



## Create a Manual Payment

Cavallo IT - 2025-06-25 - Sales

### 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.

| Document Properties |                | Shipping Address       | Additional Properties | Totals - GM: [-\$21.10] [-2.27%] |
|---------------------|----------------|------------------------|-----------------------|----------------------------------|
| Document #:         | ORDST2226      | Aaron Fitz Electrical  | Batch/VQ: BLLE        | Misc Charge: 0.00                |
| Customer #:         | AARONFIT0001   | 11403 45 St. South     | Price Level: RETAIL   | Discount: 0.00                   |
| Req Ship:           | 4/12/2017      | Chicago, IL 60603-0776 | No Links              | Discount %: 0.00%                |
| Ship Method:        | LOCAL DELIVERY | P: (312) 555-0102      |                       | Freight: 0.00                    |
| Where:              | WAREHOUSE      | P: (312) 555-0102      |                       | Tax: 0.00                        |
| Currency:           | 2-US\$         |                        |                       | Total: 338.20                    |
|                     |                |                        |                       | Payment: 0.00                    |

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

**Payments**

Payments for INVOICE INVSP1343      Document Total: **0.00**      Amount Remaining: **-20.00**

PayFabric: 0.00    **Credit Card: 20.00**    Cash/Check: 0.00    CardKnox: 0.00

| 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... |

New Payment  
 Remove Payment  
 Capture Preauth  
 Void  
 Credit  
 Check Status

**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

Processor Log (3)

Close

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.**