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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 either Accept Payment or the hyperlink in the Payment field of the Sales Document screen.

The screenshot shows the SalesPad Desktop interface for document ORDST2386. The 'Totals' section on the right is highlighted with a red box, showing a total of \$25,000.00 and a payment of \$0.00. The 'Accept Payment' button is located below the payment field.

Field	Value
Misc Charge:	\$0.00000
Discount:	\$0.00
Discount %:	0.00%
Freight:	\$0.00000
Tax:	\$0.00000
Total:	\$25.00000
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 'Credit Card' tab is selected, showing a payment of 20.00. The 'Credit Card Information' section is highlighted with a green box, showing the processor as AUTH.NET, card number 5024, and a 'Save' button.

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...

Credit Card Information

Processor: AUTH.NET
Card Number: 5024
Card Name: MasterCard
Expiration Date: 01/2020
Security Code: 002
Amount: 20.00 Date: 4/3/2018
Transaction Type: Authorization Charge Manual
Type: Payment Deposit
Save

Billing Address

Cardholder Name: Bob Fitz
Address 1: One Microsoft Way
Address 2:
Address 3:
City: Redmond
State: WA Zip: 98052-6399
Country: USA Country Code: US
Address Code: PRIMARY

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](#).