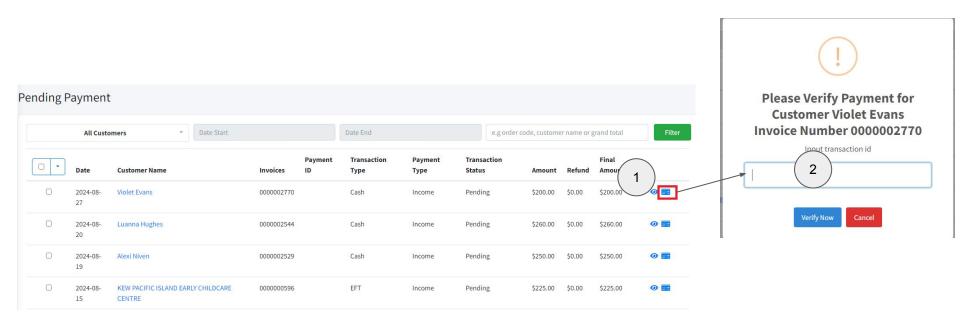


User Guide: Payment Pending

Explanation: Pending payments are cash or EFT (Electronic Funds Transfer) transactions that need to be reconciled with orders.



How to Reconcile Payments:



- 1. Click on the card icon next to the selected order.
- 2. Enter the transaction code.
- 3. Click "Submit" to complete the reconciliation.



	2	Customer Name	Invoices	Payment ID	Transaction Type	Payment Type	Transaction Status	Amount	Refund	Final Amount	
	Verify Payment Cancel Invoice	iolet Evans	0000002770		Cash	Income	Pending	\$200.00	\$0.00	\$200.00	0
	2024-08- 20	Luanna Hughes	0000002544		Cash	Income	Pending	\$260.00	\$0.00	\$260.00	@
	2024-08- 19	Alexi Niven	0000002529		Cash	Income	Pending	\$250.00	\$0.00	\$250.00	@
	2024-08- 15	KEW PACIFIC ISLAND EARLY CHILDCARE CENTRE	000000596		EFT	Income	Pending	\$225.00	\$0.00	\$225.00	@
	2024-08- 15	CLAIRE SCHREURS	0000000765		EFT	Income	Pending	\$12.75	\$0.00	\$12.75	@
	2024-08- 15	Geena Bragg	0000002471		Cash	Income	Pending	\$380.00	\$0.00	\$380.00	@
	2024-08- 15	Troy Davidson	0000002470		Cash	Income	Pending	\$200.00	\$0.00	\$200.00	@
	2024-08- 07	GAYNOR JOHNSTONE	0000001177		Cash	Income	Pending	\$250.00	\$0.00	\$250.00	@
1	2024-07- 26	Violet Evans	000000964		Cash	Income	Pending	\$260.00	\$0.00	\$260.00	@

4. Mass Reconciliation: You can reconcile multiple payments with the same customer name at once by selecting the boxes next to the orders, clicking the dropdown button, and choosing "Verify Payment."