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## Create a Manual Payment

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### Overview

Creating a manual payment through SalesPad Desktop is a pretty simple process. However, please be aware that this process does *not* check the validity of the payment information, and it does *not* mask the credit card number. Actual collection of the payment from the credit card is done via the credit card processor.

### Usage

To create the manual payment, first click the hyperlink in the Payment field of the Sales Document screen.

The screenshot shows the Sales Document screen for document ORDST2226. The document properties include Customer # AARONFIT0001, Sales Rep PAUL W., and Order (STDO) for Aaron Fitz Electrical. The shipping address is for Aaron Fitz Electrical in Chicago, IL. The summary table on the right shows a Total of 930.20 and a Payment of 0.00, which is highlighted with a red box.

Field	Value
Misc Charge	0.00
Discount	0.00
Discount %	0.00%
Freight	0.00
Tax	0.00
Total	930.20
Payment	0.00

Open the Credit Card tab on the Payments screen that appears. Enter the credit card information and save the payment.

The screenshot shows the Payments screen for invoice INVSP1343. The document total is 0.00 and the amount remaining is -20.00. A table shows a payment of 20.00 via MasterCard on 1/1/2020. Below the table is a form for entering credit card information, including processor (AUTH.NET), card number (5024), card name (MasterCard), expiration date (01/2020), security code (002), and amount (20.00). The transaction type is set to Manual Payment. The billing address is for Bob Fitz at One Microsoft Way, Redmond, WA 98052-6399. A Save button is highlighted with a red box.

Payment Type	Trans T...	Card Name	Card Number	Exp. Date	Amount Paid	Auth C...	Transa...
MANUAL		MasterCard	5024	1/1/2020	20.00		4/3/20...

The payment information will be written to Microsoft Dynamics GP, and you will need to manually process the payment with your credit card processor outside of SalesPad.

***Please note, Credit Card processing from the Credit Card tab in the Payment Window is Not Supported.***