



## Cash In Advance

SOP 124

Revision A, 03/23/2018

Approved by: Don Stanton

### PURPOSE:

Cash in Advance Orders require a payment before the order will ship. In Deacom, this will be process as a pre-payment.

### PROCESS:

#### Pre-Payments for the total amount (sales order entered; but not invoiced)

1. Navigate to Accounting > Sales Order Payments
2. Choose Pre-Payments as the report type
3. Complete the pre-filter as needed; normally choosing a Bill-To Company
4. Confirm the correct cash account is chosen
5. Click View
6. Use the Move or Move All buttons to move the invoices to be paid over to the right side. Note if you are not moving all the invoices; you have to move each one individually – you can double click on the invoice you wish to move.
7. Click Apply
8. Enter a Reference number – normally customer's check number
9. Deposit Number (optional) – normally used for lockbox or wire transfer number
10. Choose a Payment Type – cash; check; credit card etc. Note if choosing a credit card; you need to enter the credit card number on the line above
11. Confirm Cash Account
12. Click Continue

#### Pre-Payments for the less than total amount (sales order entered; but not invoiced)

1. Navigate to Accounting > Sales Order Payments
2. Choose Pre-Payments as the report type
3. Complete the pre-filter as needed; normally choosing a Bill-To Company
4. Confirm the correct cash account is chosen
5. Click View
6. Use the Move or Move All buttons to move the invoices to be paid over to the right side. Note if you are not moving all the invoices; you have to move each one individually – you can double click on the invoice you wish to move.
7. Click Modify Amt
8. Enter the amount of the payment in the "Set Total Amount" box
9. Click Save
10. Exit
11. Click Apply
12. Enter a Reference number – normally customer's check number
13. Deposit Number (optional) – normally used for lockbox or wire transfer number
14. Choose a Payment Type – cash; check; credit card etc. Note if choosing a credit card; you need to enter the credit card number on the line above
15. Confirm Cash Account
16. Click Continue



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### REVISIONS

Rev	Date	Change
I/R	10/23/17	New
A	3/21/2018	Button names