

How to Adjust Payment Method on a Cash Sale

Adjust Payment Method

This document explains how to correct a payment taken with the wrong pay method. The payment method may be changed if the Salesperson has permission to do so. The payment method CANNOT be changed if the payment has been processed by a Daily Close.

1. Select Main Order Entry and enter your Salesperson ID. On the Order Header screen, enter the order number that has the wrong payment method. Go to the totals page of the order.
2. Press **[F12]** and **P** for Payment look. (If the payment has a D in the PST column, this indicates that the payment has been processed by a Daily Close. You cannot adjust the payment method.) In the example below, a \$10.62 payment was taken by check (pay method 2).

PAYMENT LOOKUP, EDIT AND DELETE						
					--ADJUSTED--	
LN#	PAYMENT	PM	PST	AMOUNT	PM	AMOUNT
2	11/12/2006-PAID CHECK	2		10.62		

3. Enter the LN# of the payment you want to adjust. Enter the correct pay method in the PM field followed by the payment amount. In the example below, the correct payment method is 3.

PAYMENT LOOKUP, EDIT AND DELETE						
					--ADJUSTED--	
LN#	PAYMENT	PM	PST	AMOUNT	PM	AMOUNT
2	11/12/2006-PAID CHECK	2		10.62		
2	11/12/2006-PAID CHECK	2		10.62	3	10.62_____
F6=DELETE PAYMENT F10=APPLY ALL ADJUSTMENTS						

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- The correct payment method and amount should display in the Adjusted column.

PAYMENT LOOKUP, EDIT AND DELETE						
LN#	PAYMENT	PM	PST	AMOUNT	--ADJUSTED--	
					PM	AMOUNT
2	11/12/2006-PAID CHECK	2		10.62	3	10.62
2	_____					
F6=DELETE PAYMENT F10=APPLY ALL ADJUSTMENTS						

- Press **[F10]** to Apply All Adjustments. If your salesperson record does not have permission to adjust payments, the following message will display. You must enter a salesperson ID that has permission to perform this function.

SALESPERSON NOT ALLOWED TO EDIT PAYMENTS. PLEASE ENTER VALID ID -

- Once applied, the new payment method displays.

PAYMENT LOOKUP, EDIT AND DELETE						
LN#	PAYMENT	PM	PST	AMOUNT	--ADJUSTED--	
					PM	AMOUNT
2	11/12/2006-PAID VISA		3	10.62		

- Press **[F12]** and Enter to Exit the payment lookup screen. **[F9]** Clear Screen to exit from order totals page.