

2.13 PAYMENTS

2.13.1 HOW TO ADD A PAYMENT

To make a payment the Order to which this payment is to be assigned must be open in the Order Windows Form, then...

Open Options

#	Action	Notes
1	Select	From the Main Menu Options: 'File', then 'Payment' or
2	Press	Ctrl 'P'

The PAYMENTS Windows Form will open.

Mandatory Fields (Underlined)

#	Enter	Notes	Input
1	Type of Payment	This is the payment method or how this payment was made. Usually the options will be Cash, Check, Money Wire, Bank Transfer etc	Select
2	Currency	This is the currency in which the payment was made.	Select
3	Today's Payment	This is the actual payment.	Numeric with Decimals

Final Actions

#	Action	Button or Icon	Notes
1	Press		Saves and Exits the Payment Windows Form and returns to the previous Windows Form.
2	Press		Exits the Payment Windows Form and returns to the previous Windows Form.