



## Enter a Payment

Navigate to the Contact who is paying. Select the appropriate invoice.

**Eddard Stark**  
Other  
Add to Quick List

[Edit Parent's Details](#)
[Edit Student List](#)
[Create New Payment Plan](#)
[Create New Invoice](#)
[Add New Note](#)
[Add New Meeting](#)
[Add Files & Folders](#)
[Return to Contacts Main](#)

+ Add some tags to this profile

**Profile Status**

Dormant   Deferred   Recruiting   **Client**

Permanently delete this profile

**Parent's Contact Information**

111-222-3333 (Home)  
000 (Mobile)  
estark@kinginthenorth.com  
Email (Contact preference)  
123 Main Street  
Winterfell, KY  
11111  
United States  
Contact Notes  
Alt. Address:

**Calendar Items**

There are currently no meetings to display

**Student Information**

Sansa Stark  
Class of 2022   Active profile

[Add a student to this profile](#)

**Files and Folders**

General Folder

**Notes & Emails**

There are currently no notes to display

Show more

**Payment Plans**

There are currently no payment plans to display

**Invoices**

Number	Date	Total	Balance
#000037	Jun 30, 2018	\$2,948.00	\$2,948.00

**Broadcast Messages Sent**

There are no messages to display

Show more

Select 'Enter a Payment'

**Invoice**

**CREATED**

Class 101  
245 Regency Circle  
Lexington, KY 40503

Eddard Stark  
123 Main Street  
Winterfell, KY 11111

Invoice # 000038  
 Invoice date Jun 30, 2018  
 Amount due \$3,148.00

Item	Description	Unit cost	Quantity	Line total
Freshman Package		3,199.00	1	3,199.00
Payment Plan		99.00	1	99.00
Additional Child Discount		-150.00	1	-150.00
<b>Total</b>				3,148.00
<b>Amount paid</b>				-0.00
<b>Amount due (USD)</b>				\$3,148.00

Terms  
 Invoice Total = \$3,148  
 Downpayment = \$799  
 23 Payment at \$100; 1 Payment at \$49; Start Date 8/1/2018

[Print](#)
[PDF](#)
[Email Invoice](#)
[Enter a Payment](#)
[Edit Invoice](#)
[Done / Close](#)



Enter all appropriate information

1. Enter the Payment Amount
2. If Paid in full, select this checkbox (it will fill in the payment amount)
3. Verify the Date of the Payment
4. If you want to email the Contact, leave this box checked
5. Select 'Save Payment'

Enter a Payment

Enter a payment for invoice #000038 Change my message defaults

Payment  1

Pay in full 2

Invoice amount \$3,148.00

Method Check

Date Jul 11, 2018 3

Notes

Send payment notification email to Eddard Stark 4

5

Cancel Save Payment

When some payment has been made, the Invoice indicates 'Partial'

Invoice

**PARTIAL**

Class 101  
245 Regency Circle  
Lexington, KY 40503

Eddard Stark  
123 Main Street  
Winterfell, KY 11111

Invoice # 000038  
Invoice date Jun 30, 2018  
Amount due \$2,148.00

Item	Description	Unit cost	Quantity	Line total
Freshman Package		3,199.00	1	3,199.00
Payment Plan		99.00	1	99.00
Additional Child Discount		-150.00	1	-150.00
Total				3,148.00
Amount paid				-1,000.00
Amount due (USD)				\$2,148.00

Terms  
Invoice Total = \$3,148  
Downpayment = \$799  
23 Payment at \$100; 1 Payment at \$49; Start Date 8/1/2018

Print PDF Email Invoice Enter a Payment Edit Invoice Done / Close



When completely paid, the Invoice indicates it is 'Paid'

Invoice

**PAID**

Invoice paid in full on July 11, 2018

Class 101  
245 Regency Circle  
Lexington, KY 40503

Eddard Stark  
123 Main Street  
Winterfell, KY 11111

Invoice # 000038  
Invoice date Jun 30, 2018  
Amount due \$0.00

Item	Description	Unit cost	Quantity	Line total
Freshman Package		3,199.00	1	3,199.00
Payment Plan		99.00	1	99.00
Additional Child Discount		-150.00	1	-150.00
Total				3,148.00
Amount paid				-3,148.00
Amount due (USD)				\$0.00

Terms  
Invoice Total = \$3,148  
Downpayment = \$799  
23 Payment at \$100; 1 Payment at \$49; Start Date 8/1/2018

Print PDF Email Invoice Enter a Payment Edit Invoice Done / Close

Tracking of all invoice payments can be seen at the bottom of the invoice screen.

Invoice

**PAID**

Invoice paid in full on July 11, 2018

Class 101  
245 Regency Circle  
Lexington, KY 40503

Eddard Stark  
123 Main Street  
Winterfell, KY 11111

Invoice # 000038  
Invoice date Jun 30, 2018  
Amount due \$0.00

Item	Description	Unit cost	Quantity	Line total
Freshman Package		3,199.00	1	3,199.00
Payment Plan		99.00	1	99.00
Additional Child Discount		-150.00	1	-150.00
Total				3,148.00
Amount paid				-3,148.00
Amount due (USD)				\$0.00

Terms  
Invoice Total = \$3,148  
Downpayment = \$799  
23 Payment at \$100; 1 Payment at \$49; Start Date 8/1/2018

Invoice Autobiography

Payment	Payment added by you for \$2,148.00 of \$3,148.00	<a href="#">View / Edit</a>	Jul 11, 2018 at 03:25 PM
Payment	Payment added by you for \$1,000.00 of \$3,148.00	<a href="#">View / Edit</a>	Jul 11, 2018 at 03:24 PM
Created	Invoice created by you for \$3,148.00		Jul 11, 2018 at 03:07 PM

There is a 'Payment Plan' function in CPP. DO NOT USE THIS. This will disturb Sales and Revenue reporting.



On the invoice statement, payments will be seen in the lower right portion of the document.

Class 101  
245 Regency Circle  
Lexington, KY 40503

**PAID**



Eddard Stark  
123 Main Street  
Winterfell, KY 11111

Invoice # 000038  
Invoice date 06/30/2018  
Amount due (USD) \$0.00

Item	Description	Unit cost	Quantity	Line total
Freshman Package		3,199.00	1	3,199.00
Payment Plan		99.00	1	99.00
Additional Child Discount		-150.00	1	-150.00

Total 3,148.00  
Amount paid -3,148.00  
Amount Due (USD) \$0.00

Payments		
Date received	Type	Amount
09/01/2018	Check	\$148.00
08/01/2018	Check	\$1,000.00
07/11/2018	Check	\$1,000.00
07/11/2018	Check	\$1,000.00

Terms  
Invoice Total = \$3,148  
Downpayment = \$799  
23 Payment at \$100; 1 Payment at \$49; Start Date 8/1/2018