



## How To – How to Enter Account Payments / Adjustments

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

### To enter a payment

1. Start a sale as normal.
2. When prompted with the contact list, select the person paying.
3. Add item “Account Payment” to the sale.

The screenshot shows the 'SalesDetail' form with the following fields and values:

- Item: 5283
- Description: Account Payment
- Quantity: 1
- Default Price: \$0.00
- Actual Price: \$0.00 (highlighted with a red box)
- Account #: 306 (highlighted with a green box)

Buttons: OK, Cancel, Delete

4. Enter the amount they are paying in the ACTUAL PRICE field.
5. Make sure the correct account number is listed.
6. Click on OK.
7. 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.

### To enter an adjustment

Follow the steps above, except select the “Account Adjustment” item in step 3.