


User Guide: Payment Pending

Explanation: Pending payments are cash or EFT (Electronic Funds Transfer) transactions that need to be reconciled with orders.

How to Reconcile Payments:

Pending Payment

All Customers										
Date Start		Date End		e.g order code, customer name or grand total			Filter			
<input type="checkbox"/>	Date	Customer Name	Invoices	Payment ID	Transaction Type	Payment Type	Transaction Status	Amount	Refund	Final Amount
<input type="checkbox"/>	2024-08-27	Violet Evans	0000002770		Cash	Income	Pending	\$200.00	\$0.00	\$200.00
<input type="checkbox"/>	2024-08-20	Luanna Hughes	0000002544		Cash	Income	Pending	\$260.00	\$0.00	\$260.00
<input type="checkbox"/>	2024-08-19	Alexi Niven	0000002529		Cash	Income	Pending	\$250.00	\$0.00	\$250.00
<input type="checkbox"/>	2024-08-15	KEW PACIFIC ISLAND EARLY CHILDCARE CENTRE	0000000596		EFT	Income	Pending	\$225.00	\$0.00	\$225.00



Please Verify Payment for Customer Violet Evans
Invoice Number 0000002770

Input transaction id

Verify Now Cancel

1. Click on the card icon next to the selected order.
2. Enter the transaction code.
3. Click "Submit" to complete the reconciliation.

<div><input type="checkbox"/></div>	<div>2</div>	Customer Name	Invoices	Payment ID	Transaction Type	Payment Type	Transaction Status	Amount	Refund	Final Amount	
<div><input checked="" type="checkbox"/></div>	<div>Verify Payment</div> <div>Cancel Invoice</div>	Violet Evans	0000002770		Cash	Income	Pending	\$200.00	\$0.00	\$200.00	<div><div></div><div></div></div>
<div><input type="checkbox"/></div>		2024-08-20 Luanna Hughes	0000002544		Cash	Income	Pending	\$260.00	\$0.00	\$260.00	<div><div></div><div></div></div>
<div><input type="checkbox"/></div>		2024-08-19 Alexi Niven	0000002529		Cash	Income	Pending	\$250.00	\$0.00	\$250.00	<div><div></div><div></div></div>
<div><input type="checkbox"/></div>		2024-08-15 KEW PACIFIC ISLAND EARLY CHILDCARE CENTRE	0000000596		EFT	Income	Pending	\$225.00	\$0.00	\$225.00	<div><div></div><div></div></div>
<div><input type="checkbox"/></div>		2024-08-15 CLAIRE SCHREURS	0000000765		EFT	Income	Pending	\$12.75	\$0.00	\$12.75	<div><div></div><div></div></div>
<div><input type="checkbox"/></div>		2024-08-15 Geena Bragg	0000002471		Cash	Income	Pending	\$380.00	\$0.00	\$380.00	<div><div></div><div></div></div>
<div><input type="checkbox"/></div>		2024-08-15 Troy Davidson	0000002470		Cash	Income	Pending	\$200.00	\$0.00	\$200.00	<div><div></div><div></div></div>
<div><input type="checkbox"/></div>		2024-08-07 GAYNOR JOHNSTONE	0000001177		Cash	Income	Pending	\$250.00	\$0.00	\$250.00	<div><div></div><div></div></div>
<div><div>1</div><div><input checked="" type="checkbox"/></div></div>		2024-07-26 Violet Evans	0000000964		Cash	Income	Pending	\$260.00	\$0.00	\$260.00	<div><div></div><div></div></div>

4. Mass Reconciliation: You can reconcile multiple payments with the same customer name at once by selecting the boxes next to the orders, clicking the dropdown button, and choosing "Verify Payment."