

Payments

There are several ways to take a payment in FastManager:

1. While converting a Quotation to a Work Order ("WIP") you can immediately take a deposit against that order 2. You can click on the 'Payment' button at the top of the [Sales Screen](#) when the order is a Work Order (takes a deposit) or an Invoice (takes a payment) 3. You can use the 'Customer Payments' screen to capture a payment and simultaneously apply that payment to multiple Work Orders and Invoices at once.

Converting a quotation

Payment button on Sales Screen

The Customer Payment Screen

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<https://docs.fastmanager.com/> - **FastManager Help Manual**

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<https://docs.fastmanager.com/accounts/payments>

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