

How do I receive and apply a payment?

How to receive and apply a payment to a client's invoice from Accounting:

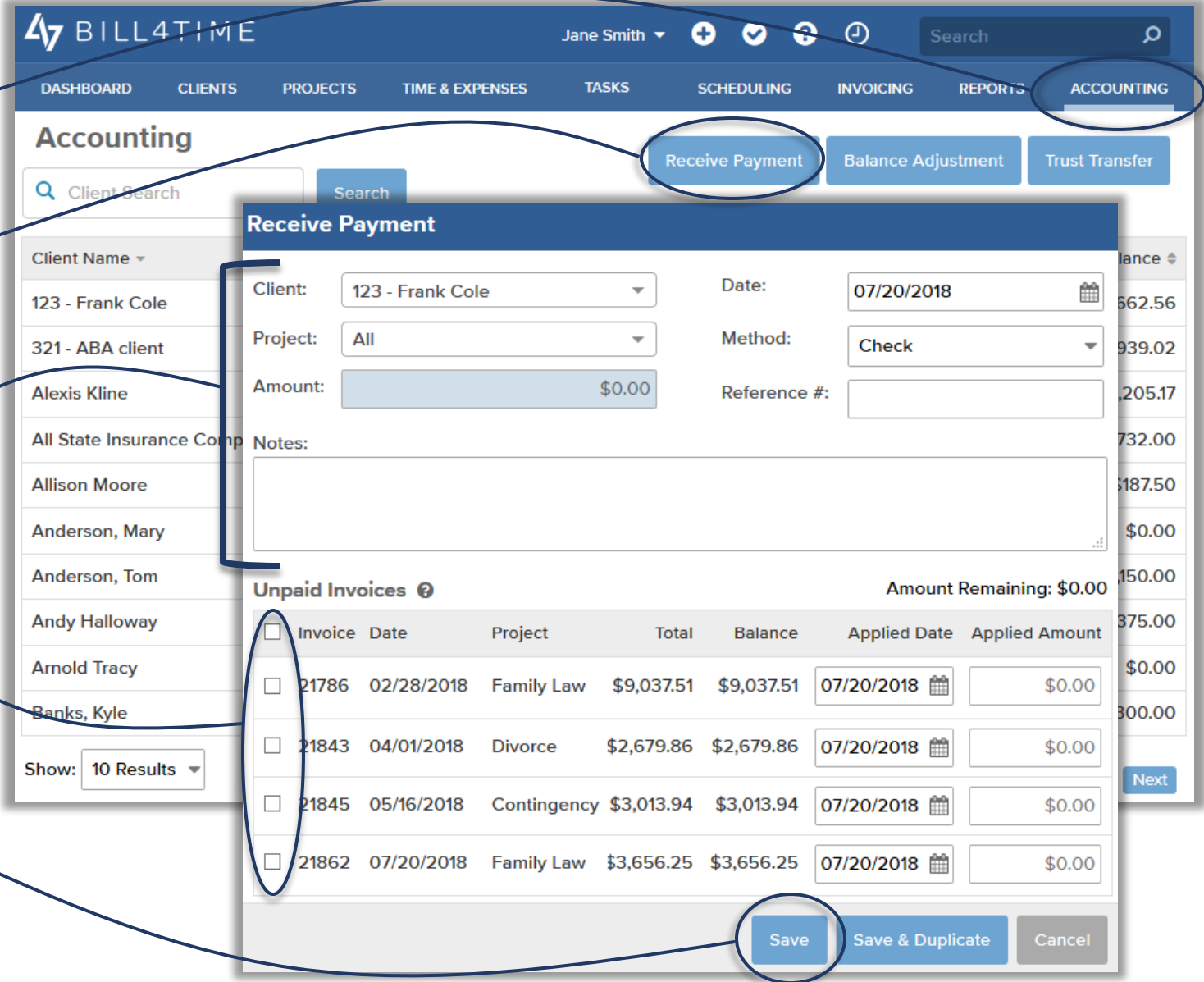
STEP 1
Click on the Accounting tab

STEP 2
Click on the Receive Payment button

STEP 3
Select your Client, related Project, Amount, Method, Reference # and any notes.

STEP 4
Check the box next to each invoice you wish to pay and verify the Applied Amount.

STEP 5
When you are finished, click the Save button.



The screenshot shows the BILL4TIME Accounting interface. The 'Accounting' tab is selected in the top navigation bar. The 'Receive Payment' button is highlighted in the Accounting section. The 'Receive Payment' modal form is open, showing the following fields:

- Client: 123 - Frank Cole
- Date: 07/20/2018
- Project: All
- Method: Check
- Amount: \$0.00
- Reference #: (empty)
- Notes: (empty text area)

Below the form is the 'Unpaid Invoices' table with the following data:

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

The 'Save' button is highlighted at the bottom of the modal form.