

Payments Page

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Accessing Payments Page

On the Payments Page you can apply cash or check payments and reconcile deposits. To access this page, click Payments on the top of the screen.

The screenshot shows the ABC Company dashboard. At the top left is the company logo. To the right is a navigation bar with icons for Home, User (Barbie), Support Center, AlarmBiller, and Logout. Below this is a search bar for Customers. A main menu contains several tabs: Customers, Invoices, **Payments** (circled in purple), RMR, Work Orders, Proposals, Calendar, GL, Reports, Setup, and Accounting. Below the menu are three panels: 'Open Receivables & Aging Past Due' with a table of aging data, 'Notifications to Process' with a list of counts for various items like Unassigned Mobile Payments and Open Work Orders, and 'Top 5 RMR By Item' with a pie chart showing the largest revenue items.

The Payments Page will appear.

This screenshot is similar to the previous one, but the 'Payments' tab in the main menu is now selected and highlighted. The rest of the dashboard layout remains the same.

Payments

The screenshot shows the 'Payments' page with the 'Deposits' tab selected. Below the tab are buttons for 'Add Deposit' and 'New Payment Batch', and a checkbox for 'Show Reconciled Deposits'. A table displays a list of deposit transactions with columns for Batch #, Deposit Date, Deposit amount, Payments, Pmts, Reconciled status, Settled status, and Account.

| Batch # | Deposit Date | Deposit | Payments | Pmts | Reconciled | Settled | Account |
|---------|--------------|----------|----------|------|------------|---------|---------------------|
| 207 | 07/07/2016 | \$100.00 | \$100.00 | M 1 | No | Yes | 564351 - Bank Ac... |
| 206 | 06/11/2016 | \$6.00 | \$6.00 | M 3 | No | Yes | 564351 - Bank Ac... |
| 205 | 04/22/2016 | \$500.00 | \$0.00 | M 0 | No | Yes | 564351 - Bank Ac... |

Deposits Tab

The Deposits tab shows you a list of unreconciled deposits. To view reconciled deposits check the "Show Reconciled Deposits" box on the right side of the page. To reconcile an existing "Batch" click the pencil icon to the right of the deposit and check the box under the "Reconcile" header. You should reconcile a payment when the deposited amount appears in your bank account.

Payments

Deposits CC/eCheck Transactions Unapplied Payments

Deposits (M = Manual, C = Credit Card, E = eCheck, L = LockBox)

+ Add Deposit + New Payment Batch Show Reconciled Deposits

| Batch # ▼ | Deposit Date ▼ | Deposit ▼ | Payments ▼ | | Pmts ▼ | Reconciled | Settled ▼ | Account ▼ | |
|-----------|----------------|------------|------------|---|--------|------------|-----------|---------------------|--|
| 214 | 07/08/2016 | \$400.00 | \$400.00 | M | 1 | No | Yes | 564351 - Bank Ac... | |
| 213 | 07/07/2016 | \$1,000.00 | \$1,000.00 | M | 3 | No | Yes | 564351 - Bank Ac... | |

New Payment Batch

To create a batch deposit (one or multiple payments click "New Payment Batch" on the left side of the page.

Payments

Deposits CC/eCheck Transactions Unapplied Payments

Deposits (M = Manual, C = Credit Card, E = eCheck, L = LockBox)

+ Add Deposit + New Payment Batch Show Reconciled Deposits

| Batch # ▼ | Deposit Date ▼ | Deposit ▼ | Payments ▼ | | Pmts ▼ | Reconciled | Settled ▼ | Account ▼ | |
|-----------|----------------|-----------|------------|---|--------|------------|-----------|---------------------|--|
| 207 | 07/07/2016 | \$100.00 | \$100.00 | M | 1 | No | Yes | 564351 - Bank Ac... | |
| 206 | 06/11/2016 | \$6.00 | \$6.00 | M | 3 | No | Yes | 564351 - Bank Ac... | |

a Payment Batch Page will appear.

Add Payment


Click "Add Payment" on the left side of the page.

Payment Batch

+ Add Payment Check ▼ 7/11/2016 564351 - Bank Account ▼

Complete Fields

Complete information about the payment by selecting a customer and then clicking the space beneath each header.

| Customer | Balance | Late Fee Due | Check # | Invoice # | Amount | Late Fee | |
|-----------------------|-------------|--------------|---------|-----------|----------|----------|---|
| Grossman, Matt - 1028 | \$25,203.68 | \$1,621.50 | 123 | 10757 | \$355.00 | \$100.00 |  |

Select Customer

Search customer name, once selected the balance on account and any late fees will appear.

Check #

If this person paid with a check, enter the check number.

Invoice #

Select the invoice number you would like to apply this payment to from the dropdown box.

*Note: If you do not select an invoice number, Alarmbiller will look for an exact match to the amount of the deposit. If there is no exact match AlarmBiller will apply the deposit towards the oldest invoice first.

Amount

Enter the amount the customer is paying.

Late Fee

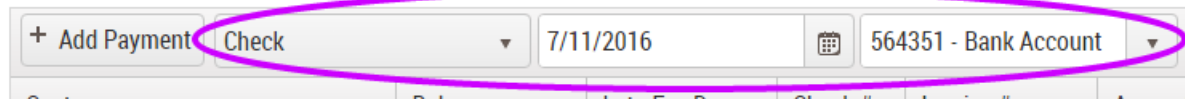
Enter the amount that is being applied to late fees if applicable.

*Note: If you have additional payments to add to this batch deposit, click on "Add Payment" and repeat the steps above.

Complete Additional Fields

Select if the payments are by cash or check from the dropdown box, enter the deposit date, and select the bank account you would like the payments to be deposited to.

Payment Batch



Apply Batch

When you have finished adding payments click "Apply Batch" on the right side of the page.

Payment Batch

| + Add Payment | | Check | 7/7/2016 | 564351 - Bank Account | Cancel | Apply Batch |
|-----------------------|-------------|--------------|----------|-----------------------|-----------------|--------------------|
| Customer | Balance | Late Fee Due | Check # | Invoice # | Amount | Late Fee |
| Grossman, Matt - 1028 | \$25,203.68 | \$1,621.50 | 123 | 10757 | \$355.00 | \$100.00 |
| Smith, John - 1032 | \$4,879.02 | \$0.00 | | 10073 | \$500.00 | \$0.00 |
| Count: 2 | | | | | \$855.00 | |

This will bring you back to the home page of the Payments Page. The Payment Batch you just added will be listed as a deposit and will remain until reconciled.

Add Deposit

If you need to deposit payment(s) that are not ready to be applied to invoice(s) (unapplied cash), you can use the "Add Deposits" tab instead of "New Payment Batch".

To add a deposit, click add deposit on the left side of the page.

Payments

| Deposits | CC/eCheck Transactions | Unapplied Payments | | | | | |
|--|------------------------|--------------------------|----------|------|------------|---------|---------------------|
| Deposits (M = Manual, C = Credit Card, E = eCheck, L = LockBox) | | | | | | | |
| + Add Deposit | + New Payment Batch | Show Reconciled Deposits | | | | | |
| Batch # | Deposit Date | Deposit | Payments | Pmts | Reconciled | Settled | Account |
| 207 | 07/07/2016 | \$100.00 | \$100.00 | M 1 | No | Yes | 564351 - Bank Ac... |
| 206 | 06/11/2016 | \$6.00 | \$6.00 | M 3 | No | Yes | 564351 - Bank Ac... |

Fill Out Fields

Fill out fields for the new deposit.

| Batch # | Deposit Date | Deposit | Payments | Pmts | Reconciled | Settled | Account |
|---------|--------------|---------|----------|------|--------------------------|---------|----------------|
| 0 | 7/7/2016 | 1000 | \$0.00 | 0 | <input type="checkbox"/> | No | 564351 - Ba... |

Deposit Date

Enter the deposit date.

Deposit

Enter the total deposit amount.

Reconciled

Total payments must equal the deposit amount to reconcile a deposit. You can reconcile after you've added payments.

Account

Select the bank account you would like the the deposit to be linked to.

Save

Click the check mark to the right of the deposit to save.

Payments can be added to this deposit in the Deposit Details Page.

Deposit Details Page

To access the Deposit Details Page click the blue "Batch #" hyperlink to the left of the deposit.

Payments

| Deposits (M = Manual, C = Credit Card, E = eCheck, L = LockBox) | | | | | | | | | |
|---|--------------|------------------------|----------|------|--------------------------|---------|---------|---------------------|--|
| Deposits | | CC/eCheck Transactions | | | Unapplied Payments | | | | |
| Add Deposit | | New Payment Batch | | | Show Reconciled Deposits | | | | |
| Batch # | Deposit Date | Deposit | Payments | Pmts | Reconciled | Settled | Account | | |
| 213 | 07/07/2016 | \$1,000.00 | \$0.00 | M | 0 | No | Yes | 564351 - Bank Ac... | |
| 210 | 07/07/2016 | \$855.00 | \$855.00 | M | 2 | No | Yes | 564351 - Bank Ac... | |

The Deposit Details Page will appear with information about the deposit:

Deposit #213

[Back](#)

| | |
|---------------------------------|------------------------------|
| Deposit Date: 07/07/2016 | Number of Payments: 0 |
| Reconciled: No | Settled: Yes |

| | | |
|----------------------|-------------------------------|--------------------------|
| Deposit Total | Payments Entered Total | Deposit Remaining |
| \$1,000.00 | \$0.00 | \$1,000.00 |

Payments

[Export to Excel](#) Refunded [New Payment](#)

| # | Payment | Customer | Check # | Type | Amount | Unapplied | Settled | Apply |
|---|---------|----------|---------|------|--------|-----------|---------|-------|
| | | | | | | | | |

New Payment

If total payments are smaller than the Deposit Total, (Deposit Remaining \neq 0) then a "New Payment" button will be on the right side of the page. Click this to add a new payment to the deposit.

Deposit #213

[Back](#)

Deposit Date: 07/07/2016

Reconciled: No

Number of Payments: 0

Settled: Yes

Deposit Total

\$1,000.00

Payments Entered Total

\$0.00

Deposit Remaining

\$1,000.00

Payments

Refunded

[+ New Payment](#)

[Export to Excel](#)

| # | Payment | Customer | Check # | Type | Amount | Unapplied | Settled | Apply |
|---|---------|----------|---------|------|--------|-----------|---------|-------|
| | | | | | | | | |

Fill out Fields

Fill out the fields in the payment page that appears.

| | |
|--|---------------------------|
| Customer: Grossman, Matt - 1028 | Payment Type: Cash |
| Payment Date: 7/7/2016 | Amount: \$350.00 |
| | Check Number: 5555 |
| Memo: Thank you for your payment! | |

Save

Click "Save" in the upper right corner of the page to continue.

The Apply Payment Page will Appear

Apply Payment

Cancel

Click "Cancel" if you don't wish to apply the payment to an invoice right now .

Apply Payment

[x Cancel](#)

Apply Full Payment

Apply

Customer Name: John Smith - 1059

Payment Number: 284

Payment Date: 07/07/2016

Check Number: 78670897

Deposit Number: 209

Memo:

This will take you back to the Deposit Details Page where the payment will be listed as unapplied cash you can apply later.

Apply Amount

To apply the payment to in invoice (or multiple invoices if you wish), enter the dollar amount(s) in the blue box(es) to the right of the invoice(s).

Apply Payment

Customer Name: John Smith - 1059

Payment Number: 281

Payment Date: 07/07/2016

Payment Type: Check

Check Number: 1231312

Deposit Number: 213

Memo:

Late Fee: \$734.70

Payment Amount

\$150.00

Amount Applied

\$150.00

Amount Unapplied

\$0.00

| Apply Payment | Invoice # ^ | Invoice Date ^ | Due Date ^ | Total Amount | Amount Due | Apply Amount |
|---------------|-------------|----------------|------------|--------------|------------|--------------|
| No | 10297 | 06/22/2014 | 06/22/2014 | \$13.33 | \$13.33 | \$0.00 |
| Yes | 10307 | 06/24/2014 | 06/24/2014 | \$50.00 | \$50.00 | \$50.00 |
| Yes | 10320 | 06/24/2014 | 06/24/2014 | \$50.00 | \$50.00 | \$50.00 |
| Yes | 10301 | 06/30/2014 | 06/30/2014 | \$50.00 | \$50.00 | \$25.00 |

Late Fee

If you would like to apply some or all of the payment amount towards late fees enter the amount in the white box to the right of the "Late Fee" field.

Apply Payment

Customer Name: John Smith - 1059

Payment Number: 281

Payment Date: 07/07/2016

Payment Type: Check

Check Number: 1231312

Deposit Number: 213

Memo:

Late Fee: \$734.70

Payment Amount

\$150.00

Amount Applied

\$150.00

Amount Unapplied

\$0.00

| Apply Payment | Invoice # ^ | Invoice Date ^ | Due Date ^ | Total Amount | Amount Due | Apply Amount |
|---------------|-------------|----------------|------------|--------------|------------|--------------|
| No | 10297 | 06/22/2014 | 06/22/2014 | \$13.33 | \$13.33 | \$0.00 |
| Yes | 10307 | 06/24/2014 | 06/24/2014 | \$50.00 | \$50.00 | \$50.00 |
| Yes | 10320 | 06/24/2014 | 06/24/2014 | \$50.00 | \$50.00 | \$50.00 |
| Yes | 10301 | 06/30/2014 | 06/30/2014 | \$50.00 | \$50.00 | \$25.00 |

Apply

Click Apply in the upper right corner to finish applying the payment.

Apply Payment

Customer Name: John Smith - 1059
Payment Number: 281
Payment Date: 07/07/2016
Payment Type: Check

Check Number: 1231312
Deposit Number: 213
Memo:
Late Fee: \$734.70

| Payment Amount | | Amount Applied | | | Amount Unapplied | | |
|----------------|-------------|----------------|------------|--------------|------------------|--------------|--|
| \$150.00 | | \$150.00 | | | \$0.00 | | |
| Apply Payment | Invoice # ^ | Invoice Date ^ | Due Date ^ | Total Amount | Amount Due | Apply Amount | |
| No | 10297 | 06/22/2014 | 06/22/2014 | \$13.33 | \$13.33 | \$0.00 | |
| Yes | 10307 | 06/24/2014 | 06/24/2014 | \$50.00 | \$50.00 | \$50.00 | |
| Yes | 10320 | 06/24/2014 | 06/24/2014 | \$50.00 | \$50.00 | \$50.00 | |
| Yes | 10301 | 06/30/2014 | 06/30/2014 | \$50.00 | \$50.00 | \$25.00 | |

This will take you back to the Deposit Details Page. The new payment will be listed below the "Payments" section.

Apply Full Payment

If you would like, you can automatically apply the whole payment. The payment will be applied to the customer's oldest invoice(s) then to any late fees if no invoices remain.

Apply Payment

Customer Name: John Smith - 1059
Payment Number: 281
Payment Date: 07/07/2016
Payment Type: Check

Check Number: 1231312
Deposit Number: 213
Memo:
Late Fee: \$734.70

| Payment Amount | | Amount Applied | | | Amount Unapplied | | |
|----------------|-------------|----------------|------------|--------------|------------------|--------------|--|
| \$150.00 | | \$0.00 | | | \$150.00 | | |
| Apply Payment | Invoice # ^ | Invoice Date ^ | Due Date ^ | Total Amount | Amount Due | Apply Amount | |
| No | 10297 | 06/22/2014 | 06/22/2014 | \$13.33 | \$13.33 | \$0.00 | |

*Note: To Apply Full Payment you cannot have any amounts entered in the "Late Fee" or "Apply Amount" fields.

After you apply the payment you will be taken back the the Deposit Details Page.

Apply Existing Payment

If some or all of a payment is unapplied, There will be an "Apply" button to the right of the payment. Click "Apply" and follow the steps above to apply the remainder of the payment.

Payments

■ Refunded

| # | Payment | Customer | Check # | Type | Amount | Unapplied | Settled | Apply |
|-----|------------|----------------------|---------|-------|----------|-----------|---------|---|
| 282 | 07/08/2016 | Matt Grossman - 1028 | 765 | Check | \$400.00 | \$400.00 | Yes | <input checked="" type="checkbox"/> Apply |

Once you have added payment(s) that equal the deposit amount, you can reconcile the deposit.

Payment Details Page

access the payment details page by clicking the blue "#" hyperlink to the left of the payment

CC/eCheck Transactions Tab

This tab shows you all CC/eCheck transactions.

Open Tab

The "Open" tab in CC/eCheck Transactions shows you credit card and eCheck transactions that are waiting to be processed. by Forte These payments will AUTOMATICALLY process on the date listed in the "Tran Date" if the "Forte Payment Submit" box in the Automation section of the Setup Table is checked.

Payments

Deposits **CC/eCheck Transactions** Unapplied Payments

Open Denied/Rejected Voided Error

Open Transactions (C = Credit Card, E = eCheck) Submit All

Export to Excel Transaction Date: 7/11/2016 📅

| # | Tran Date | Customer | Description | Amount | Action |
|------|------------|----------------|----------------------------|------------|---|
| 109 | 05/01/2016 | Jackson, Ross | Recurring Invoice: 10882 C | \$2,920.50 | <input checked="" type="checkbox"/> Submit <input type="checkbox"/> |
| 1086 | 01/25/2016 | Grossman, Matt | Recurring Invoice: 10820 C | \$510.00 | <input checked="" type="checkbox"/> Submit <input type="checkbox"/> |

Submit Transactions Manually

If automation is not set up you can submit each transaction individually by clicking the "Submit" button to the right of the transaction or you can submit all transactions at once by clicking "Submit All" in the upper right corner of the page.

Payments

Deposits | CC/eCheck Transactions | Unapplied Payments

Open | Denied/Rejected | Voided | Error

Open Transactions (C = Credit Card, E = eCheck) Submit All

Export to Excel Transaction Date: 7/11/2016

| # ^ ▾ | Tran Date ▾ | Customer | Description | | Amount | Action |
|-------|-------------|----------------|--------------------------|---|------------|---|
| 1091 | 05/01/2016 | Jackson, Ross | Recurring Invoice: 10882 | C | \$2,920.50 | <input checked="" type="checkbox"/> Submit <input type="checkbox"/> |
| 1086 | 01/25/2016 | Grossman, Matt | Recurring Invoice: 10820 | C | \$510.00 | <input checked="" type="checkbox"/> Submit <input type="checkbox"/> |

*Note: if you click "Submit" or "Submit All" that transaction will be processed immediately regardless of the "Tran Date".

Void Transaction

To void a CC/eCheck transaction click the void icon to the right of the transaction. Transactions cannot be re-opened after voided.

Payments

Deposits | CC/eCheck Transactions | Unapplied Payments

Open | Denied/Rejected | Voided | Error

Open Transactions (C = Credit Card, E = eCheck) Submit All

Export to Excel Transaction Date: 7/11/2016

| # ^ ▾ | Tran Date ▾ | Customer | Description | | Amount | Action |
|-------|-------------|----------------|--------------------------|---|------------|---|
| 1091 | 05/01/2016 | Jackson, Ross | Recurring Invoice: 10882 | C | \$2,920.50 | <input checked="" type="checkbox"/> Submit <input type="checkbox"/> |
| 1086 | 01/25/2016 | Grossman, Matt | Recurring Invoice: 10820 | C | \$510.00 | <input checked="" type="checkbox"/> Submit <input type="checkbox"/> |

Denied/Rejected Tab

This tab shows you a list of denied credit card and eCheck transactions.

| | | | | | | | | | | | | | | | | | | | | | | | |
|--|-------------|-----------------|----------------------------------|-----|------|------------|--|------------------------|--|--|--|--|--|--|--|--------------------|--|--|--|--|--|--|--|
| Deposits | | | | | | | | CC/eCheck Transactions | | | | | | | | Unapplied Payments | | | | | | | |
| Open | | Denied/Rejected | | | | Voided | | Error | | | | | | | | | | | | | | | |
| Denied/Rejected Transactions | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Remove Selected | | | | | | | | | | | | <input type="checkbox"/> Show Removed Transactions | | | | | | | | | | | |
| <input type="checkbox"/> | Submitted ▼ | Customer ▼ | Description ▼ | D/R | Code | Amount ▼ | | | | | | | | | | | | | | | | | |
| No | 06/29/2016 | Grossman, Matt | nhbnu - INVALID CREDIT CARD ... | D | U20 | \$3,618.19 | | | | | | | | | | | | | | | | | |
| No | 10/26/2015 | Grossman, Matt | deposit - INVALID CREDIT CARD... | D | U20 | \$500.00 | | | | | | | | | | | | | | | | | |

To resubmit a denied transaction to Forte click the circle-arrow icon to the right of the transaction.

Remove Selected

To remove all denied transactions click the box on the left side of the page and click "Remove Selected" in the upper left corner of the page.

Payments

| | | | | | | | | | | | | | | | | | | | | | | | |
|--|-------------|-----------------|----------------------------------|-----|------|------------|--|------------------------|--|--|--|--|--|--|--|--------------------|--|--|--|--|--|--|--|
| Deposits | | | | | | | | CC/eCheck Transactions | | | | | | | | Unapplied Payments | | | | | | | |
| Open | | Denied/Rejected | | | | Voided | | Error | | | | | | | | | | | | | | | |
| Denied/Rejected Transactions | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Remove Selected | | | | | | | | | | | | <input type="checkbox"/> Show Removed Transactions | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | Submitted ▼ | Customer ▼ | Description ▼ | D/R | Code | Amount ▼ | | | | | | | | | | | | | | | | | |
| Yes | 06/29/2016 | Grossman, Matt | nhbnu - INVALID CREDIT CARD ... | D | U20 | \$3,618.19 | | | | | | | | | | | | | | | | | |
| Yes | 10/26/2015 | Grossman, Matt | deposit - INVALID CREDIT CARD... | D | U20 | \$500.00 | | | | | | | | | | | | | | | | | |

Show Removed Transactions

To view removed transactions click the "Show Removed Transactions" box on the right side of the page. To delete removed transactions permanently, check the box in the upper left corner and click "Remove Selected".

Payments

Deposits CC/eCheck Transactions Unapplied Payments

Open Denied/Rejected Voiced Error

Denied/Rejected Transactions

Remove Selected Show Removed Transactions

| <input checked="" type="checkbox"/> | Submitted ▼ | Customer ▼ | Description ▼ | D/R | Code | Amount ▼ | |
|-------------------------------------|-------------|----------------|-----------------------------------|-----|------|----------|--|
| Yes | 04/16/2015 | Grossman, Matt | test - INVALID CREDIT CARD NU... | D | U20 | \$220.00 | |
| Yes | 11/20/2014 | Grossman, Matt | pmt for invoices - INVALID CRE... | D | U20 | \$570.00 | |

Voided Tab

This tab shows a listed of voided credit card and eCheck transactions.

Payments

Deposits CC/eCheck Transactions Unapplied Payments

Open Denied/Rejected **Voiced** Error

Voiced Transactions

Remove Selected Show Removed Transactions

| <input type="checkbox"/> | Tran Date ▼ | Voided Date ▼ | Voided User ▼ | Customer ▼ | Description ▼ | Amount ▼ |
|--------------------------|-------------|---------------|---------------|----------------|-----------------------------|------------|
| No | 05/25/2016 | 07/08/2016 | bradssecurity | Grossman, Matt | Recurring Invoice: 10903 | \$2,362.25 |
| No | 08/06/2015 | 08/11/2015 | bradssecurity | Grossman, Matt | pmt - TEST APPROVAL - AP... | \$1,187.50 |

Remove Selected

To remove all voided click the box on the left side of the screen and click "Remove Selected" in the upper left corner of the page.

Payments

| | | | | | | |
|--|------------------------|--------------------|--|----------------|-----------------------------|------------|
| Deposits | CC/eCheck Transactions | Unapplied Payments | | | | |
| Open | Denied/Rejected | Voided | Error | | | |
| Voided Transactions | | | | | | |
| <input type="checkbox"/> Remove Selected | | | <input type="checkbox"/> Show Removed Transactions | | | |
| <input checked="" type="checkbox"/> | Tran Date ▼ | Voided Date ▼ | Voided User ▼ | Customer ▼ | Description ▼ | Amount ▼ |
| Yes | 05/25/2016 | 07/08/2016 | bradssecurity | Grossman, Matt | Recurring Invoice: 10903 | \$2,362.25 |
| Yes | 08/06/2015 | 08/11/2015 | bradssecurity | Grossman, Matt | pmt - TEST APPROVAL - AP... | \$1,187.50 |

Show Removed Transactions

To view removed transactions click the "Show Removed Transactions" box. To delete removed transactions permanently, check the box in the upper right corner and click "Remove" selected.

Payments

| | | | | | | |
|--|------------------------|--------------------|---|----------------|-----------------------------|------------|
| Deposits | CC/eCheck Transactions | Unapplied Payments | | | | |
| Open | Denied/Rejected | Voided | Error | | | |
| Voided Transactions | | | | | | |
| <input type="checkbox"/> Remove Selected | | | <input checked="" type="checkbox"/> Show Removed Transactions | | | |
| <input checked="" type="checkbox"/> | Tran Date ▼ | Voided Date ▼ | Voided User ▼ | Customer ▼ | Description ▼ | Amount ▼ |
| Yes | 05/25/2016 | 07/08/2016 | bradssecurity | Grossman, Matt | Recurring Invoice: 10903 | \$2,362.25 |
| Yes | 08/06/2015 | 08/11/2015 | bradssecurity | Grossman, Matt | pmt - TEST APPROVAL - AP... | \$1,187.50 |

Error Tab

If a Forte credit card or eCheck transaction is approved but payment failed to be applied due to a technical error, the failed transaction will appear in this tab. It is unlikely that this will occur.

Payments

| | | | |
|---|------------------------|--------------------|----------|
| Deposits | CC/eCheck Transactions | Unapplied Payments | |
| Open | Denied/Rejected | Voided | Error |
| Error Transactions (Forte Transaction Approved, but payment(s) failed to be created/applied) | | | |
| Tran Date ▼ | Customer ▼ | Description ▼ | Amount ▼ |

Unapplied Payments

AlarmBiller allows you to receive a payment from a customer without applying it to an invoice. This type of payment is considered "Unapplied Cash". This tab shows you any customers with unapplied cash. If a customer has a balance on account you can apply his/her unapplied cash to it.

Payments

| Deposits | | CC/eCheck Transactions | | Unapplied Payments | | |
|--------------------------------------|------------|------------------------|------------|--------------------|--|--|
| Select All: <input type="checkbox"/> | | Selected Payments: 0 | | | Auto Apply Selected Payments <input checked="" type="checkbox"/> | |
| | Customer # | Name | City | Balance Due | Unapplied Cash | |
| ▶ <input type="checkbox"/> | 0003 | Fishman, test | Golfway | \$2,529.92 | \$250.00 | |
| ▶ <input type="checkbox"/> | 1138 | Gefen, Mike | Westport | \$0.00 | \$1,000.00 | |
| ▶ <input type="checkbox"/> | 1028 | Grossman, Matt | Huntington | \$24,623.68 | \$405.00 | |

Auto Apply Selected Payments

Select the customer(s) with an open balance that you would like to apply a payment to by checking the box(es) to the left of their name. If you would like to apply unapplied cash to all customers at once click the "Select All" box in the upper right corner of the page. Then click "Auto Apply Selected" Payments on the right side of the page".

Payments

| Deposits | | CC/eCheck Transactions | | Unapplied Payments | | |
|---------------------------------------|------------|------------------------|------------|--------------------|--|--|
| Select All: <input type="checkbox"/> | | Selected Payments: 3 | | | Auto Apply Selected Payments <input checked="" type="checkbox"/> | |
| | Customer # | Name | City | Balance Due | Unapplied Cash | |
| ▶ <input checked="" type="checkbox"/> | 0003 | Fishman, test | Golfway | \$2,529.92 | \$250.00 | |
| ▶ <input type="checkbox"/> | 1138 | Gefen, Mike | Westport | \$0.00 | \$1,000.00 | |
| ▶ <input checked="" type="checkbox"/> | 1028 | Grossman, Matt | Huntington | \$24,623.68 | \$405.00 | |

*Note: This will apply payments to the customer's oldest invoice(s) first then to any late fees the customer might have. If you need to apply unapplied cash to a specific invoice, go to the customer manager page payments tab (hyperlink).