

Receiving Money

Available in All Versions of Sage 50 Accounting

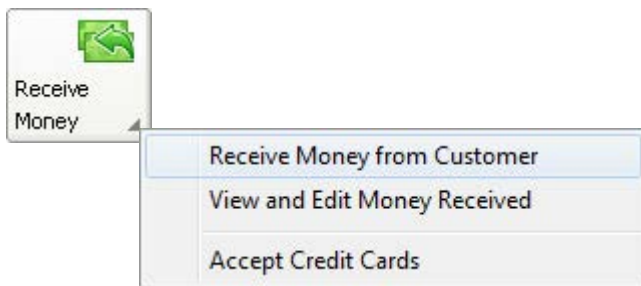
Quick Reference Guide

Why should I enter money I've received from customers?

In a business, it's important to enter sales or money you've received in order to keep track of your income. You'll also want to enter your expenses so you can know how much profit your company is making.

Where do I enter money I've received?

Go to the Customer & Sales navigation area or Banking area and click the Receive Money button.



***Tip:** You can also use the Account Register (Banking navigation area) to enter money you've received.

How do I apply the money I've received to the customer's invoice?

If the customer has an outstanding invoice, it will appear on the Receive Money window after selecting the Customer ID.

First, enter the receipt amount. If there is an outstanding invoice for the same amount, Sage 50 matches the amounts and checks pay on the invoice. If there isn't an exact match, the receipt amount is first applied to invoices that have the earliest due date.

Date:

Receipt amount:

Payment method:

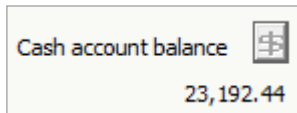
Invoice	Date Due	Amount Due	Description	Discount	Amount Paid	Pay
10129	Mar 17, 2015	5,426.94				<input type="checkbox"/>
10332	Apr 3, 2015	129.97			129.97	<input checked="" type="checkbox"/>

Did you know?

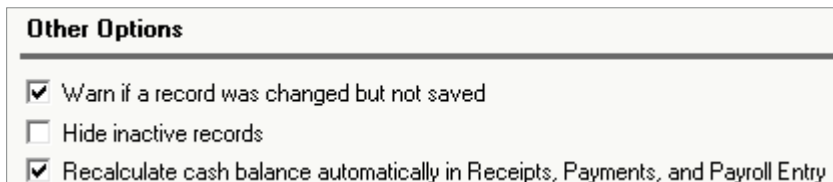
- Credit card payments can be processed on the Receive Money window. Choose a [Sage Payment Solution](#) that's right for you, and start accepting credit cards today!
- The Reports button gives you quick access to important reports for the selected customer.



- If you click the dollar sign button, the balance for your checking account displays (as of the date on the Receive Money window).



- **Tip:** To always display the balance without clicking the dollar sign button, go to Options, Global. In the Other Options section, check 'Recalculate cash balance automatically in Receipts, Payments, and Payroll Entry.'



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