	035403	05/23/2016	272.48	0.00	272.48				
000010	035404	05/23/2016	215.98	0.00	215.98				
000010	035405	05/23/2016	218.54	0.00	218.54				
000010	UNAPPL	05/24/2016	-100.00	0.00	-100.00				
* To sort, click on headers above			Total Amount Open	Credits	-100.00	Debits	2062.85	Balance	1962.85

This will activate the *Pay All/Oldest* button, which will allow you to apply the credit to the customer's oldest open items.

		Pay All/Oldest		Note					
Acct. No.	Invoice No.	Date	Inv Amt	Pending	Open Amt				
000010	035401	05/11/2016	2.56	0.00	2.56				
000010	035402	05/23/2016	218.48	0.00	218.48				
000010	035403	05/23/2016	272.48	0.00	272.48				
000010	035404	05/23/2016	215.98	0.00	215.98				
000010	035405	05/23/2016	218.54	0.00	218.54				
000010	UNAPPL	05/24/2016	-100.00	-100.00	0.00				
* To sort, click on headers above			Total Amount Open	Credits	0.00	Debits	2062.85	Balance	2062.85

Alternatively, you can apply the credit to any open items by simply double-clicking on them from within the list:

Acct. No.	Invoice No.	Date	Inv Amt	Pending	Open Amt				
000010	024075	12/22/2015	614.11	0.00	427.67				
000010	034350	04/14/2016	2.50	2.50	0.00				
000010	034353	04/30/2016	27.03	27.03	0.00				
000010	035390	05/11/2016	2.50	2.50	0.00				
000010	035391	05/11/2016	3.25	0.00	3.25				
000010	035392	05/11/2016	2.56	0.00	2.56				
000010	035393	05/11/2016	56.50	0.00	56.50				
* To sort, click on headers above			Total Amount Open	Credits	-100.00	Debits	2062.85	Balance	1962.85

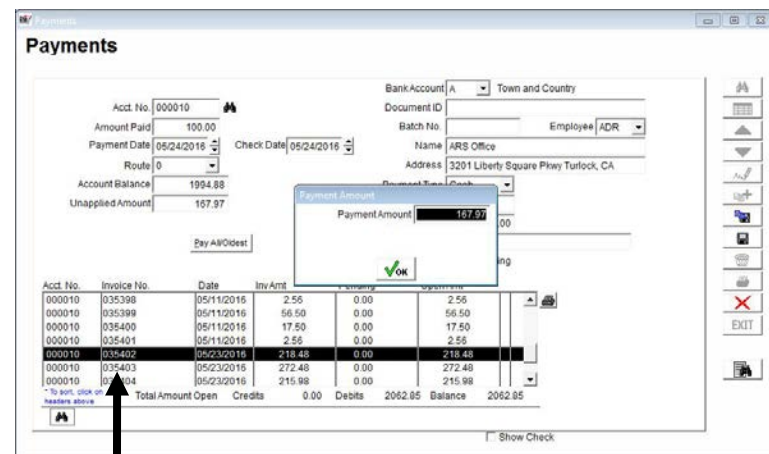
NOTE: Both credits and payments can be applied concurrently. Additionally, there is an 'Apply Payments and Credits' option available as an alternate method for applying credits — discussed later within this document.

Applying Partial Payments


Partial payments can be applied to invoices within the payments screen.

In the example below, a '20.00' payment is entered, but only '10.00' will be applied to invoice 106436 by following the steps below:

1. Enter all of the required payment detail.
2. Right click the invoice that will receive the partial payment.



3. Enter the partial amount in the 'Payment Amount' field and click **OK**.



4. '10.00' is reduced from the *Open Amount* on the item:

Acct. No.	Invoice No.	Date	Inv Amt	Pending	Open Amt			
000010	035398	05/11/2016	2.56	0.00	2.56			
000010	035399	05/11/2016	56.50	0.00	56.50			
000010	035400	05/11/2016	17.50	0.00	17.50			
000010	035401	05/11/2016	2.56	0.00	2.56			
000010	035402	05/23/2016	218.48	10.00	208.48			
000010	035403	05/23/2016	272.48	0.00	272.48			
000010	035404	05/23/2016	215.98	0.00	215.98			
Total Amount Open			Credits	0.00	Debits	2052.85	Balance	2052.85

- Continue to apply the payment to other items or click **Save**.

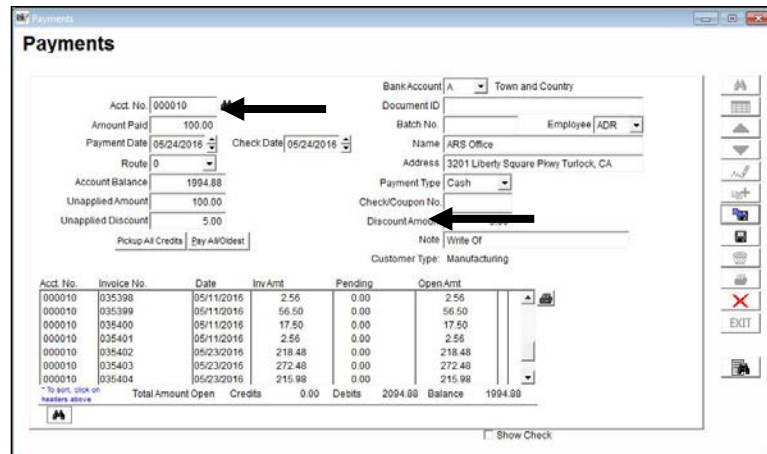
Payment Discounts

Discounts can be entered within the payment screen as payments are being entered.

NOTE: In order for this option to function properly, you must establish a 'Discount Expense' G/L Account Number within Route Manager and assign it to the 'Coupon/Discount Expense' option found under *File > Branch Setup*, on the *Accounting* tab.

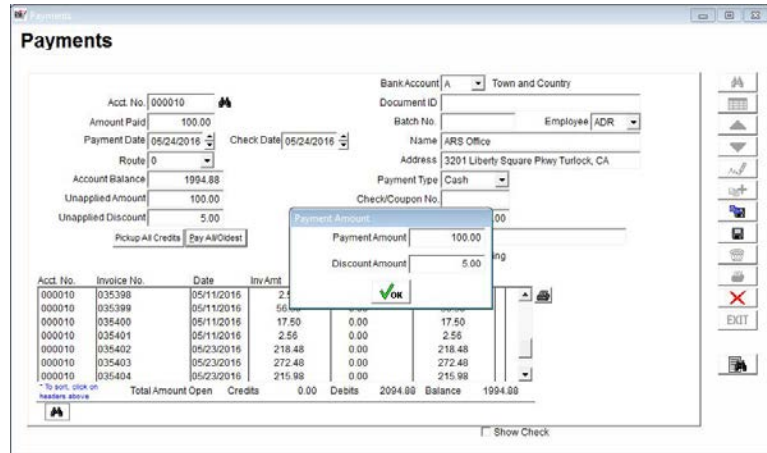
- Create a new payment and add all of the required detail, including the payment amount.
- Enter the total amount that you would like to "write-off" in the *Discount Amount* field.

In this example, '87.04' is entered in the payment field, and '5.00' is entered as the discount amount.



- Select the *Pay/All Oldest* option or double-click on the items individually to continue.

- The *Payment Amount* screen will be displayed; this allows you to specify the payment amount and discount amount you would like to apply to each open item.



Acct. No.	Invoice No.	Date	Inv Amt						
000010	035398	05/11/2016	2.4						
000010	035399	05/11/2016	56						
000010	035400	05/11/2016	17.50	0.00	17.50				
000010	035401	05/11/2016	2.56	0.00	2.56				
000010	035402	05/23/2016	218.48	0.00	218.48				
000010	035403	05/23/2016	272.48	0.00	272.48				
000010	035404	05/23/2016	215.98	0.00	215.98				
			Total Amount Open	Credits	0.00	Debits	2094.88	Balance	1994.88

- Simply click **OK** to apply the total amount listed, or update the numbers as desired.

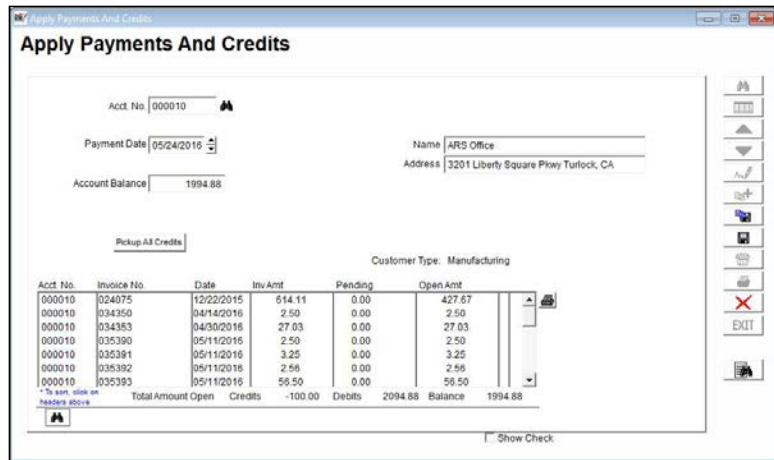
NOTE: Discounts can be entered without entering a payment amount, if necessary.

Applying Unapplied Credits

The *Apply Payments and Credits* option can be used to apply unapplied credits on each customer's account.

Navigate to *Transactions > Payments > Apply Payments and Credits*.

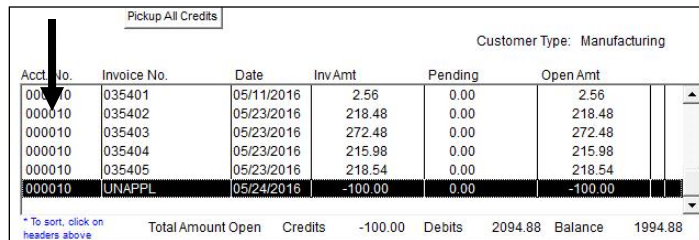
NOTE: This option only applies to *Open Invoice* customers.



Acct. No.	Invoice No.	Date	Inv Amt	Pending	Open Amt	
000010	024075	12/22/2015	614.11	0.00	427.67	
000010	034350	04/14/2016	2.50	0.00	2.50	
000010	034353	04/30/2016	27.03	0.00	27.03	
000010	035390	05/11/2016	2.50	0.00	2.50	
000010	035391	05/11/2016	3.25	0.00	3.25	
000010	035392	05/11/2016	2.56	0.00	2.56	
000010	035393	05/11/2016	56.50	0.00	56.50	
Total Amount Open			Credits	-100.00	Debits	2094.88
					Balance	1994.88

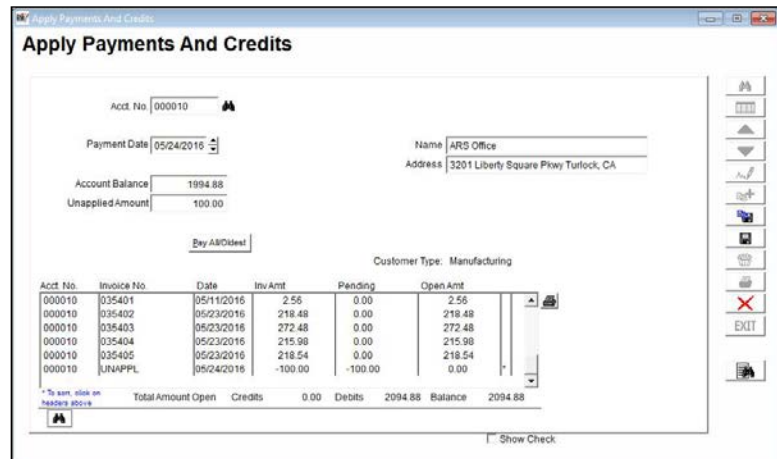
Follow the steps below:

1. Choose the **Add** option and enter or browse for an account number.
2. Enter a date for this transaction (for reference).
3. Double-click on any credit listed.



Acct. No.	Invoice No.	Date	Inv Amt	Pending	Open Amt	
000010	035401	05/11/2016	2.56	0.00	2.56	
000010	035402	05/23/2016	218.48	0.00	218.48	
000010	035403	05/23/2016	272.48	0.00	272.48	
000010	035404	05/23/2016	215.98	0.00	215.98	
000010	035405	05/23/2016	218.54	0.00	218.54	
000010	UNAPPL	05/24/2016	-100.00	0.00	-100.00	
Total Amount Open			Credits	-100.00	Debits	2094.88
					Balance	1994.88

- Select the *Pay/All Oldest* option or double-click on the desired open item(s) to apply the credit.



Apply Payments And Credits

Acct No: 000010

Payment Date: 05/24/2016

Account Balance: 1994.88

Unapplied Amount: 100.00

Name: ARS Office
Address: 3201 Liberty Square Pkwy Turlock, CA

Customer Type: Manufacturing

Acct No.	Invoice No.	Date	Inv Amt	Pending	Open Amt
000010	035401	05/11/2015	2.56	0.00	2.56
000010	035402	05/23/2016	218.48	0.00	218.48
000010	035403	05/23/2016	272.48	0.00	272.48
000010	035404	05/23/2016	215.98	0.00	215.98
000010	035405	05/23/2016	218.54	0.00	218.54
000010	JUNVPP	05/24/2016	-100.00	-100.00	0.00

Total Amount Open: 2094.88 Credits: 0.00 Debits: 2094.88 Balance: 2094.88

*To amt, click on headers above

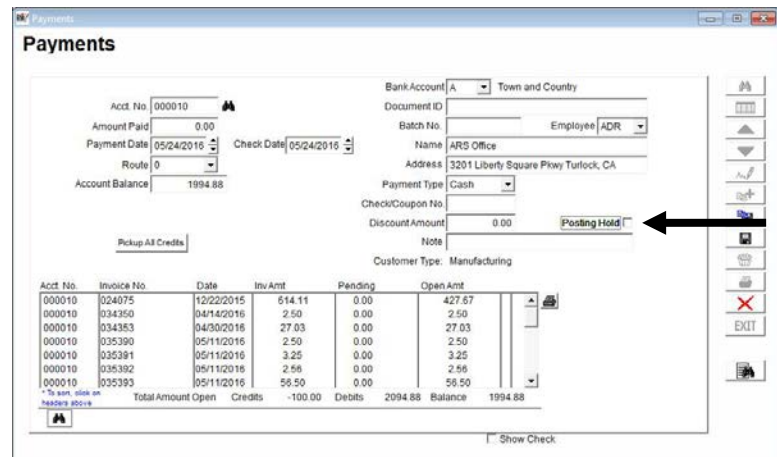
Show Check

- Verify that all the information entered is correct and click the **Save** key.

NOTE: The credits will be applied during the next *Post Transactions* process.

Posting Hold

If you would like to prevent any payment from being posted on the customer's account, select the 'Posting Hold' option on the payment screen:



Payments

Acct No: 000010

Amount Paid: 0.00

Payment Date: 05/24/2016

Account Balance: 1994.88

Bank Account: A Town and Country

Document ID: _____

Batch No: _____ Employee: ADR

Name: ARS Office
Address: 3201 Liberty Square Pkwy Turlock, CA

Payment Type: Cash

Check/Coupon No: _____

Discount Amount: 0.00

Note: **Posting Hold** (indicated by an arrow)

Customer Type: Manufacturing

Acct No.	Invoice No.	Date	Inv Amt	Pending	Open Amt
000010	024075	12/22/2015	514.11	0.00	427.67
000010	034350	04/14/2016	2.50	0.00	2.50
000010	034353	04/30/2016	27.03	0.00	27.03
000010	035390	05/11/2016	2.50	0.00	2.50
000010	035391	05/11/2016	3.25	0.00	3.25
000010	035392	05/11/2016	2.56	0.00	2.56
000010	035393	05/11/2016	56.50	0.00	56.50

Total Amount Open: 2094.88 Credits: -100.00 Debits: 2094.88 Balance: 1994.88

*To amt, click on headers above

Show Check

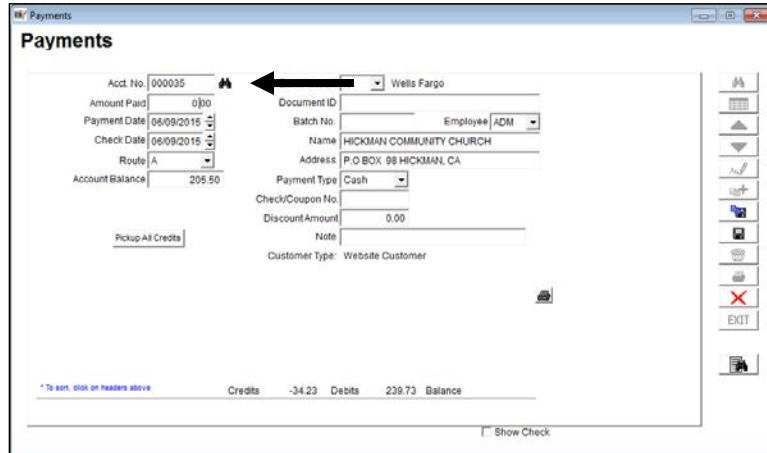
The payment will not be posted until the 'Posting Hold' flag is cleared.

NOTE: The "Posting Hold" option can be found in the *Lists > Branch Setup > Desktop* tab


Balance Forward Payment Entry

The following section covers payment entry on a *Balance Forward* account.

1. Click the **Add** key.
2. Enter or browse for the customer's account.



Payments

Acct. No: 000035  Wells Fargo

Amount Paid: 0.00

Payment Date: 05/09/2015

Check Date: 05/09/2015

Route: A

Account Balance: 205.50

Document ID: _____

Batch No: _____ Employee: ADM

Name: HICKMAN COMMUNITY CHURCH

Address: P.O. BOX, 98 HICKMAN, CA

Payment Type: Cash

Check/Coupon No: _____

Discount Amount: 0.00

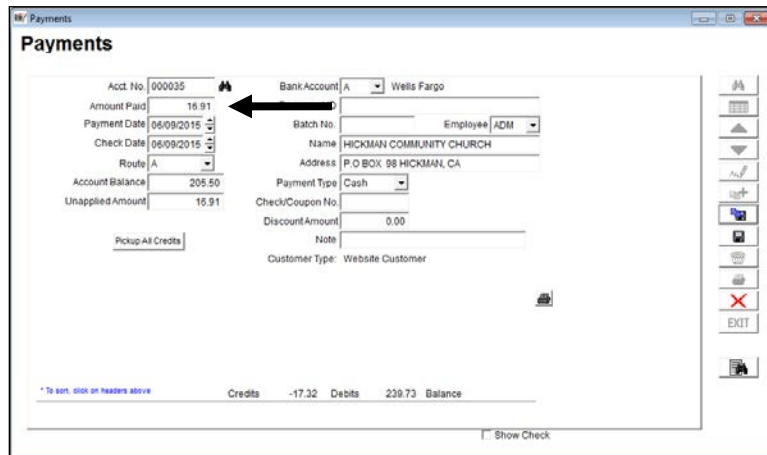
Note: _____

Customer Type: Website Customer


* To edit, click on headers above

Credits: -34.23 Debits: 239.73 Balance: _____

3. Enter the payment amount in the *Amount Paid* field:



Payments

Acct. No: 000035  Bank-Account: A Wells Fargo

Amount Paid: 16.91

Payment Date: 05/09/2015

Check Date: 05/09/2015

Route: A

Account Balance: 205.50

Unapplied Amount: 16.91

Document ID: _____

Batch No: _____ Employee: ADM

Name: HICKMAN COMMUNITY CHURCH

Address: P.O. BOX, 98 HICKMAN, CA

Payment Type: Cash

Check/Coupon No: _____

Discount Amount: 0.00

Note: _____

Customer Type: Website Customer

* To edit, click on headers above

Credits: -17.32 Debits: 239.73 Balance: _____

- Enter the date of the payment; RMA automatically inserts the module date into this field.

Acct. No.	000035
Amount Paid	16.91
Payment Date	06/09/2015
Check Date	06/09/2015
Route	A
Account Balance	205.50
Unapplied Amount	16.91



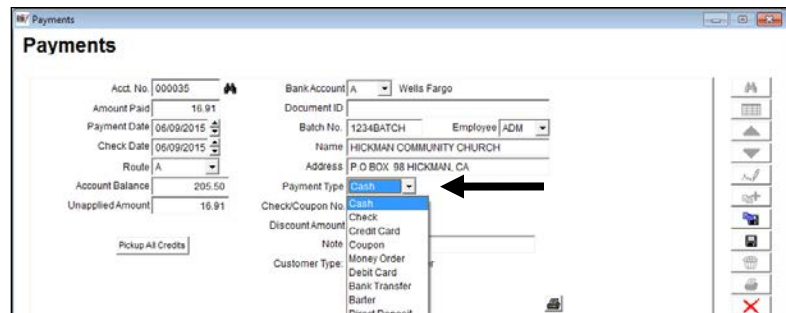
- If this payment was made by check, adjust the *Check Date* accordingly.
- Enter the route the payment was collected on, if applicable.
- Enter a *Batch Number* to assign to the payment, if desired.



Payments

Acct. No.	000035	Bank Account	A Wells Fargo
Amount Paid	16.91	Document ID	
Payment Date	06/09/2015	Batch No.	1234BATCH
Check Date	06/09/2015	Name	HICKMAN COMMUNITY CHURCH
Route	A	Address	P.O BOX 98 HICKMAN, CA
Account Balance	205.50	Payment Type	Cash
Unapplied Amount	16.91	Check/Coupon No.	
Pickup All Credits		Discount Amount	0.00
		Note	
		Customer Type	Website Customer

- Select the payment type from the drop-down list.

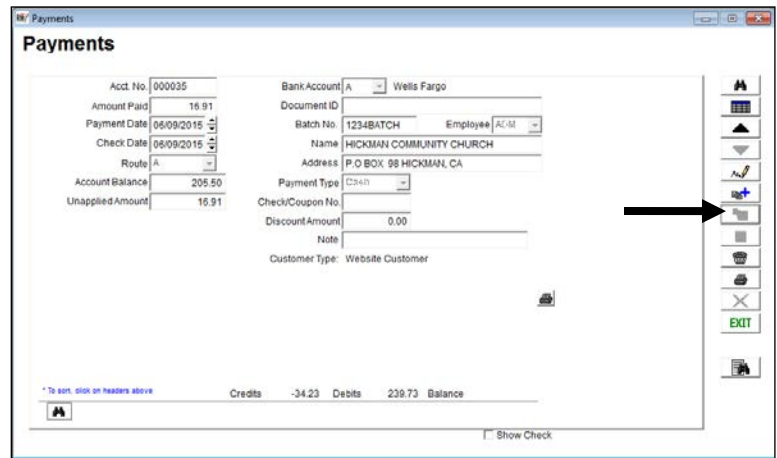


Payments

Acct. No.	000035	Bank Account	A Wells Fargo
Amount Paid	16.91	Document ID	
Payment Date	06/09/2015	Batch No.	1234BATCH Employee ADM
Check Date	06/09/2015	Name	HICKMAN COMMUNITY CHURCH
Route	A	Address	P.O BOX 98 HICKMAN, CA
Account Balance	205.50	Payment Type	Cash
Unapplied Amount	16.91	Check/Coupon No.	
Pickup All Credits		Discount Amount	
		Note	
		Customer Type	

- If *Check* is selected, enter a check number.

- Click the **Save** or **More** key on the payment screen to complete the process.



Payments

Acct. No.	000035	Bank Account	A Wells Fargo
Amount Paid	16.91	Document ID	
Payment Date	06/09/2015	Batch No.	1234BATCH Employee AC-12
Check Date	06/09/2015	Name	HICKMAN COMMUNITY CHURCH
Route	A	Address	P.O. BOX, 98 HICKMAN, CA
Account Balance	205.50	Payment Type	Check
Unapplied Amount	16.91	Check/Coupon No.	
		Discount Amount	0.00
		Note	
		Customer Type	Website Customer

* To sort, click on headers above

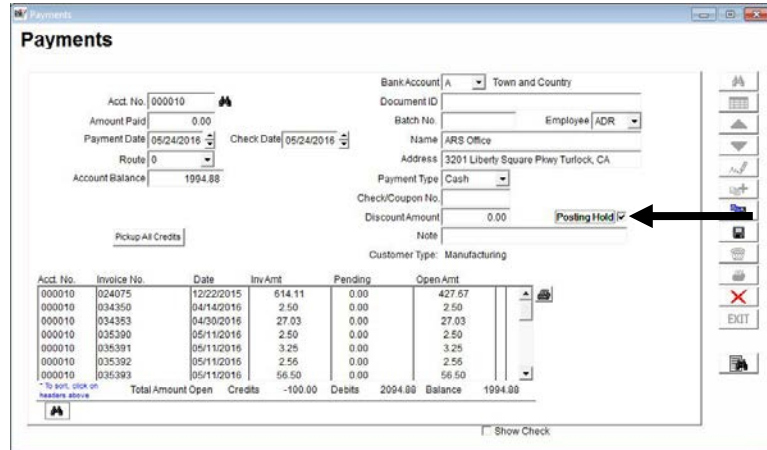
Credits -34.23 Debits 239.73 Balance

Show Check

Continue to the next section to learn additional features available when entering payments on *Balance Forward* accounts.

Posting Hold

If you would like to prevent the payment from being posted on the customer's account, select the 'Posting Hold' option on the payment screen:



The screenshot shows the 'Payments' window with the following details:

- Acct. No: 000010
- Amount Paid: 0.00
- Payment Date: 05/24/2016
- Check Date: 05/24/2016
- Account Balance: 1994.88
- Bank Account: A
- Document ID: [blank]
- Batch No: [blank]
- Name: ARS Office
- Address: 3201 Liberty Square Pkwy Turlock, CA
- Payment Type: Cash
- Check/Coupon No: [blank]
- Discount Amount: 0.00
- Note: [blank]
- Customer Type: Manufacturing

The 'Posting Hold' checkbox is checked, and an arrow points to it from the right. Below the form is a table of invoices:

Acct. No.	Invoice No.	Date	Inv Amt	Pending	Open Amt			
000010	024075	12/22/2015	614.11	0.00	427.57			
000010	034350	04/14/2016	2.50	0.00	2.50			
000010	034353	04/20/2016	27.03	0.00	27.03			
000010	035390	05/11/2016	2.50	0.00	2.50			
000010	035391	05/11/2016	3.25	0.00	3.25			
000010	035392	05/11/2016	2.56	0.00	2.56			
000010	035393	05/11/2016	56.50	0.00	56.50			
Total Amount Open			Credits	-100.00	Debits	2004.00	Balance	1994.00

The payment will not be posted until the 'Posting Hold' flag is cleared.

Summary

The Route Manager program offers many flexible options when processing payments. There are additional training materials available to assist you with learning all of the payment options available within Route Manager. For further information, please contact Advantage Route Systems.

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Series 7: Version Date, May 25, 2016