TM : ONE PAYMENT ON MULITPLE ORDERS

Tip of the Week

A PATRON SENT 1 CHECK TO COVER MULITPLE BALANCES . . .

ation	•Event	•Mail List	•Pass	•Relation	•Order	
Orde...	Date	O	Balance	Tix Qty	Tix Amount	D
1703548	JUN 10 2016		$75.00	0	$0.00	
1703547	JUN 10 2016		$68.00	10	$50.00	
1702146	JUN 3 2016			0	$0.00	

SELECT THE ORDERS YOU WANT
CONTROL / RIGHT CLICK

$ Apply Payment ▶	$ Separate Payments for each Order
Print Tickets	📄 One Payment for all Selected Orders
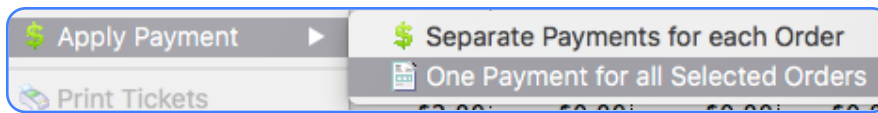
Allocate Multiple Payments

Amount allocated over payments successfully

Payment Method	*Check
Amount	$120.00
*Check #	12345
Approval	telcheck approval number, if a

Enter the total amount to be paid and the individual amounts that are to be applied to each

ADJUSTABLE, DEFAULTS TO COMBINED BALANCE OF SELECTED ORDERS

$ Accept Payment

Order #	Date	PO Number	Total	Balance	Age	Payment	Date	Note
1703548	JUN 10 2016	PO Number	75.00	75.00	0	75.00	JUN 10 2016	no
1703547	JUN 10 2016		68.00	68.00	0	45.00	JUN 10 2016	

ADJUSTABLE, CALCULATES TOP DOWN

SHOWS SELECTED ORDERS AND ALL BALANCE OWING

VOILÀ !

•Ticket	•Donation	•Event	•Mail List	•Pass	•Relation	•Order	•Payment
Order #	Date Rec...	Payment Origin	JE T...	Payment Method		Payment Desc	
1703548	JUN 10 2016	Patron Present	MP	*Check		12345	
1703547	JUN 10 2016	Patron Present	MP	*Check		12345	

SAVES DUPLICATED EFFORT AND MENTAL MATH !

Want to Share a TM Tip or Cool Feature? E-Mail Sophia:
smorris@proctors.org