

Add a Credit Card/eCheck Transaction

Last Modified on 04/29/2022 10:36 am EDT

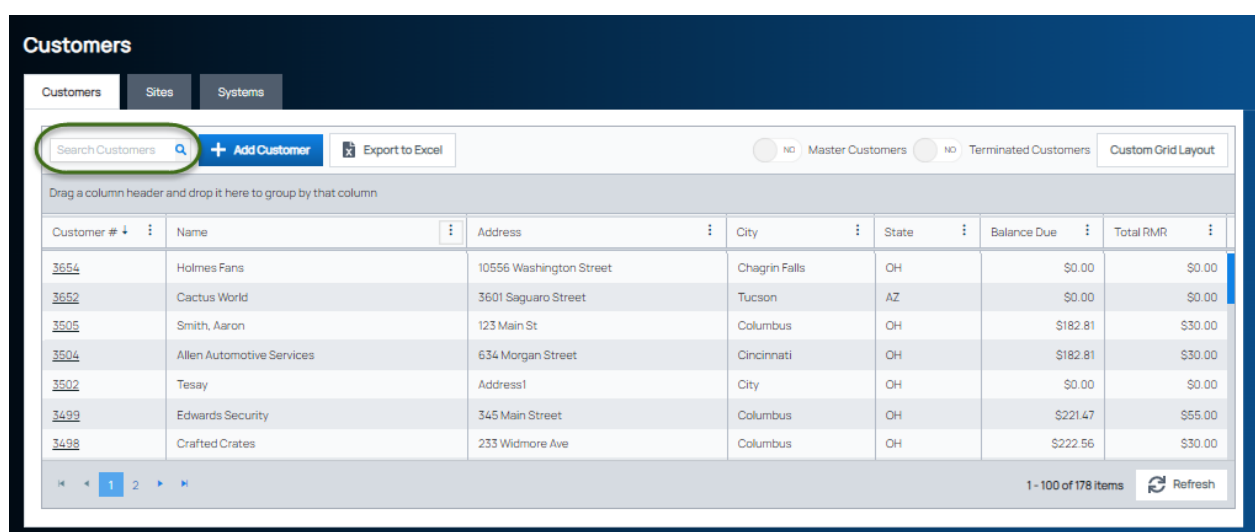
Manual EFT transactions may be submitted to pay an invoice or a non-invoice related purpose, such as a deposit for a work order.

Add an EFT for an Invoice

To add an EFT for an invoice, you must access the customer record.

From the main menu, arrive at the Customers list with this path: Accounts Receivable> Customers.

The Customers list will be displayed. Locate the customer in the list, and then click on the hyperlink in the Customer # column to open the customer record.



The screenshot shows the 'Customers' list interface. At the top, there are tabs for 'Customers', 'Sites', and 'Systems'. Below the tabs, there is a search bar labeled 'Search Customers' with a magnifying glass icon, a blue '+ Add Customer' button, and an 'Export to Excel' button. To the right of the search bar, there are two radio buttons labeled 'NO Master Customers' and 'NO Terminated Customers', and a 'Custom Grid Layout' button. Below this is a instruction: 'Drag a column header and drop it here to group by that column'. The main part of the interface is a table with the following columns: Customer #, Name, Address, City, State, Balance Due, and Total RMR. The table contains several rows of customer data. At the bottom of the table, there is a pagination control showing '1' and '2' with arrows, and a 'Refresh' button. The text '1 - 100 of 178 items' is also visible.

Customer #	Name	Address	City	State	Balance Due	Total RMR
3654	Holmes Fans	10556 Washington Street	Chagrin Falls	OH	\$0.00	\$0.00
3652	Cactus World	3601 Saguaro Street	Tucson	AZ	\$0.00	\$0.00
3505	Smith, Aaron	123 Main St	Columbus	OH	\$182.81	\$30.00
3504	Allen Automotive Services	634 Morgan Street	Cincinnati	OH	\$182.81	\$30.00
3502	Tesay	Address1	City	OH	\$0.00	\$0.00
3499	Edwards Security	345 Main Street	Columbus	OH	\$221.47	\$55.00
3498	Crafted Crates	233 Widmore Ave	Columbus	OH	\$222.56	\$30.00

The Customer record will be displayed. Click on the Invoices tab. A list of all invoices for the customer will be shown in the grid area. Locate the invoice you want to pay, and then click the Pay Invoice button.

If the customer has a credit card or eCheck bank on file, you will be prompted to select the payment method. Fill in the form, and then save.

Emily Wood
Customer #3719 Active Normal Residential-Owner • Since 3/4/22

Total Balance Due Total RMR
\$0.00 **\$0.00**

Customer Aging

Address 45722 Chandler Plymouth, MI 48170
Phone (734) 258-4646
Cell (734) 258-3311
Email emilyLwood@gmail.com

Salesperson Dan Brown
Last Statement
Default Term
Delivery Method Print
Delivery RMR Inv

Invoices 0 Credits 0 Sites/Systems 1/0 RMR 0 Work Orders 0 Proposals 0 Payments 0 CC/eCheck 0 Notes 0 Contacts 0 Documents Archive Custom Fields eForms Emails

+ New Invoice **Generate Statement** Show all invoices

Invoice #	Invoice Date	Due Date	PO Number	Total Amount	Amount Due	
21461	Mar 25, 2022	Mar 25, 2022		\$125.00	\$0.00	\$ Pay Invoice
21462	Mar 25, 2022	Mar 25, 2022		\$33.00	\$0.00	\$ Pay Invoice
21463	Mar 25, 2022	Mar 25, 2022		\$250.00	\$20.80	\$ Pay Invoice
21467	Mar 25, 2022	Mar 25, 2022		\$33.05	\$33.05	\$ Pay Invoice

1 - 1 of 1 items Refresh

Add an EFT for Unapplied Cash

To add an EFT to apply to unapplied cash, you must access the customer record.

From the main menu, arrive at the Customers list with this path: Accounts Receivable > Customers.

The Customers list will be displayed. Locate the customer in the list, and then click on the hyperlink in the Customer # column to open the customer record.

Customers

Customers Sites Systems

Search Customers **+ Add Customer** Export to Excel Master Customers Terminated Customers Custom Grid Layout

Drag a column header and drop it here to group by that column

Customer #	Name	Address	City	State	Balance Due	Total RMR
3654	Holmes Fans	10556 Washington Street	Chagrin Falls	OH	\$0.00	\$0.00
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3498	Crafted Crates	233 Widmore Ave	Columbus	OH	\$222.56	\$30.00

1 - 100 of 178 items Refresh

The Customer record will be displayed. Click on the CC/eCheck tab, and then click on the New Transaction button.



Emily Wood

Customer #3719 Active Normal Residential-Owner • Since 3/4/22

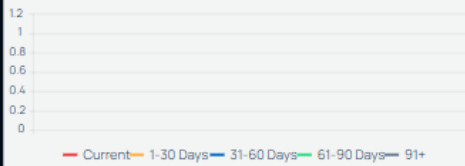
Edit

Tasks

History

Total Balance Due Total RMR
\$0.00 \$0.00

Customer Aging



Address 45722 Chandler
Plymouth, MI 48170
Phone (734) 258-4646
Cell (734) 258-3311
Email emilylwood@gmail.com

Salesperson Dan Brown
Last Statement
Default Term
Delivery Method Print
Delivery RMR Inv

Comments

- Invoices 0
- Credits 0
- Sites/Systems 1/0
- RMR 0
- Work Orders 0
- Proposals 0
- Payments 0
- CC/eCheck**
- Notes 0
- Contacts 0
- Documents
- Archive
- Custom Fields
- eForms
- Emails

Transactions Credit Card eChecks

+ New Transaction

Transaction Date	Submitted Date	Description	Funding Type	Amount	
Sep 27, 2021	Sep 27, 2021, 2:41:19 PM		Denied	\$286.25	Receipt Void
May 18, 2021				\$6,373.83	Receipt Void
Nov 19, 2020	Nov 19, 2020, 6:53:42 PM		Denied	\$101.23	Receipt Void
Nov 19, 2020	Nov 19, 2020, 6:55:27 PM		Denied	\$101.23	Receipt Void

1 - 7 of 7 items Refresh