

User Guide: Payment

Explanation: The Payments section allows you to track all payments made by customers. You can search for payments by entering the customer's name.

How to Search:

Payments

1

Input Customer Code or Name

2

Customer Information

Name NICHOLS GARDEN CAFE (unknown)

Email admin@nicholsgardencafe.co.nz

Statements

Customer	Period billing cycle	Statement Code	Total Invoice	Total Credit Note	Total	Payment	Balance	
NICHOLS GARDEN CAFE	2024-07-01 - 2024-07-31	SFQVX3EMMF	0 Invoices	0 Credit Note	\$0.00	\$0.00	\$0.00	<input type="button" value="Play Statement"/> <input type="button" value="Send Billing"/>
NICHOLS GARDEN CAFE	2024-08-01 - 2024-08-31	PNZAUHNKMH	0 Invoices	0 Credit Note	\$0.00	\$0.00	\$0.00	<input type="button" value="Play Statement"/> <input type="button" value="Send Billing"/>

1. Use the search bar at the top of the page.
2. Enter the customer name and click "Search" to view all payment transactions related to that customer.