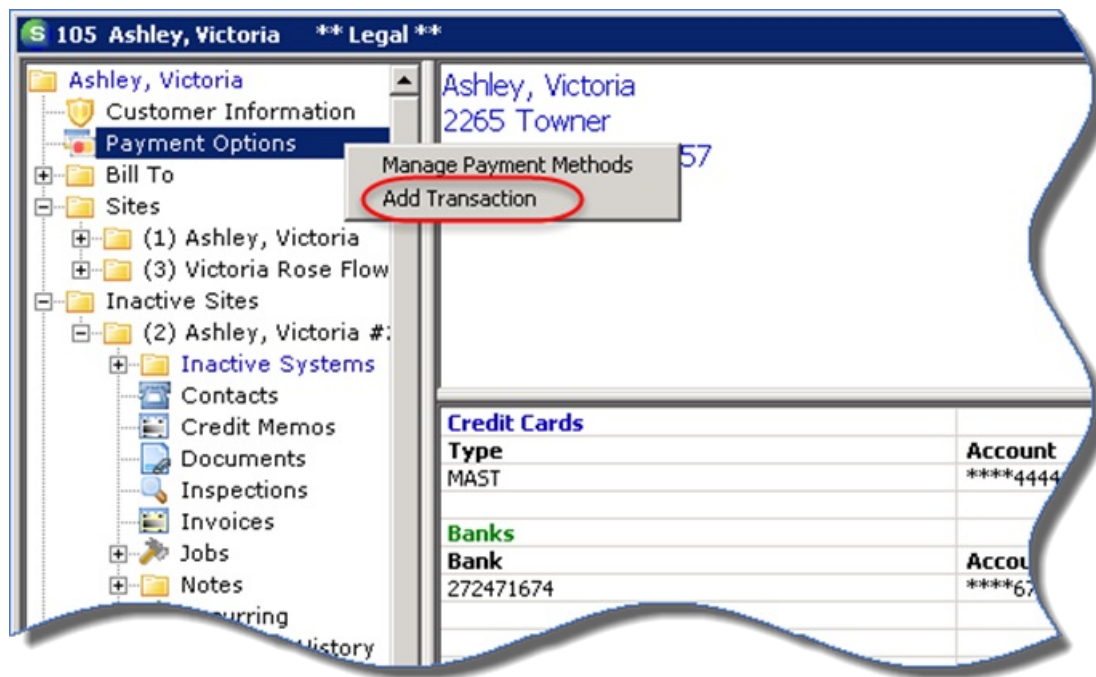


Enter an EFT Transaction for an Advance Deposit from a Customer Record

Last Modified on 06/03/2026 2:52 pm EDT

If a customer is making a payment for a Job Deposit, the job record must already be created to use this method. If the job has not yet been created, you must use the Unapplied Cash method.

1. Open the Customer record for which you want to enter the EFT payment. On the customer tree click on Payment Options, right-click and select the Add Transaction option.



2. The New Transaction form opens.

- (A) From the drop-down list, select either a bank account or credit card to be used for the transaction.
- (B) Select the Advance Deposit option.
- (C) Type in a description. This information appears on the customer's bank or credit card statement.
- (D) Enter the Amount of the payment.
- (E) The Process date defaults to today's date. If the customer is post-dating this transaction, you can enter a future date into this field.
- (F) From the drop-down list, select the Job Number for this transaction.

You can select either the Submit Now or Save button.

- (G) When clicking the **Submit Now** button, this transaction is automatically sent to Forte for funding. If this is a credit card transaction and the customer has available funds on their line of credit to cover this payment, the transaction is saved to the Approved tab of the EFT Processing grid. Otherwise, the transaction is declined and saved to the Rejected tab.
- (H) Clicking the **Save** button adds this transaction to the Ready tab of the EFT Processing grid to be submitted

later.

New Transaction - SedonaSecurity - Forte

Ashley, Victoria
2265 Towner
Luna Pier, 48157

Ashley, Victoria
****4444
06/26

Invoice
 Advance Deposit **B**
 Unapplied Cash
 Miscellaneous Income

Bank: [] **A**

Credit Card: MAST **A** Payment Methods

Description: Deposit for Job# 2029 **C**

Amount: 300.00 **D**

Process Date: 03/04/2021 **E**

Job Number: 2029 **F**

Submitted	Description	Type	Amount	Method	Status
	Invoice 626661	Invoice 626661	\$40.00	MAST 4444	VOIDED
	Cycle Invoice	Invoice 627193	\$2,005.64	MAST 4444	READY
	Cycle Invoice	Invoice 627192	\$2,735.34	MAST 4444	READY

G **H**

Submit Now **Save** **Close**