

Entering a new receipt (customer payment)

Note: There are many features on the 'Banking / Receipts' screen that are not required unless they suit your particular needs. You can safely ignore those features, the software will notify you if you missed a required field.

Note: These instructions are designed for the 'Full' menu of TBS CleverPLUS.

Step 1: Click button 11 (Cashbook) in the 'DAILY' column.

Step 2: Click button A (Receipts/Banking Data Entry) on screen 10 (Cashbook).

Step 3: Select the debtor (customer) from the 'Debtor Number' drop down box (light blue) in the top left side of the screen.

Step 4: Select the payment type from the 'Receipt Type' drop down box e.g. 'Cash'.

Step 5: Type in the amount received in the 'Amount' box.

Step 6: The 'Settlement \$' box can be used if you are giving the customer a discount on their invoice (for example rounding off a few dollars or encouraging early payment).

Step 7: Click into the 'Detail' box and enter a comment for your own reference later if required.

Step 8: Click the 'Save' button at the top right hand side of the screen.

Step 9: Click the 'Mark Invoice Paid' on the bottom right hand side of the screen. This will bring up a new screen called 'Banking Allocation-Unpays'.

Step 10: If you want to pay off the oldest invoices click 'Allocate Invoice Payments Automatically' then click the exit button at the top right hand side of the screen (the icon is a door with an arrow going through it). Alternatively you can tick the 'PAY' tick box of an invoice that has been paid in full *OR* for part payment of an invoice type the payment amount into the 'Pay-Amount' box next to the invoice number and press enter – you can enter payments to multiple invoices. Press the exit button (ALT+X) when finished.

You can now enter more payments by clicking 'New' at the top of the screen and following the same procedure or click 'Exit' to leave the 'Banking / Receipts' screen.