

Customer Payments

Last Modified on 03/01/2024 12:29 pm EST

The software records printed invoices against customer accounts; use the options below to record payments/pre-payments against money owed.

Accounts Parameter #4 - 'Accounts Receivable in use' enables the software to manage your Accounts Receivable.

YES - Customer account balances will be recalculated immediately so that AR listings are reflected from accounts recorded in the database

NO - If using an external accounting package

Pre-Payment Entry

A pre-payment is a payment from a customer for which no invoice has been issued. Enter a general pre-payment for a customer using the 'Apply as pre-payment' checkbox in the payments window.

RP Account Payment - DRSG - Down river staging

Payment Details Invoices and Payments Security Deposits

Customer

Code DRSG Find Search

Organisation Down river staging

Contact name

Payment Details

Payment Date 03/01/24

Payment in US 60000.00 US

Payment in AUD 63157.89

Apply as Pre-Payment ?

Memo ?

Account Details

Payments (last 30 days)	0.00
Current	60,000.00
30 days	0.00
60 days	0.00
90 days+	120,000.00
Total Due	180,000.00

Post Pre-payment to Account

OR enter a pre-payment against a specific booking via the payments tab of the booking

Out 11/12/23 1300 In 12/12/23 1100 MYTEST00014 Location 0 - Main

Customer Calendar Equipment Crew Venue Notes **Payments** Attachments Other Details

Payment

Payment Terms
* Cash on delivery

Payment Options
Prompt for Payment on Invoicing

Payment Method Surcharge %
MC 2.10

Authorized By

Terms for Multiple Stage Invoicing
<none> Default

Balance
Total Price Minus Pre-payments Balance
349.48 0.00 **Enter a Pre-payment** 349.48

Credit Card Information
Name Card Name

Payment Entry

To enter a payment, highlight any customer on the customer grid, then click Ctrl F5 to enter a payment OR access from the Account Payment/Invoices and Payments Window.

DRSG Down river staging

Actions Refresh

Sequence Code

Find

- New
- Find
- Open
- View
- Admin
- Financials
 - Account Payment** Ctrl+F5
 - Invoices and Payments
 - Manual Invoice
 - Manual Invoice (Fast Report)
- Print
- Refresh
- Options

Scope Insurance

Customers

When the window displays, the Payment Details tab is automatically selected so you can enter the details of the payment. Enter the payment date, payment amount and any memos that accompany the payment. Click Apply Payment to Invoices.



If you've received a payment before an invoice has been generated you can apply it as a pre-payment on the account. Then when the invoice is generated you can re-apply the payment to the invoice. To apply a pre-payment tick the Apply as Pre-Payment checkbox.

The Memo box stores notes against the payment. When you highlight the payment in the Invoice and Payments tab, you will see the memo for that payment at the bottom of the screen.

RP Account Payment - DRSG - Down river staging

Payment Details | Invoices and Payments | Security Deposits

Customer

Code: DRSG [Find] [Search]

Organisation: Down river staging

Contact name:

Payment Details

Payment Date: 03/01/24 [Calendar] [Home]

Payment in CAN: 60000.00 [CAN] [Dropdown]

Payment in AUD: 60000.00

Apply as Pre-Payment [?]

Memo: Concert in the Park 2023 [?]

Account Details

Payments (last 30 days)	0.00
Current	60,000.00
30 days	0.00
60 days	0.00
90 days+	120,000.00
Total Due	180,000.00

[Apply Payment to Invoices] [Green Arrow]

Once you click Apply Payment to Invoices, you'll be re-directed to the Invoices and Payments tab where you can apply the payment to a specific invoice.

If Accounts #29 Print Cash Receipt is enabled you'll be prompted to print a cash receipt as well.

If Accounts #21 is set to export to an accounting package, the Delete button will be hidden.

Double click the invoice to apply the payment OR check the box to the left of the Invoice Number. Enter the amount to be applied and click OK.

Account Payment - DRSG - Down river staging

Payment Details | Invoices and Payments | Security Deposits

Account Balances

90 days+	60 days	30 days	Current	Total Due	Payments (last 30 days)
120,000.00	0.00	0.00	60,000.00	180,000.00	0.00

Tag	Invoice No.	Date	Ref.	Amount	Type	Amount Credited	Credit Date	Outstanding	Cheque/Card #	Pay Type
	0	03/01/24		63,157.89	Pre-Payment					Cheque
		03/01/24		10,526.32	Pre-Payment					Cheque
		03/01/24		10,526.32	Payment reversal					Cheque
<input type="checkbox"/>	175	11/01/23	DRSG00002	60,000.00	Invoice			60,000.00		
<input type="checkbox"/>	179	12/01/23	DRSG00005	60,000.00	Invoice			60,000.00		
<input type="checkbox"/>	180	12/01/23	DRSG00006	60,000.00	Invoice			60,000.00		
<input checked="" type="checkbox"/>	222	18/07/23	DRSG00002	60,000.00	Invoice			60,000.00		

Enter Value

Amount to apply:

60,000.00

OK

Re-apply | Reverse | Credit | Convert | Delete | Properties | Options

Memo

Current Payment Status

Payment Amount	Amount Applied	Settlement Discount
60,000.00	0.00	0.00

What is this?

Post Payment to Account

Scope

- Invoices
- Credits
- Pre-payments
- Payments

Start Date: / /

End Date: / /

Age to Display

- Last 12 months
- Last 6 months
- Last 3 months
- Select dates
- All dates

Include Archived

Sort By

- Invoice No.
- Invoice Date

All

Archive

All amounts shown in AUD.

Cancel / Close

When you are done entering all information click Post Payment to Account and click Yes to post the payment.

Account Payment - DRSG - Down river staging

Payment Details | Invoices and Payments | Security Deposits

Account Balances

90 days+	60 days	30 days	Current	Total Due	Payments (last 30 days)
120,000.00	0.00	0.00	60,000.00	180,000.00	0.00

Tag	Invoice No.	Date	Ref.	Amount	Type	Amount Credited	Credit Date	Outstanding	Cheque/Card #	Pay Type
	0	03/01/24		63,157.89	Pre-Payment					Cheque
		03/01/24		10,526.32	Pre-Payment					Cheque
		03/01/24		10,526.32	Payment reversal					Cheque
<input type="checkbox"/>	175	11/01/23	DRSG00002	60,000.00	Invoice			60,000.00		
<input type="checkbox"/>	179	12/01/23	DRSG00005	60,000.00	Invoice			60,000.00		
<input type="checkbox"/>	180	12/01/23	DRSG00006	60,000.00	Invoice			60,000.00		
<input checked="" type="checkbox"/>	222	18/07/23	DRSG00002	60,000.00	Invoice			60,000.00		

Confirm

Post Payment?

Yes No

Re-apply | Reverse | Credit | Convert | Delete | Properties | Options

Memo

Current Payment Status

Payment Amount	Amount Applied	Settlement Discount
60,000.00	60,000.00	0.00

What is this?

Post Payment to Account

Scope

- Invoices
- Credits
- Pre-payments
- Payments

Start Date: / /

End Date: / /

Age to Display

- Last 12 months
- Last 6 months
- Last 3 months
- Select dates
- All dates

Include Archived

Sort By

- Invoice No.
- Invoice Date

All

Archive

All amounts shown in AUD.

Cancel / Close

Enter payment type details and click OK

Cash Receipt Details

Received

Cheque

Credit Card

Cash

Amount Received

60000.00

Batch No.

0 +

Drawer

Down river staging

Bank

06589

Branch

2256

Cheque #

12458

✓ OK

✗ Cancel

The payment displays on the grid based on the sort order used

Account Payment - DRSG - Down river staging

Payment Details

90 days+ 120,000.00

60 days 0.00

30 days 0.00

Current 60,000.00

Total Due 180,000.00

Payments (last 30 days) 0.00

Scope

Invoices

Credits

Pre-payments

Payments

Start Date: / /

End Date: / /

Age to Display

Last 12 months

Last 6 months

Last 3 months

Select dates

All dates

Include Archived

Tag	Invoice No.	Date	Ref.	Amount	Type	Amount Credited	Credit Date	Outstanding	Cheque/Card #	Pay Type
0		03/01/24		63,157.89	Pre-Payment					Cheque
		03/01/24		10,526.32	Pre-Payment					Cheque
		03/01/24		10,526.32	Payment reversal					Cheque
<input type="checkbox"/>	175	11/01/23	DRSG00002	60,000.00	Invoice			60,000.00		
<input type="checkbox"/>	179	12/01/23	DRSG00005	60,000.00	Invoice			60,000.00		
<input type="checkbox"/>	180	12/01/23	DRSG00006	60,000.00	Invoice			60,000.00		
	222	18/07/23	DRSG00002	60,000.00	Invoice			0.00		
		03/01/24	DRSG00002	60,000.00	Payment				12458	Cheque

Re-apply

Reverse

Credit

Convert

Delete

Properties

Options

Sort By

Invoice No.

Invoice Date

All

Archive

Memo

Current Payment Status

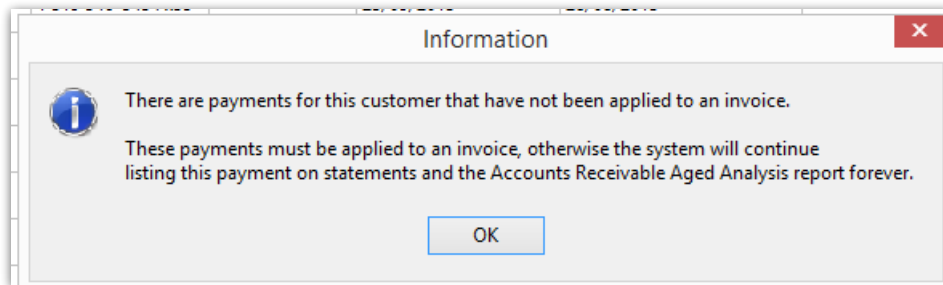
Payment Amount	Amount Applied	Settlement Discount
0.00	0.00	0.00

All amounts shown in AUD.

Identifying Pre-Payments


When a payment is entered into a customer account but not applied to an invoice it will be listed as a pre-payment.

- Pre-payments remain on the account and can be applied to an invoice at any time using the re-apply option.
- Pre-payments will continue to be listed on customer statements and the Accounts Receivable Aged Analysis Report until such time as they are applied to an invoice.
- When accessing customer financials, a warning is displayed for existing pre-payments



Pre-Payments always appear at the top of the window without an invoice number. Once highlighted, the available options (subject to operator privileges) show available at the bottom of the screen.

Tag	Invoice No.	Date	Ref.	Amount	Type	Amount Credited	Credit Date	Outstanding	Cheque/Card #	Pay Type
0		03/01/24		63,157.89	Pre-Payment					Cheque
		03/01/24		10,526.32	Pre-Payment					Cheque
175		11/01/23	DRSG00002	60,000.00	Invoice			60,000.00		
176		12/01/23	DRSG00003	100,000.00	Invoice					
		11/01/23	DRSG00003	100,000.00	Payment					
177		12/01/23	DRSG00004	82,410.53	Invoice					
		12/01/23	DRSG00004	82,410.53	Payment					
178		12/01/23	DRSG00005	120,000.00	Invoice					
178		12/01/23	DRSG00005	120,000.00	Credit	120,000.00	12/01/23			
179		12/01/23	DRSG00005	60,000.00	Invoice					
180		12/01/23	DRSG00006	60,000.00	Invoice					
207		18/07/23	DRSG00002	60,000.00	Invoice					
207		18/07/23	DRSG00002	60,000.00	Credit	60,000.00	18/07/23			
208		18/07/23	DRSG00002	60,000.00	Invoice					
208		18/07/23	DRSG00002	60,000.00	Credit	60,000.00	18/07/23			

 Re-apply Use the re-apply option to apply a pre-payment to an invoice. Enter the invoice number when prompted.

Cancel a pre-payment without deleting it by using the reverse option.

Invoice No.	Date	Ref.	Amount	Type	Amount
0	03/01/24		63,157.89	Pre-Payment	
	03/01/24		10,526.32	Pre-Payment	
	03/01/24		10,526.32	Payment reversal	

Reverse

Convert Use the convert option to convert a pre-payment to a [Security Deposit](#)

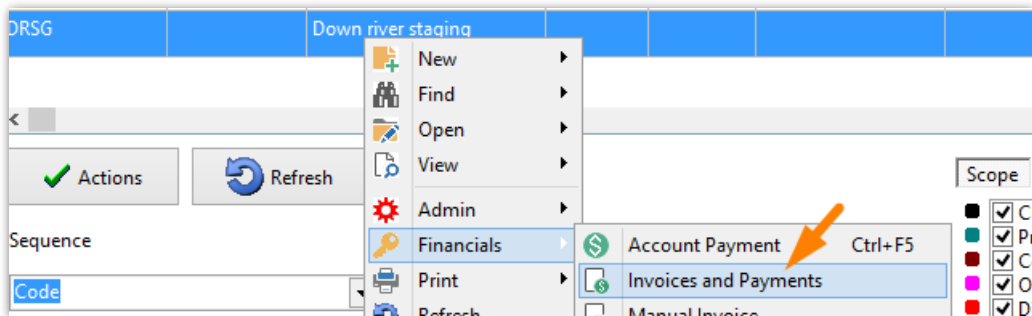
Delete Delete a pre-payment

Properties View pre-payment properties/payment receipt details

Identifying Applied Payments

If you have a lot of payments you may be wondering what payment is applied where. Here's how to find out:

- Open the invoices and payments window (highlight any customer, then right click)



- Payments will display in green. Sort by invoice number to see payments under the invoice they are applied to
 - Unapplied payments will show in the grid first (this first unapplied payment will have a '0' in the invoice # field).
 - All payments applied to a given invoice will show directly under that invoice in the grid.
- You can also highlight a payment; click 'Re-apply' and the invoice number it is applied to will show in the window.

Account Payment - DRSG - Down river staging

Payment Details | Invoices and Payments | Security Deposits

Account Balances

90 days+	60 days	30 days	Current	Total Due	Payments (last 30 days)
120,000.00	0.00	0.00	60,000.00	180,000.00	0.00

Tag	Invoice No.	Date	Ref.	Amount	Type	Amount Credited	Credit Date	Outstanding	Cheque/Card #	Pay Type
0		03/01/24		63,157.89	Pre-Payment					Cheque
		03/01/24		10,526.32	Pre-Payment					Cheque
		03/01/24		10,526.32	Payment reversal					Cheque
<input type="checkbox"/>	175	11/01/23	DRSG00002	60,000.00	Invoice			60,000.00		
	176	12/01/23	DRSG00003	100,000.00	Invoice			0.00		
		11/01/23	DRSG00003	100,000.00	Payment					Cheque
	177	12/01/23	DRSG00004	82,410.53	Invoice			0.00		
		12/01/23	DRSG00004	82,410.53	Payment					Cheque
	178	12/01/23	DRSG00005	120,000.00	Invoice			0.00		
	178	12/01/23	DRSG00005	120,000.00	Credit	120,000.00	12/01/23			
<input type="checkbox"/>	179	12/01/23	DRSG00005	60,000.00	Invoice			60,000.00		
<input type="checkbox"/>	180	12/01/23	DRSG00006	60,000.00	Invoice			60,000.00		
	207	18/07/23	DRSG00002	60,000.00	Invoice			0.00		
	207	18/07/23	DRSG00002	60,000.00	Credit	60,000.00	18/07/23			
	208	18/07/23	DRSG00002	60,000.00	Invoice			0.00		

Re-apply | Reverse | Credit | Convert | Delete | Properties | Options

Memo

Current Payment Status

Payment Amount	Amount Applied	Settlement Discount
0.00	0.00	0.00

All amounts shown in AUD.

Scope

- Invoices
- Credits
- Pre-payments
- Payments

Start Date: / /

End Date: / /

Age to Display

- Last 12 months
- Last 6 months
- Last 3 months
- Select dates
- All dates

Include Archived

Sort By

- Invoice No.
- Invoice Date

All Refresh

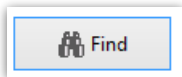
Archive

Cancel / Close

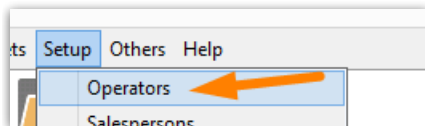
Operator Privileges

Operator privileges for payments are listed in the illustration below.

To locate payment operator privileges, use the



option in the Operator Group



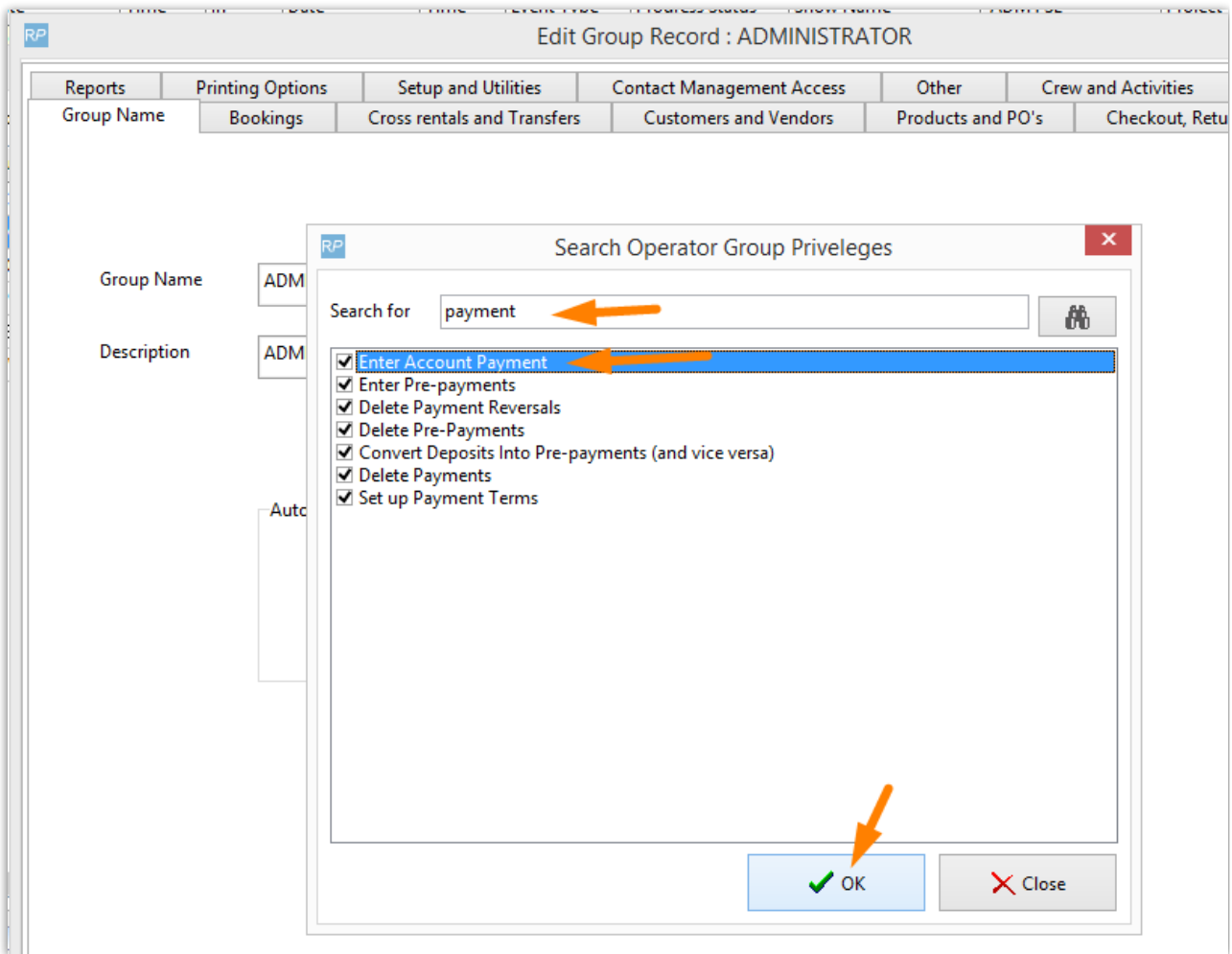
Double click on the group

RentalPoint Operator Setup

Groups		Operators
Group Name	Group Description	Login Name
ACCOUNTING	ACC	ISABEL AURORA
ADMINISTRATOR	ADMINISTRATOR	MANUEL THIEMO
ANOTHER GROUP	ANOTHER GROUP	ME ME
COPIED GROUP	COPIED GROUP	MOBILE
DELETED STUFF	DELETED OPERATORS	NOEL KAZIK
DELIVERYDRIVER	Delivery Drivers	RENTALPOINTSUPPORT
		USER1
		user2

Enter a description for your are searching for your search to see all privilege's associated with that description.

Click on any privilege to find it in setup



RP Edit Group Record : ADMINISTRATOR

Reports	Printing Options	Setup and Utilities	Contact Management Access	Other	Crew and Activities	Booking Scope
Group Name	Bookings	Cross rentals and Transfers	Customers and Vendors	Products and PO's	Checkout, Return and Maintenance	


Customers

- Add Customer
- Edit Customer
- Hide / Disable Customers
- Change Company Type (Customer / Prospect etc)
- Access to the Financial Tab
- Edit customer insurance certificate details
- Export Customers/Contacts to .CSV File

Vendors

- Add / Delete Vendors
- Edit Vendors
- Hide / Disable Vendors
- Can Change Currency When Editing

Billing

- Enter Account Payment** 
- Enter Manual Invoice
- Enter Account Credit / Manual Credit
- Cycle Billing
- Credit a Rental
- Enter Pre-payments
- Deposit Receipt
- Deposit Refund
- Deposit Audit Trail
- Convert Deposits Into Pre-payments (and vice versa)
- Delete Credits
- Delete Debits
- Delete Payments
- Delete Payment Reversals
- Delete Pre-Payments
- View Transaction Properties
- Close Out Transactions For Month
- Edit / View Credit Card Information
- Edit / Change an Invoice No.

Buttons: All, Clear All, All In Tab, Clear All In Tab, Find, OK, Cancel