

Recording a payment

If you're not using an automated payment collection system, such as GoCardless, then you will need to pay off your client's invoices manually.

To do this, you will need to go to **Financials** on the Main Menu and **Checkout** on the sub-menu.

Once on the **Current Orders** page, you will see a truncated list of all the outstanding invoices; You can choose to search via **Order Number**, **First Name**, or **Surname**. Once you have entered the relevant information and pressed **Search**, the invoice required will show in the middle column. To pay off this invoice, you will need to **select** it by pressing the box at the far left, and then press **To Checkout**.

Once in the **Checkout**, you will see any linked and available credits at the top of the page, you can choose to apply these to the invoice.

You will then see a list of **Payment Methods** where you can input the value received in each form. For example, you may have received £10.00 in cash and then the outstanding balance via bank transfer. If you received the total amount via one payment method, you could press the **Pay In Full** button to pay off the whole invoice at once. If inputting a value, you will need to press **Record Payment Details** to pay off the invoice successfully.

You can record the **Payment Date** in SwimSoft so your financial reports will be accurate. Ensure you change the **Payment Date** before pressing the **Pay in Full** button.

Shopping Basket Summary Order No 4264 Order Total £8.00 Order Outstanding £8.00	Linked Credits <input checked="" type="checkbox"/> Overpayment on 12 Jan 2022. Payment ref - 965 £2.00	
	Available Credits <input checked="" type="checkbox"/> Willow Cassidy - Moved student from course 684. Refund lessons. £25.00	
Payment Method		
<input type="button" value="Pay In Full"/>	Cash	<input type="text"/>
<input type="button" value="Pay In Full"/>	Cheque	<input type="text"/> Cheque No <input type="text"/>
<input type="button" value="Pay In Full"/>	Credit Card	<input type="text"/> Card No <input type="text"/> -XXXX-XXXX- <input type="text"/>
<input type="button" value="Pay In Full"/>	Debit Card	<input type="text"/> Card No <input type="text"/> -XXXX-XXXX- <input type="text"/>
<input type="button" value="Pay In Full"/>	Direct Payment	<input type="text"/> Ref No <input type="text"/>
Total £27.00 Outstanding £-17.00		
Payment Date		
<input type="text" value="05-May-2022"/>		
<input type="button" value="Record Payment Details"/>		
<input type="button" value="Exit"/>		

Once complete, you can go to the client's **CDS** and look at the **Invoices** section. You will see that the invoice now shows as **Paid**. The invoice will show the payment methods used and the date the invoice was paid off. For more information on the payment received, you can press the **Payments** button found in the left column of the **CDS** and view further detail.

If you have made a mistake and have paid off the wrong invoice, you can search the invoice number again and then press the **Reverse** button. Please note that reversing the payment will issue a credit for the paid amount, so if this was incorrect you will need to go to their **CDS** and delete the **credit**.