

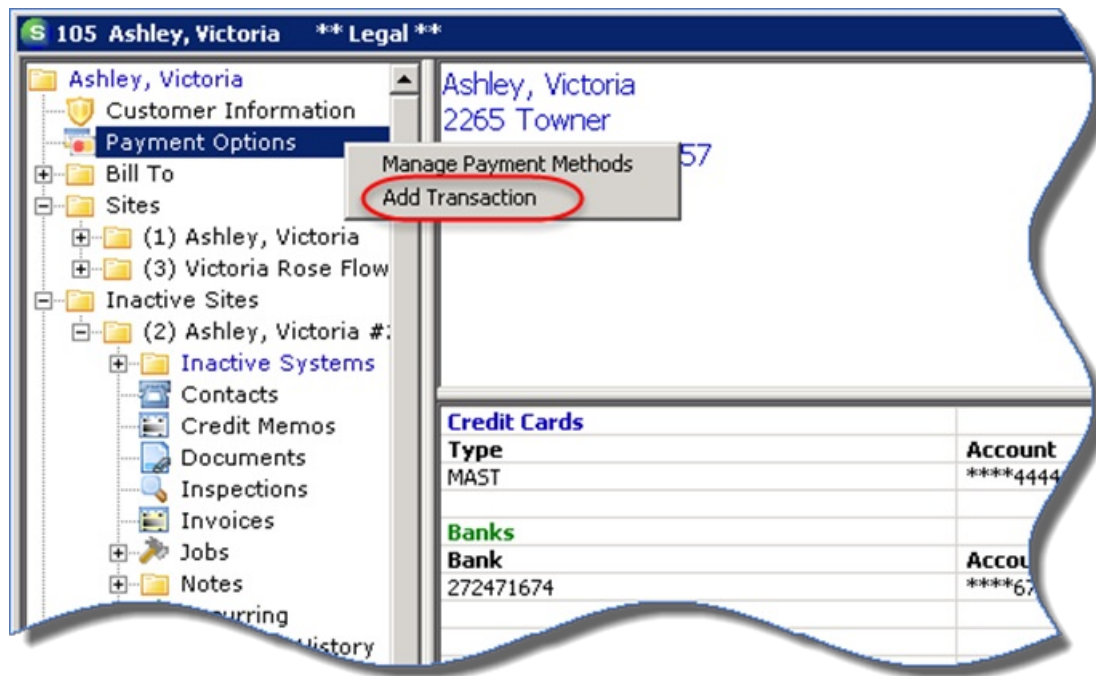
Enter an EFT Transaction for Misc. GL Account from a Customer Record

Last Modified on 06/03/2026 2:55 pm EDT

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.



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 Miscellaneous Income 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 may enter a future date into this field.
- (F) From the drop-down list, select the G/L Account number for this transaction.
- (G) Select the appropriate Category from the drop-down list.

You can click either the **Submit Now** or **Save** button.

- (H) When selecting the **Submit Now** button, this transaction is 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 is saved to the Approved tab of the EFT Processing grid. Otherwise, the transaction is declined and saved to the Rejected tab.
- (I) 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
 Unapplied Cash
 Miscellaneous Income **B**

Bank **A**

Credit Card MAST **A** Payment Methods

Description Payment for invoices. **C**

Amount 635.02 **D**

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

GL Account 610320 **F** Search

Category Admin G & A **G**

Submitted	Description	Type	Amount	Method	Status
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H **I**

Submit Now **Save** Close