SedonaOffice
The #1 Financial Software for Security Companies

This document describes how to enter payments received that is non-customer related such as an insurance refund, vendor rebates, etc.

Before beginning a payment batch, if your company has not already created a customer for processing miscellaneous payments, you will need to do this first. The non-customer payments will be entered using this miscellaneous payments customer.
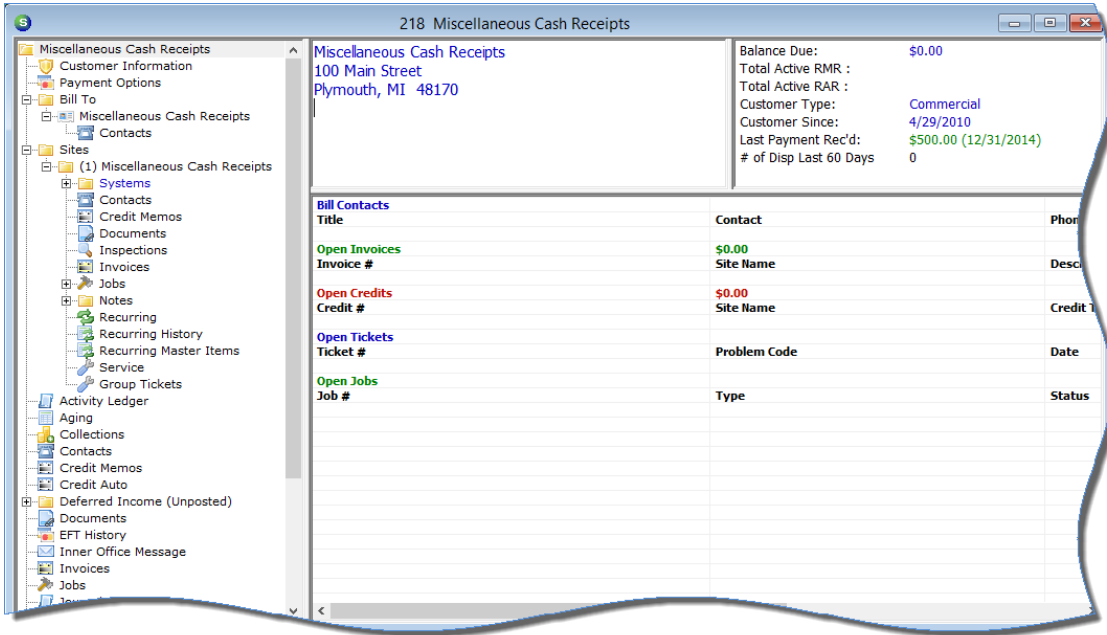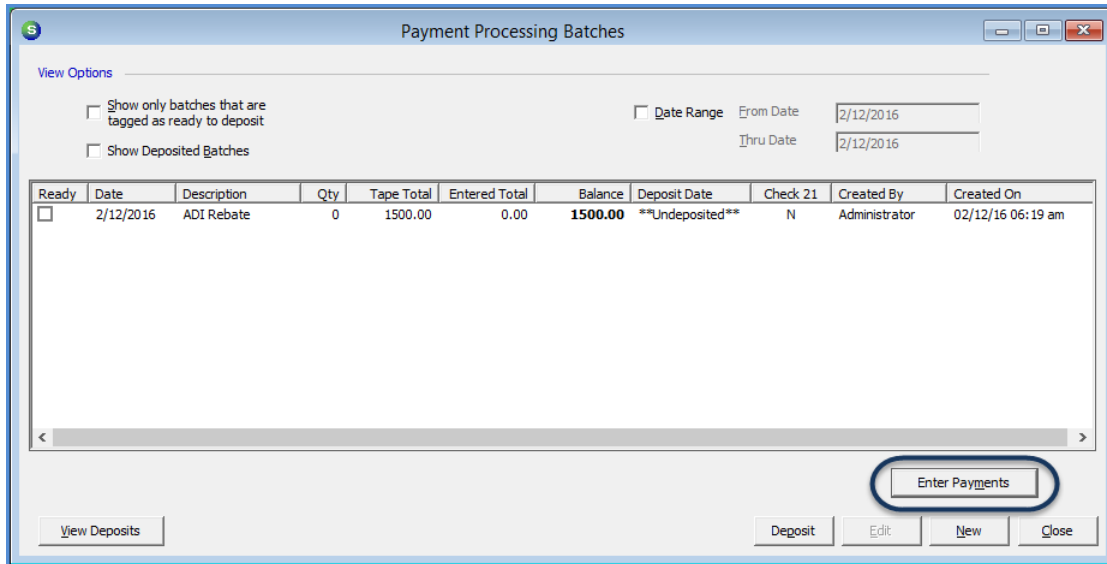
1. From the Accounts Receivable Module, select the *Payment Processing* option. The Payment Processing Batches List will be displayed. Click on the *New* button at the lower right to begin a new payment batch.
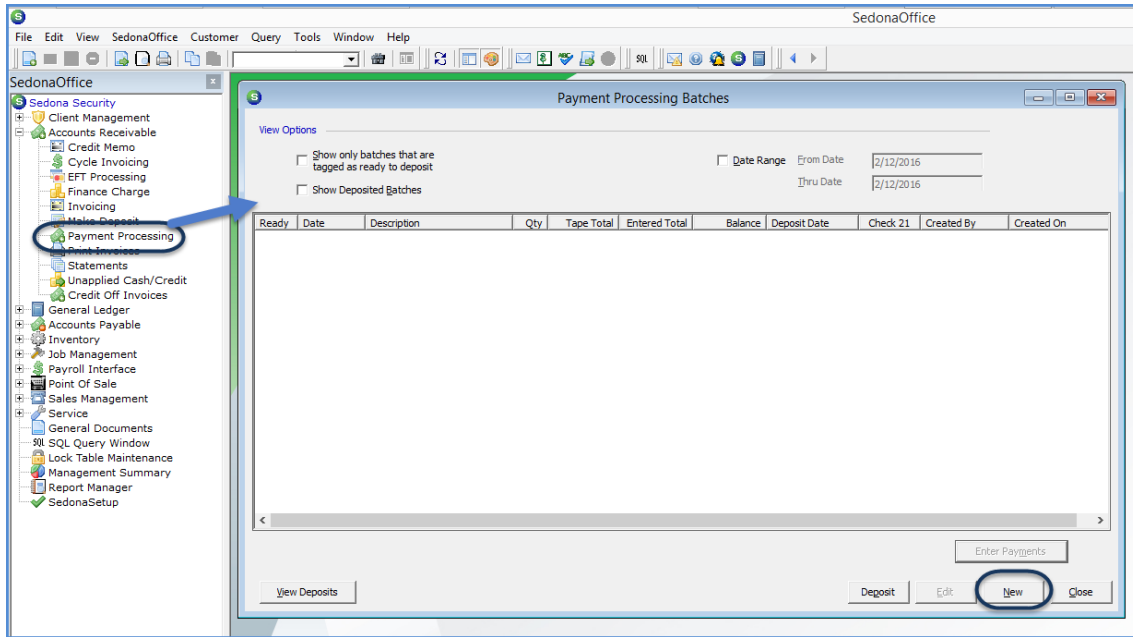
2. On the New Batch Information form, enter the Batch Date, Description and the Tape Total; click the *Save* button when finished.
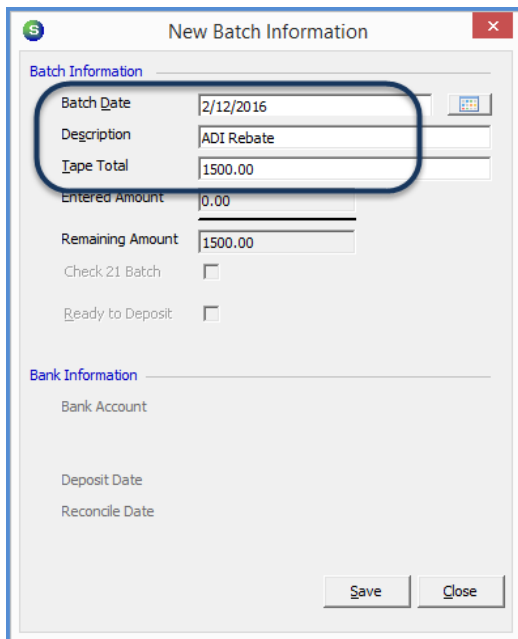
3. You will be returned to the Payment Processing Batches List. Double-click on the batch to open *or* click once on the batch then click on the *Enter Payments* button.
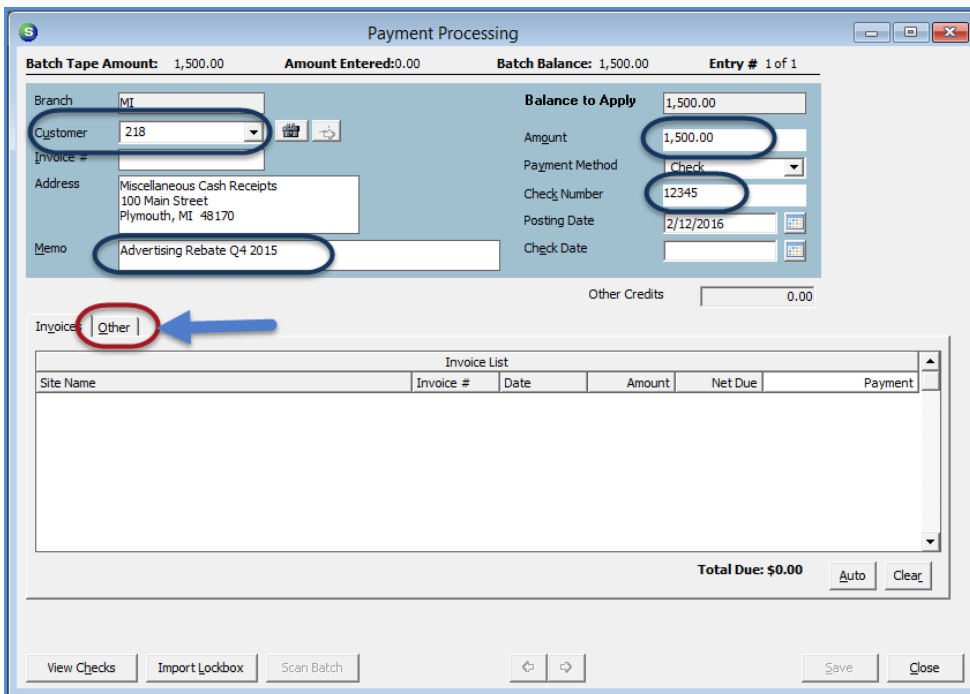
4. The Payment Processing form will be displayed. In the Customer field enter your Miscellaneous Cash customer number, or click on the binoculars to the right to look up the customer number. Enter the Amount of the payment, the Check Number, and you may want to type in a note in the Memo field. When finished, click on the "Other" tab as shown below.

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5. From the "Other" tab, check the box to the left of the Miscellaneous option. Next either enter the GL Account number or click on the drop-down arrow to locate the account to which you will be posting the payment. Typically this will post to Other Income. Select the appropriate Category; the amount of the payment will automatically fill into the Amount field. Click on the *Save* button when finished.

6. You will be returned to the Payment Processing Batches list. Deposit the batch as any other customer payment batch.