Recording Payments

Knowing whom owes you what amount is the second important function of QwikBILL™. In the Home Window, click on the Paid on Account button. This is the Payments window that will appear:

elect the client and the invoice and click on the Pay One button. The window that appears already has some information listed in the proper places (such as date and invoice number) . Enter the Check # and the Amount Paid and click on the Save button. This payment will clear (or lower) the amount owed and appear on all future transactions for that client.

When you enter the payment the balance owed by the client will immediately be adjusted. The entire amount due does not have to be cleared. If partial payments are made you can always get a complete audit report of the client activity by printing a Client History report from within the Client File portion of the program.

When an invoice is paid in full a "P" is appended to the end of the listing in the Invoices: column of the Payments window.

ou will notice that the Pay One Invoice window also contains a Deposit box. Check this if you receive a pre-payment from a client for whom an Estimate has been prepared. (Remember, an estimate transaction is created when the On Hold is checked on the Invoice form in QwikBILL not QwikAUTOBILL). Your report of payments received will list payments and deposits as separate items.

Early Pay Disc. is discounts you give for early payment of invoices. (In the above case if you gave 2% for ten days then the Amt Paid would be $209.72 and the Early Pay Disc. would be $4.28 for a Total Credit of $214.00.)