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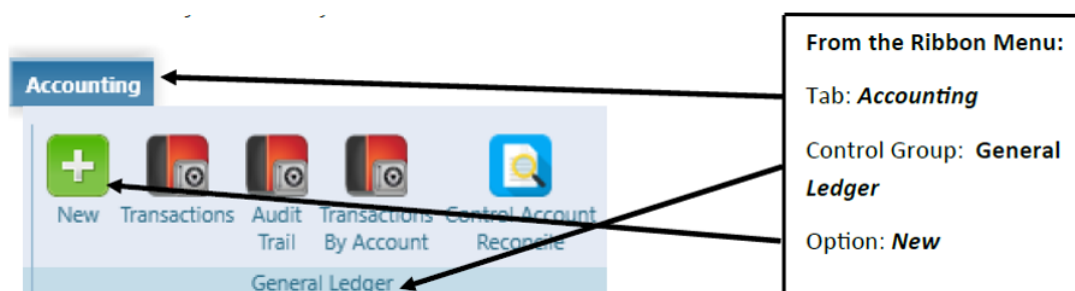
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How Do You Record a Payment From Someone Who is Not a Customer?

Tammy Mason - 2022-07-18 - in Customers

How Do You Record a Payment From Someone Who is Not a Customer?

Short Answer: As a journal entry



Explanation: The 'Receipt-New' option requires a customer and the 'Receipts-Allocate' requires the receipt be applied to an order or invoice. A non-customer payment does not meet these requirements and should be entered as a general ledger journal entry.

On the Accounting tab select the option for New under the General Ledger control group.

Use the tool tips provided for field by field guidance. Debit the cash account and credit the P & L account that you want to apply the receipt to.