

Taking Payment



this article is incomplete

Sales Screen

Taking payment on the Sales Screen

Work Order (Deposit)

When converting a Quotation to a Work Order (WIP), you will be presented with an opportunity to accept a deposit:

- You can check the box: Take deposit later if you don't wish to capture a deposit payment now

[convert-wip-deposit.mp4](#)

On the Sales Screen, you can capture a new deposit using the Payments button

- you can also use this button to apply an existing open credit to the order



The Payments button will not be available on a *Quotation*. You will have to convert your order to a WIP or Invoice in order to capture a payment

FastManager - [Sales Screen]

File Edit Process Scheduling View Reports Window Help

Convert Payments Duplicate Fast Options Urgent ? Max Grid

Customer: Cash Customer
Contact Person: Test
Tel: 321-564-9870
Cell: - -
E-Mail Address: test@cash.solutions
Fax: - -
Customer Group: General Customer
Origination: Walk In
Sales Rep: House Account

New Deposit: Will decrease your customer's balance
Apply Open Credit: Will not effect your customer's balance

Test Alpha Integration

Billing Address

Ship Address

Order Date: 6/17/2019
Due On: 7/1/2019
Ship Date: 6/26/2019
Bin #:
Goods Ord: No
Goods In: No
01 New Job

Style	Description	Location	Color	Size	Qty	Unit Price	Line Total	Tax 1	Tax 2	PO	PO	PO	PO
1 296	Youth 5.6 oz. DRI-POWEF		AQUATIC B	XS	1	6.27	6.27	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 Add Detail	Embroidered Name & #: 11		10000		1	10.00	10.00	Non	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 Add Detail	Custom Screen Printing- w.			1	1	4.82	4.82	Non	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Artwork Preparation per ho				1	25.00	25.00	Non	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Screen Usage Charge				1	20.00	20.00	Non	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>					1	0.00	0.00			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Invoice Notes (150 Characters Max)

Credits Applied
Cash cash 33.34

Sub Total
Disc 0.00

Invoice (Payment)

On the Sales Screen, you can capture a payment new using the Payments button

FastManager - [Sales Screen]

File Edit Process Scheduling View Reports Window Help

Convert Payments Duplicate Fast Options Urgent ? Max Grid

Customer: Cash Customer
Contact Person: Test
Tel: 321-654-9870
Cell: - -
E-Mail Address: test@cash.solutions
Fax: - -
Customer Group: General Customer
Origination: Walk In
Sales Rep: House Account

New Payment: Will Decrease Your Customer's Balance
Apply Open Credit: Will decrease your customer's balance

Invoice Number: 0510016

test

Billing Address

Ship Address

Order Date: 11/30/2018
Due On: 12/14/2018
Ship Date: 12/11/2018
Bin #:
Goods Ord: No
Goods In: No
01 New Job

Style	Description	Location	Color	Size	Qty	Unit Price	Line Total	Tax 1	Tax 2	PO	PO	PO	PO
1 00120U	7290 - Athletic Polo		Black-White	S	15	32.25	483.75	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 00120U	7290 - Athletic Polo		Black-White	M	15	32.25	483.75	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 00120U	7290 - Athletic Polo		Black-White	2X	15	36.75	551.25	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4 00120U	7290 - Athletic Polo		Black-White	3X	15	39.71	595.65	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5 00120U	7290 - Athletic Polo		Black-White	L	15	32.25	483.75	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6 Add Detail	Custom Screen Printing- w.	Center - Front		3	75	2.65	198.75	Non	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	Artwork Preparation per ho				1	25.00	25.00	Non	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Screen Usage Charge				3	20.00	60.00	Non	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9 Add Detail	Promo	Cap - Left			75	0.00	0.00	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	Aut				1	0.00	0.00	Tax	Tax	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>					1	0.00	0.00			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Invoice Notes (150 Characters Max)

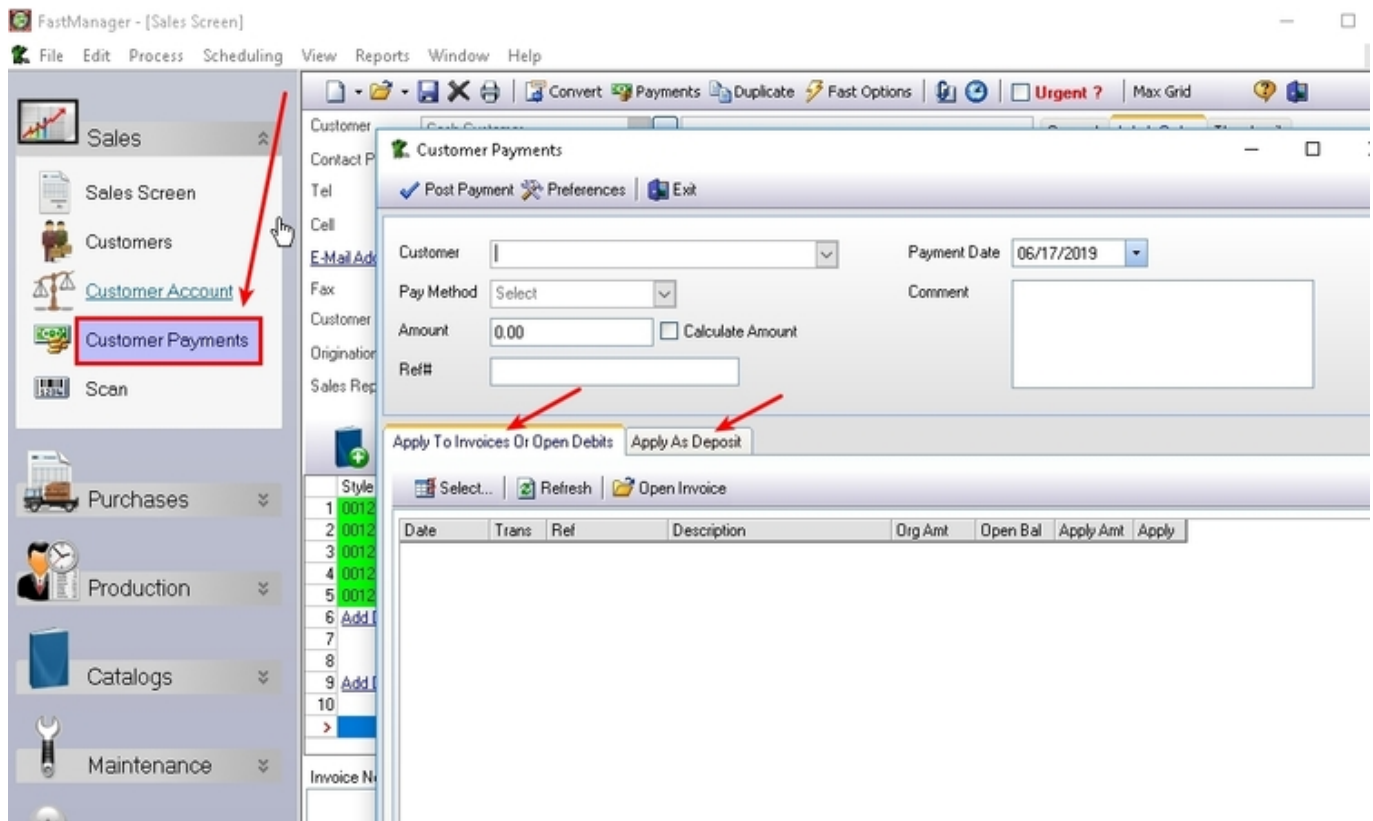
Credits Applied

Sub Total
Disc 25.00

Customer Payment Screen

On the navigation pane at the left, expand the section: **Sales** and click on Customer Payments

Here you can capture a payment for any customer and apply the payment to any combination of Invoices or Work Orders



A payment to a Work Order will be applied as a *Deposit*.

Customer Account Screen

Although cannot actually process a *new* payment on the Customer Account screen, you can *apply* any existing payments or credits to outstanding Invoices

- Select the payment from the list and click on **AppLy** to apply that payment to an Invoice
 - or click on **UnAppLy** to see a list of the Invoices that it was already applied to (and/or to unapply the payment from any or all of those Invoices)

FastManager - [View Customer Account]

File Edit Process Scheduling View Reports Window Help

Sales

- Sales Screen
- Customers
- Customer Account**
- Customer Payments
- Scan

Purchases

Production

Catalogs

Maintenance

Filter

Customer: All Customers From: To: ☒ All Dates

☐ Show Zero Balance ☒ Show Open Balance

Delete Apply Un Apply Deposit Refund

Date	Customer Name	Trans	Ref	Transaction Description	Debit	Credit	Open Bal	Reserved	Ref#
12/18/2018	Cash Customer	INV	INV 10016	test	2317.31	0.00	2317.31	0.00	
6/22/2018	Amy's Bird Sanctuary	INV	INV 10008	test 2	435.58	0.00	235.58	0.00	
6/22/2018	Cool Cars	INV	INV 10007	TEST	1160.76	0.00	1160.76	0.00	
6/21/2018	Cash Customer	INV	INV 10005	cash test	2114.71	0.00	2114.71	0.00	
6/21/2018	Enroll 3	INV	INV 10004	TEST 3	2487.71	0.00	2487.71	0.00	
6/17/2019	Cash Customer	PMT	10007	Cash cash	0.00	33.34	33.34	33.34	cash
1/17/2019	abc test 001	JNL		Journal Debit	21.00	0.00	21.00	0.00	
1/17/2019	abc test 001	JNL		Journal Credit	0.00	21.00	21.00	0.00	



You cannot apply payments to *Work Orders* from the Customer Account screen. Use the Sales Screen for that

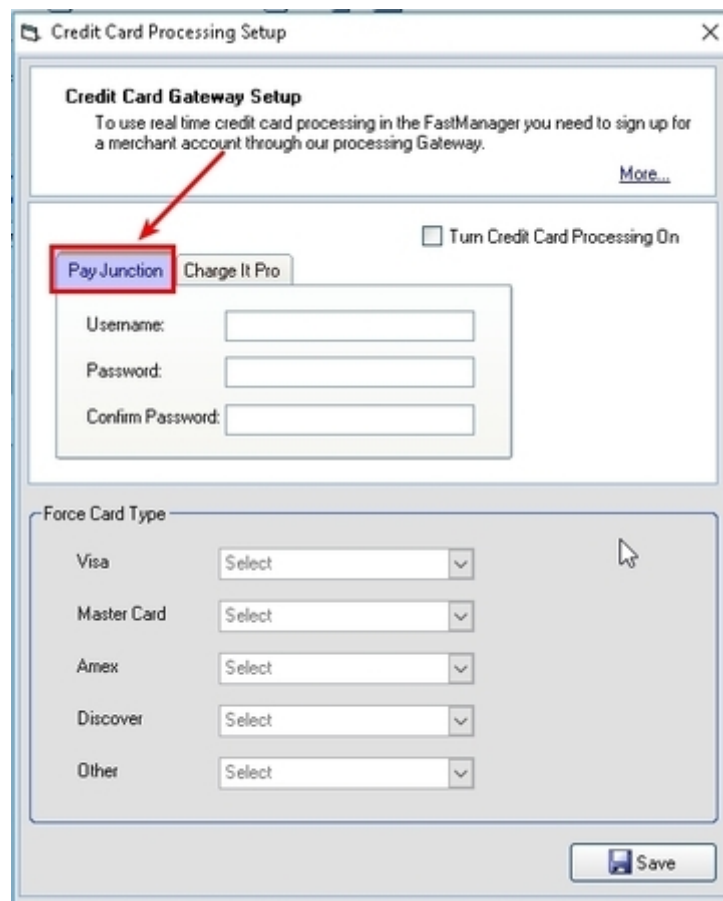
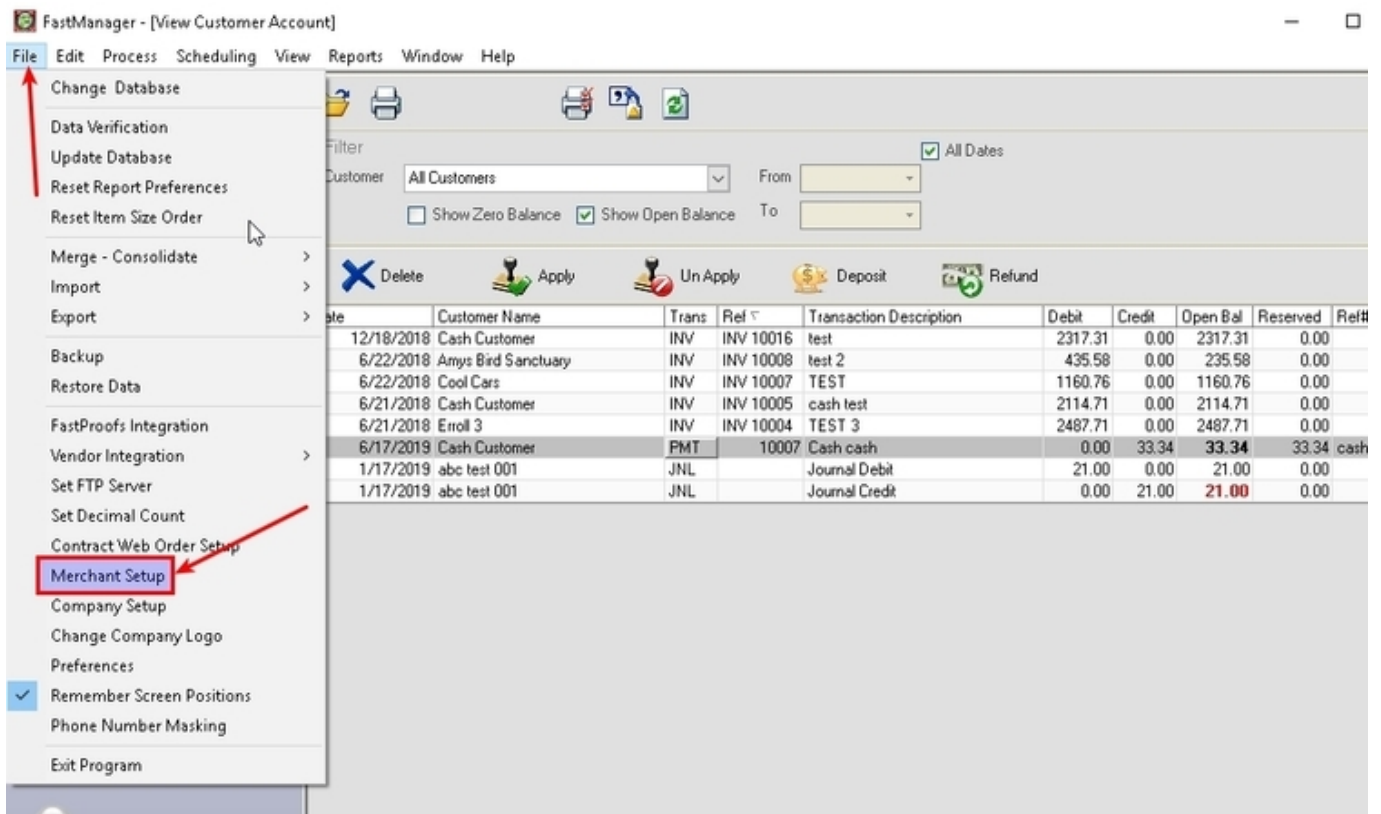
For more about the features and options on the Customer Account screen, [click here](#)

Payment Processor Integration

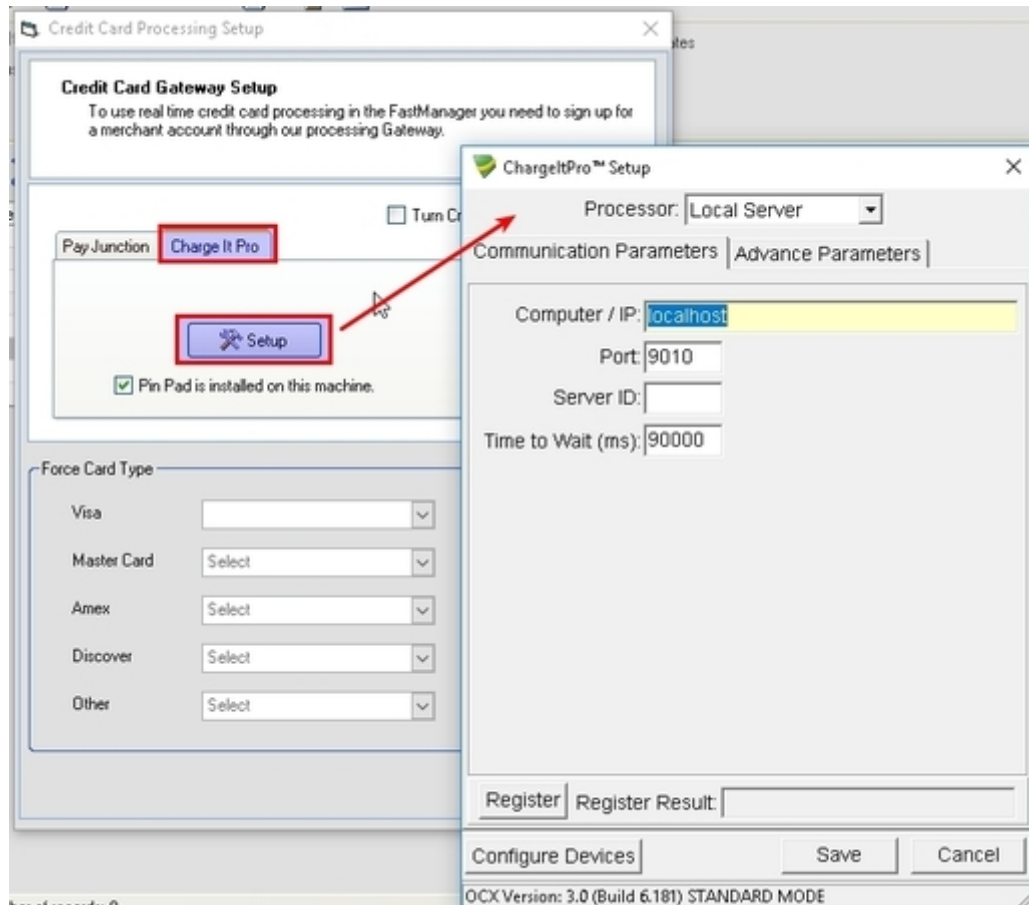
Currently, FastManager supports integration with the following payment processors:

- [Payjunction](#)
- [ChargeltPro](#)

First, you will need to sign up as a new customer with one of these and acquire your account login information. The different information required for each payment processor can be viewed within each one's corresponding setup screen in FastManager, at: File → Merchant Setup



If you select ChargeItPro, you will need to contact them directly to assist with the setup (they will enter or provide the information that is needed in their setup):

[← Sales: Overview](#)[Purchasing ⇒](#)

From:

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

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