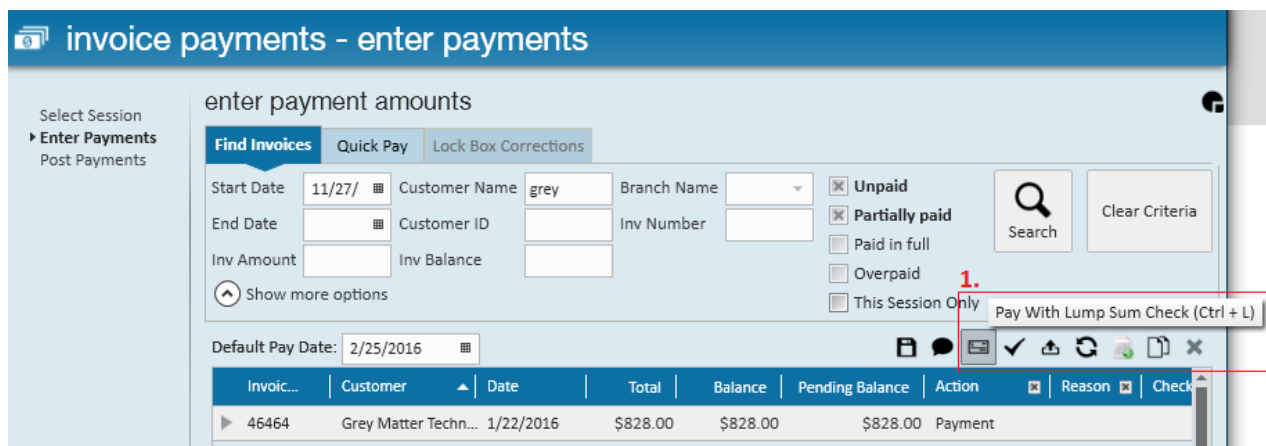


Enterprise - How to Pay Invoices with a Lump Sum Check

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Purpose:

When a customer sends a check that is meant to be applied to multiple invoices, users can utilize the lump sum check feature to quickly apply payments across several invoices. The pay with lump sum check is (1.) an icon accessible from the invoice payments wizard (or, users can apply the hot key combination of Ctrl + L to use this feature):



How to pay invoices with a lump sum check:

1. Begin by locating the group of invoices you would like pay. Utilize the search fields to narrow/expand on the invoices that display:

Find Invoices Quick Pay Lock Box Corrections

Start Date: 11/27/2015 Customer Name: grey matter Branch Name: [dropdown]
 End Date: [dropdown] Customer ID: [dropdown] Inv Number: [dropdown]
 Inv Amount: [dropdown] Inv Balance: [dropdown]
 First Name: [dropdown] SSN: [dropdown] Weekend Date: [dropdown]
 Last Name: [dropdown] Employee ID: [dropdown] Order ID: [dropdown]

Unpaid
 Partially paid
 Paid in full
 Overpaid
 This Session Only

Search [button] Clear Criteria [button]

Hide options [button]

2. With the invoices now in view, hold down the Ctrl key and select the invoices you would like to pay. The order in which you select the invoices is the order in which payments from the check will be applied.

So, if there is not enough money in the check to cover all the invoices that have been selected, the last invoice highlighted is the one that would be short paid.

The image below shows which invoice was selected (#1.) first, (#2.) second, (#3.) third, and (#4.) fourth:

Default Pay Date: 2/25/2016

Invoic...	Customer	Date	Total	Balance	Pending Balance	Action	Reason	Check #	P...
#1.	46397	Grey Matter Techn...	12/23/2015	\$1,010.50	\$1,010.50	\$1,010.50	Payment		\$0.00
#2.	46396	Grey Matter Techn...	12/23/2015	\$3,784.51	\$3,734.24	\$3,734.24	Payment		\$0.00
#3.	46413	Grey Matter Techn...	12/30/2015	\$1,360.00	\$1,360.00	\$1,360.00	Payment		\$0.00
#4.	46412	Grey Matter Techn...	12/30/2015	\$1,652.46	\$1,612.25	\$1,612.25	Payment		\$0.00
	46438	Grey Matter Techn...	1/15/2016	\$1,656.00	\$1,656.00	\$1,656.00	Payment		\$0.00
	46439	Grey Matter Techn...	1/15/2016	\$6,813.81	\$6,813.81	\$6,813.81	Payment		\$0.00
	46464	Grey Matter Techn...	1/22/2016	\$828.00	\$828.00	\$828.00	Payment		\$0.00

payment summary

Total Payments: 0 Total Pay Amount: \$0.00
 Payments Not Shown: 0

Cancel Next > Finish

3. Once you are done selecting invoices to pay, click the pay with lump check icon (or Ctrl + L). This will open the "enter check amount" window. 4. Key in the check number, check amount, and select save.

? X

enter check amount

Check Number

Amount

0
 Save

The check amount will then be automatically distributed among all invoices that were selected (reminder - amounts are distributed in the order in which the invoices were selected), with short pay amounts highlighted in red.

Default Pay Date: 2/25/2016 Check #453531111, Remaining Balance: \$0.00

Invoic...	Customer	Date	Total	Balance	Pending Balance	Action	Check #	Pay Amou...
▶ 46397	Grey Matter Techn...	12/23/2015	\$1,010.50	\$1,010.50	\$0.00	Payment	453531111	\$1,010.50
▶ 46396	Grey Matter Techn...	12/23/2015	\$3,784.51	\$3,734.24	\$0.00	Payment	453531111	\$3,734.24
▶ 46413	Grey Matter Techn...	12/30/2015	\$1,360.00	\$1,360.00	\$0.00	Payment	453531111	\$1,360.00
▶ 46412	Grey Matter Techn...	12/30/2015	\$1,652.46	\$1,612.25	\$216.99	Payment	453531111	\$1,395.26
▶ 46438	Grey Matter Techn...	1/15/2016	\$1,656.00	\$1,656.00	\$1,656.00	Payment		\$0.00
▶ 46439	Grey Matter Techn...	1/15/2016	\$6,813.81	\$6,813.81	\$6,813.81	Payment		\$0.00
▶ 46464	Grey Matter Techn...	1/22/2016	\$828.00	\$828.00	\$828.00	Payment		\$0.00

payment summary

Payments Not Shown: 0

Total Payments: 4 Total Pay Amount: \$7,500.00

Cancel Next > Finish

Related Articles