

Deposits and Payments

Cash orders are not always paid for in full at the time they are placed.

BisTrack provides flexible options for entering additional payments prior to the order being delivered, picked up or invoiced.

This course introduces you to the options available for adding deposits and payments to existing orders.

We will also go through the steps needed to flag an order as COD and entering the related payments.

Deposits can be added to a cash order at the time it is placed or prior to the goods being delivered or picked up.

To add a deposit, begin by locating the order using Find Documents.

Now select the order and then right-click to open the pop-menu.

Choose the Deposits and Payment option.

Or you can open the order, [pause] and select Deposits and Payments from the Tools drop down.

The top of the Order Deposits and Payments window displays the Order total, the amount of prior payments Entered, and the Outstanding value.

The middle portion shows the details of any payments made including date, method of payment, amounts and whether the entry is a Deposit or COD.

To enter another payment prior to the order being invoiced, select Add Deposit.

The Payment window opens with the Outstanding balance displayed.

Select the Payment method being used from the drop down.

The Outstanding balance automatically populates the Amount field.

Overwrite the entry when a different amount is paid.

Click Next or press F12 to proceed.

The Deposits and Payments window is updated to show new totals for Deposits, Entered and Outstanding.

The deposit transaction details are also added.

To complete the entry, select Close.

Be sure to Save and Close the order.

Cash orders with outstanding balances cannot be invoiced unless fully paid.

To add a payment to allow invoicing a previously created cash order, locate the order.

In the Order Deposits window, click Add Payment.

Select the Payment method.

The Amount is automatically filled in with the Outstanding balance.

When entering a Payment, you can use multiple payment methods but you cannot enter an amount different than the outstanding balance.

Click Next to finish the entry.

Depending on the payment method selected you may need to complete additional tasks such as processing the customer's credit card.

Instead of showing as an additional Deposit, the amount paid is shown alongside the payment method and the Outstanding balance is \$0.

The transaction details are added with the Deposit column left unchecked.

When finished, Close the window.

This order can now be invoiced.

When using Cash on Delivery payments, the amount that will be collected on delivery needs to be entered before the order is Marked as Delivered and the sales invoice generated.

A delivered cash sale order can be flagged as COD when it is completed.

On the Payment Details window, enter the portion of the sale amount that will be COD.

If the entire amount is COD, press the corresponding Function key or button identified next to the Cash On delivery field.

When the payment information is complete, proceed through the steps to finish the order.

The order is picked and managed for delivery as usual.

The COD amount outstanding prints on the Delivery Ticket so that the delivery person knows the amount to collect.

Once the payment is received at your location, it can be entered.

Locate the COD order using Order Monitor.

Select the order and then right-click.

From the pop-up menu, select the option to Receive a Cash on Delivery Payment.

The window to Add COD Payment is opened.

Select the Payment method from the drop down list.

The Outstanding payment amount is automatically filled in.

The option to Issue stock and invoice is selected allowing you to also complete the final steps of the sales order process.

Click Next to complete the entry.

Set the options for releasing the invoice and then press F12 or click OK to complete.

The COD payment is processed, the stock is issued, if not already and the order invoiced.

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