aACE Software

Overview of Receipts

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> This guide provides an overview of the Invoices module. It is intended for general users.

A receipt is a customer payment for any open invoices or vendor refunds. Customers can make invoice payments in various ways depending on how they remit payment. Examples of invoice payment methods include one payment in multiple receipts or using one receipt for several invoices. An aACE receipt also provides important details about the payment and bank information.

To access the Receipts module, navigate from Main Menu > Accts Receivable > Receipts.

1. Payment Info

The Payment Info section specifies the company, payment amount, and other payment details.

2. Bank Info

You can view information about the payment deposit and bank accounts in the Bank Info

section. This information pertains to your business's accounting, not the customer's.

3. Invoices

Any invoices included in the invoice payment are listed in the Invoices section. You can add multiple invoices to one receipt, or you can have just one invoice on the receipt.

4. Totals

aACE will display the total amount allocated and the out of balance amount for the receipt in the Totals section.