

Proshop Teetimes – How to Enter Account Payments

If you allow your customers to charge purchases to their member accounts, you will need to enter member payments.

To enter a member payment, you will start a sale as normal.
Click the Lookup button next to the Customer field.
Select the contact making the payment.

Add item “Account Payment” to the sale.

The screenshot shows a software interface titled "SalesDetail". It contains several input fields and buttons. The "Item" field has the value "5283" and a lookup button "...". The "Description" field contains "Account Payment". The "Quantity" field has "1". The "Default Price" field has "\$0.00". The "Actual Price" field has "\$0.00" and is highlighted with a red box. To its right is a button labeled "Enter Discount Percentage". Below these is a "Notes" text area. At the bottom, there is an "Account #" field with "306" and a lookup button "...", which is highlighted with a green box. At the very bottom are three buttons: "OK", "Cancel", and "Delete".

Enter the amount they are paying in the ACTUAL PRICE field.

Make sure the correct account number is listed.

Click on OK.

Add any other items they are purchasing, then click on CHECKOUT to complete the sale as normal.

This account payment will appear on their next statement.