

Sending Payment Requests & Using the Payment List

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Order Time inventory allows you to receive payments on orders and shipping documents and sync those payments into QuickBooks. It will sync all payments from QuickBooks over into Order Time as well.

You can manage credit card security settings and enable "Send Payments" through [Settings > Company Preferences > Payments](#).

The payment processing gateways should be set up first before you start requesting payments. Refer to [Payment Gateway](#) for more details. Your Payment Gateway also needs to have a default Payment method selected.

Company Preferences

| Section | Payment |
|-------------------|---|
| General | <input checked="" type="checkbox"/> Mask credit card number (e.g. xxxx-xxxx-xxxx-5678) |
| Activities | <input checked="" type="checkbox"/> Enable 'Send Payment Request' |
| Doc #s | Processing Requirements |
| Items | <input checked="" type="radio"/> Allow saving credit card payment without processing. |
| Inventory | <input type="radio"/> Warn if saving a credit card payment and the card has not been processed. |
| Sales | <input type="radio"/> Block unprocessed credit card payments from being saved. |
| Shipping | AV Requirements for processing credit cards |
| Payments | <input checked="" type="radio"/> Require both Billing Address and Zip |
| Purchasing | <input type="radio"/> Require Billing Address |
| Receiving | <input type="radio"/> Require Zip |
| Production | <input type="radio"/> Require either Billing Address or Zip |
| Lot / Serial #s | <input type="radio"/> Require neither Billing Address nor Zip |
| All Orders Mobile | <input type="checkbox"/> Put Gateway transactions in test mode. |

In the Sales Order you will now see a Payments Tab that will always be available. Here you can receive payments:

Sales > Sales Orders > Sale Order Created By Veronica Marciano 1/29/2019 12:16 PM Modified By Veronica Marciano 1/29/2019 12:16 PM

Sales Order - 166 Status: Processing

| General | Bill Address | Ship Address | Summary Revision: 1 |
|---|---|--------------|--|
| No. 166 Customer: Aberdeen School District Date: 1/29/2019 Promise Date: 1/29/2019 Customer PO: 12363 Contact: | ABERDEEN SCHOOL DISTRICT 216 N. 12 th ST. ABERDEEN, WA 98520 | | Subtotal: 30.00 Ship Amount: 0.00 Discount \$: -0.00 Taxes: 0.00 Total Amount: 30.00 Paid Amount: -0.00 Balance: 30.00 |

Items | Details | Memo & Instructions | Custom | **Payments** | Ship Docs | Dependency | Attachments | Open Activities | Activity History

Name/Number Search Item

| LINE NO. | ITEM | DESCRIPTION | QUANTITY | FILLED | UOM | PRICE | EXT. | TAX CODE | CLEARED | AVAILABLE | STD. PRICE | STD. COST | ACTIONS |
|----------|------|-------------|----------|--------|-----|-------|-------|----------|-----------------------|-----------|------------|-----------|---|
| 1 | A01 | Item A01 | 2.00 | 0.00 | PC | 15.00 | 30.00 | Non | <input type="radio"/> | 33,318.33 | 15.00 | 6.00 | <input type="button" value="E"/> <input type="button" value="D"/> |
| | | 15 | | | | | | | | | | | |
| | | Non | | | | | | | | | | | |



*By default, the Payment tab is not visible in Sales Order. In order for the Payment tab to be available, the value of the Payment Type in Terms should not be Accounts Receivable (No Cash Payments) OR you have the "Enable "Send Payment Request" preference selected.

Here you can receive payments:

1. Click the **+Request Payments** button.

Sales > Sales Orders > Sale Order Created By Veronica Marciano 1/29/2019 12:16 PM Modified By Veronica Marciano 1/29/2019 12:16 PM

Sales Order - 166 Status: Processing

| General | Bill Address | Ship Address | Summary Revision: 1 |
|---|---|--------------|--|
| No. 166 Customer: Aberdeen School District Date: 1/29/2019 Promise Date: 1/29/2019 Customer PO: 12363 Contact: | ABERDEEN SCHOOL DISTRICT 216 N. 12 th ST. ABERDEEN, WA 98520 | | Subtotal: 30.00 Ship Amount: 0.00 Discount \$: -0.00 Taxes: 0.00 Total Amount: 30.00 Paid Amount: -0.00 Balance: 30.00 |

Items | Details | Memo & Instructions | Custom | **Payments** | Ship Docs | Dependency | Attachments | Open Activities | Activity History

| DATE | TENDER TYPE | AMOUNT | APPLIED AMOUNT | UNAPPLIED | ACTIONS |
|------|-------------|--------|----------------|-----------|---------|
|------|-------------|--------|----------------|-----------|---------|

2. The **Send Email** -up window will appear. In here, select the "Sales Order/ Ship Doc Payment Email" Template that contains a special a payment link. Your customer can use that Payment link to apply the payment to the Sale Order/Ship Doc.



By default, the payment link is already on the Email Template. Do NOT delete the link token. It looks like this: `{!link}`

Bill Address

ABERDEEN SCHOOL DISTRICT
216 N. "G" ST.
ABERDEEN, WA 98520

Ship Address

Summary

Subtotal

Ship Amou

Discount \$

Taxes

Total Amou

Paid Amou

Balance

Send Email

Contact:

Additional To:

CC:

BCC:

Template: Sales Order Payment Email

Subject:

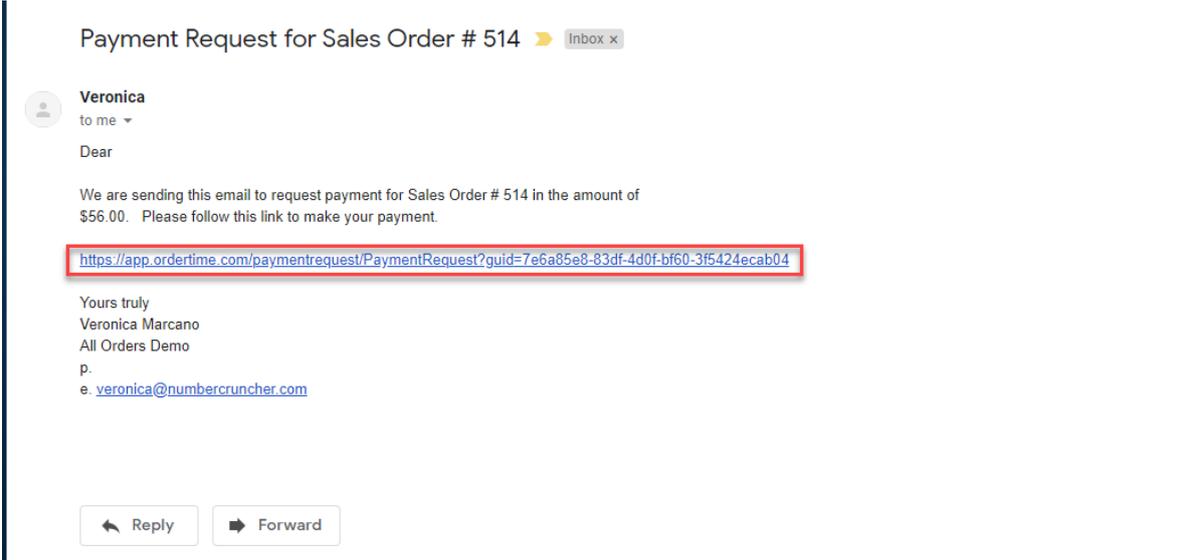
Body:

Attachment:

| FILE: | SIZE: | ACTION: |
|-------|-------|---------|
| | | |

To learn about more advanced techniques in creating and editing Payment Request Email Templates head to this article: [Configuring Payment Requests in the Email Template](#)

This will send your customer an email requesting to pay their Sales Order / Ship Doc.



When the customer clicks on the link in the email it will direct them to a secured window where they will enter all of their credit card information and submit the payment using the "PAY NOW" Button.

All Orders Demo
PAYMENT REQUEST

Applications2U



No. 514

Date 2/5/2019

Open Amount 56.00

Name on Card

Credit Card No.

Security Code

Exp. MM/YYYY

Credit Card Address

Credit Card Zip/Postal

Email

PAY NOW

The payments that are made using the Payment Link will then appear under the Payments tab.

Sales > Sales Orders > Sale Order Created By Veronica 2/5/2019 9:40 AM Modified By Veronica 2/5/2019 9:46 AM

Sales Order - 514 [Create PDF](#) Status: Approved

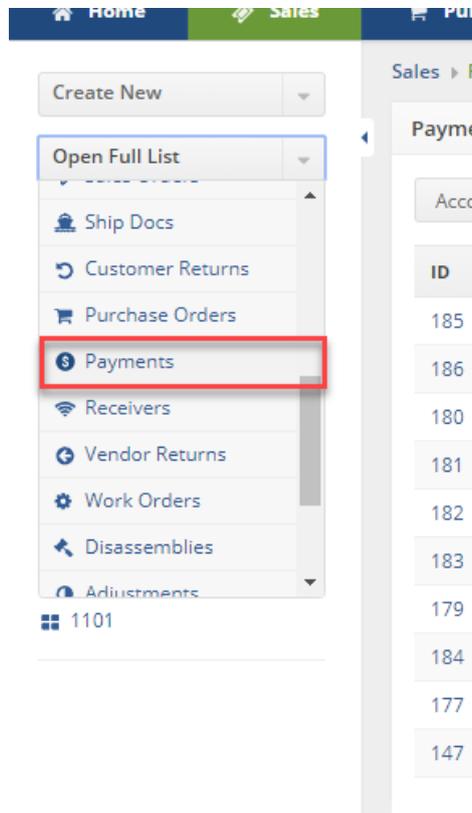
| General | Bill Address | Ship Address | Summary Revision: 1 |
|--|--|--|---|
| No. 514 Customer 1496 Ontario Inc. Date 2/5/2019 Promise Date 2/5/2019 Customer PO Contact DO this <input type="checkbox"/> Test Cust Field | 1496 ONTARIO INC. 123 YONGE ST SUITE 300B TORONTO, ON M4V 3T5 CA | 1496 ONTARIO INC. 123 YONGE ST SUITE 300B TORONTO, ON M4V 3T5 CA | Subtotal 51.00 LIPS 5.00Tax Discount \$ -0.00 Taxes 0.00 Total Amount 56.00 Paid Amount -56.00 Balance 0.00 |

Items Details Memo & Instructions **Payment** Ship Docs Dependency Attachments Open Activities Activity History Add

| DATE | TENDER TYPE | AMOUNT | APPLIED AMOUNT | ACTIONS |
|----------|-------------|--------|----------------|--------------------------|
| 2/5/2019 | Credit Card | 56.00 | -56.00 | <input type="checkbox"/> |

Payment List

You can access the Payment List using the *Open Full List* drop-down menu, on the left side of your screen.



From the list you can view the payments that have been made and create new payment by clicking on the "New Payment" Button.

The screenshot shows the 'Payments' list interface. At the top, there is a search bar and a 'New Payment' button. Below the search bar is a table with the following columns: ID, CUSTOMER, DATE, PAYMENT METHOD, AMOUNT, and ACTIONS. The table contains 10 rows of payment records.

| ID | CUSTOMER | DATE | PAYMENT METHOD | AMOUNT | ACTIONS |
|-----|---------------------------------|------------|------------------|-----------|---------|
| 185 | Michele Collins | 1/29/2019 | Cash | 100.00 | 🗑️ |
| 186 | Michele Collins | 1/29/2019 | Cash | 50.00 | 🗑️ |
| 180 | Adrienne Mazzone/Rebecca | 1/28/2019 | Cash | 5.00 | 🗑️ |
| 181 | Adrienne Mazzone/Rebecca | 1/28/2019 | Cash | 15.00 | 🗑️ |
| 182 | Allison Santana | 1/28/2019 | Cash | 100.00 | 🗑️ |
| 183 | Christina Anderson | 1/27/2019 | Credit Card | 500.00 | 🗑️ |
| 179 | Accord Corporation | 1/27/2019 | Cash | 15.00 | 🗑️ |
| 184 | Christina Anderson | 1/26/2019 | Credit Card | 50.00 | 🗑️ |
| 177 | Baltimore County Public Schools | 12/21/2018 | American Express | 25,000.00 | 🗑️ |
| 147 | John Doe | 9/7/2017 | Visa | 50,052.00 | 🗑️ |

Through the payments list you can also change the allocation to different Ship Doc and potentially create one payment to multiple ship docs and or apply a customer return to a ship doc.

Notice that in this example we have taken a payment for a Ship Doc for \$1,455.00 and we have

taken a credit of \$100.00 from a return and applied it to one Ship Doc. So we are offsetting equally to a customer return.

Sales > Payments > Payment

Payment - 1069 Save Cancel

Customer: ADN
Payment Method: Cash
Date: 1/24/2019
Memo:
Check / Ref #:
Account: NC Internal Bank Account

Amount: 1455

Applied 1,455.00 Unapplied 0.00

| NO. | TRAN TYPE | DATE | OPEN AMOUNT | APPLIED AMOUNT | DISCOUNT \$ | UNAPPLIED |
|-----|-----------------|------------|-------------|----------------|-------------|-----------|
| 23 | Ship Doc | 12/9/2018 | 1,540.00 | 1,540.00 | -0.00 | 0.00 |
| 24 | Ship Doc | 12/18/2018 | 10.00 | 10.00 | -0.00 | 0.00 |
| 25 | Ship Doc | 1/8/2019 | 5.00 | 5.00 | -0.00 | 0.00 |
| 3 | Customer Return | 8/20/2018 | -100.00 | -100.00 | -0.00 | 0.00 |



*We recommend that regular payments are taken at the Sales Order or the Ship Doc under the Payments Tab. Payment Type in Terms should not be Accounts Receivable (No Cash Payments) OR you have the "Enable "Send Payment Request" preference selected.