

# How do I receive and apply a payment?

Follow these instructions to receive and apply payments to your client's invoices from Accounting:

**STEP 1**

Click on the "Accounting" tab within your Bill4Time account.

**STEP 2**

Click on the blue "Receive Payment" button.

**STEP 3**

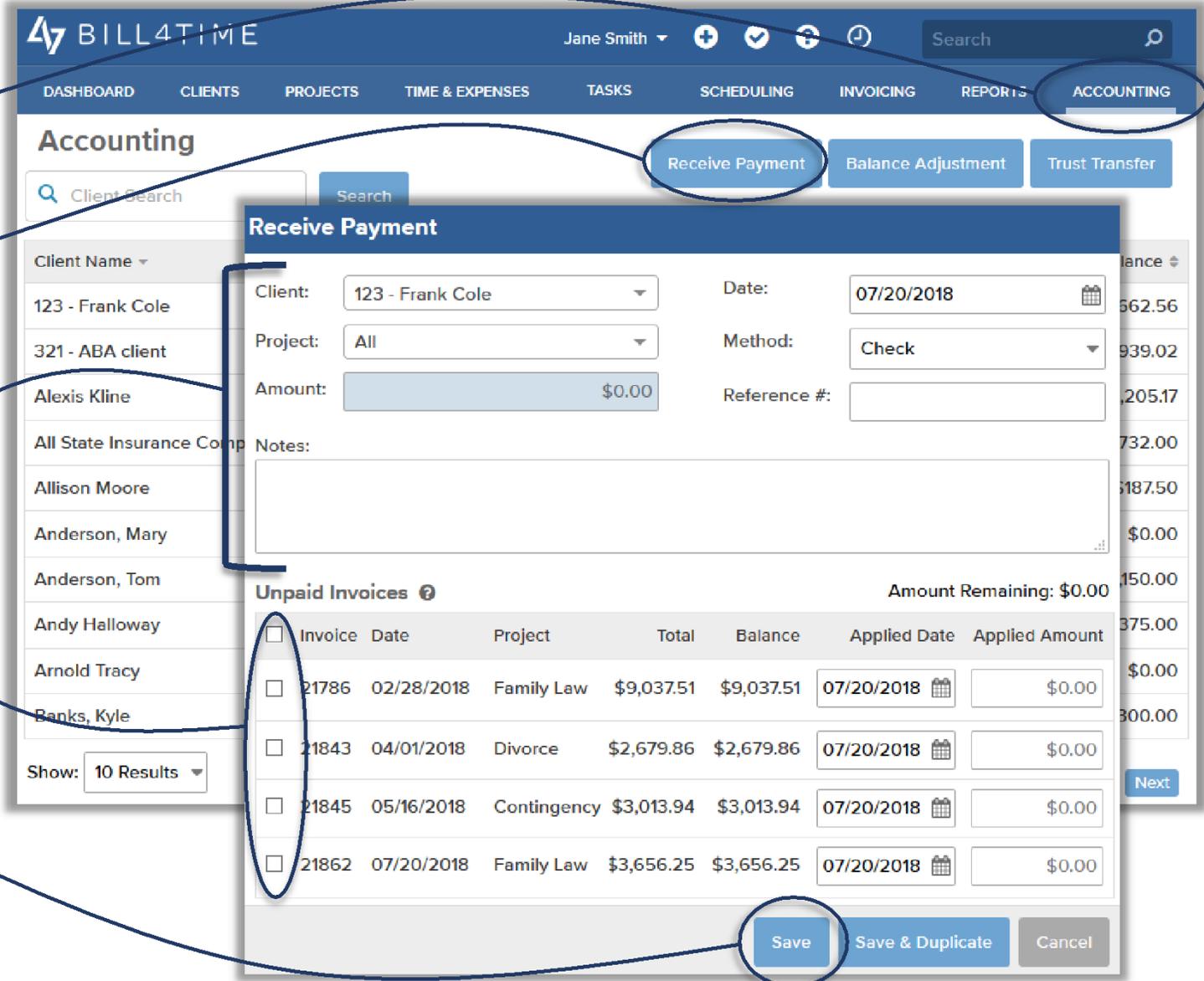
Select the Client/Project, then enter the Amount and choose the payment Method. Enter the reference # (if you have one) and any related notes.

**STEP 4**

Check the box next to each invoice you wish to pay, then verify the "Applied Date" and enter the "Applied Amount".

**STEP 5**

Once you've entered all your data, click the "Save" button at the bottom of the window.



The screenshot displays the BILL4TIME Accounting interface. At the top, the user is logged in as Jane Smith. The navigation menu includes: DASHBOARD, CLIENTS, PROJECTS, TIME & EXPENSES, TASKS, SCHEDULING, INVOICING, REPORTS, and ACCOUNTING. The 'ACCOUNTING' tab is selected. Below the navigation, there are buttons for 'Receive Payment', 'Balance Adjustment', and 'Trust Transfer'. The 'Receive Payment' modal is open, showing a client search list on the left and a form for entering payment details. The form includes fields for Client (123 - Frank Cole), Project (All), Amount (\$0.00), Date (07/20/2018), Method (Check), and Reference #. There is also a Notes field. Below the form is a table of 'Unpaid Invoices' with columns for Invoice, Date, Project, Total, Balance, Applied Date, and Applied Amount. The table shows four invoices, all with an Applied Amount of \$0.00. At the bottom of the modal, there are buttons for 'Save', 'Save & Duplicate', and 'Cancel'.

Invoice	Date	Project	Total	Balance	Applied Date	Applied Amount	
<input type="checkbox"/>	21786	02/28/2018	Family Law	\$9,037.51	\$9,037.51	07/20/2018	\$0.00
<input type="checkbox"/>	21843	04/01/2018	Divorce	\$2,679.86	\$2,679.86	07/20/2018	\$0.00
<input type="checkbox"/>	21845	05/16/2018	Contingency	\$3,013.94	\$3,013.94	07/20/2018	\$0.00
<input type="checkbox"/>	21862	07/20/2018	Family Law	\$3,656.25	\$3,656.25	07/20/2018	\$0.00