

Enter an EFT Transaction for Misc. GL Account from a Customer Record

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This option is used when you want to allocate a payment to a specific G/L account number. Situations where you may want to use this option:

- Customer is paying a late fee only and you want to allocate to your late fee income G/L account.
- Customer is paying for invoices that have been written off to bad debt, so you may want to post the payment to your bad debt G/L account.

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.

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2. The New Transaction form will be displayed.

- From the drop-down list, select either a bank account or credit card to be used for the transaction.
- Select the Miscellaneous Income radio button.
- Type in a description. This information appears on the customer's bank or credit card statement.
- Enter the Amount of the payment.
- The Process date will default to today's date. If the customer is post-dating this transaction, you may enter a future date into this field.
- From the drop-down list, select the G/L Account number for this transaction.
- Select the appropriate Category from the drop-down list.

You may select either the Submit Now or Save button.

- When selecting the Submit Now button, this transaction will automatically be 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 will be saved to the Approved tab of the EFT Processing grid. Otherwise, the transaction will be declined and be saved to the Rejected tab.
- Clicking on the Save button will add this transaction to the Ready tab of the EFT Processing grid to be submitted at a later time.

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