

Payments on 1place (incomplete)

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Help Topics

Payments on 1place

Overview of the Payments Feature

The **Payments** feature in 1place allows users to process payments directly on **Sales Orders** and **Invoices** using various **payment methods** — including *Cash, ACH, Check, Credit Card, Credit Memo, Email Pay, and Wire Transfer*.

Authorized users can also **edit or delete payments** when necessary, giving flexibility in managing customer transactions and ensuring accurate records.

The screenshot displays the 'Payments' interface in 1place. At the top, a blue header bar contains the title 'Payments'. Below this, a red banner indicates '\$915.21 Customer credit available for this customer'. The main form is divided into two columns. The left column contains input fields for 'Invoice #' (250715-0002), 'Date Paid' (07/22/2025), 'Payment Method' (Cash), 'Check #' (empty), and 'Authorization #' (empty). The right column contains a summary table with the following data: Invoice Total (\$472.17), Total Prev Payments (\$0.00), Amount Due (\$472.17), Amount Tendered (\$472.17), Change (To Give Back) (\$0.00), Amount Paid / Applied (\$0.00), and Customer Credit (\$0.00). Below the form is a table with columns: Action, How Paid, Date Paid, Ck / Card Number / CM, Amt Paid(*), Amt Received, Authorization, To Sync, and Last Synced. At the bottom, there is a 'Close' button on the left and 'Show / Apply Credit' and 'Apply Payment' buttons on the right.

Action	How Paid	Date Paid	Ck / Card Number / CM	Amt Paid(*)	Amt Received	Authorization	To Sync	Last Synced
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How to access the Payments Screen

To open the Payments screen in 1place:

1. Go to a **Sales Order** or **Invoice**.
2. Click on the **Payment Info** tab located below the line items on the left side of the screen.
3. Click the **Receive/Edit Payments** button.
4. The **Payments** screen will open, allowing you to enter or manage payments for the selected order or invoice.

Processing Payments

In 1place, you can process payments on Sales Orders and Invoices using a variety of **payment methods**. Whether the customer pays by **Cash, ACH, Check, Credit Card, Credit Memo, Email Pay, or Wire Transfer**, the payment process follows the same basic steps — select the correct transaction, choose the appropriate payment method and enter appropriate details, enter the amount received, and apply the payment.

Each payment method may have unique handling or processing requirements, which we'll cover in the following sections.

Cash Payments

To record a **cash** payment on a Sales Order or Invoice:

1. Make sure you have the correct **Sales Order** or **Invoice** open.
2. Click the **Payment Info** tab, then click **Receive/Edit Payments** to open the **Payments** screen.
3. Confirm the **physical cash** amount received from the customer.
4. In the **Payments** screen, select **Cash** as the **payment method**.
5. Enter the amount received in the **Amount Tendered** field.
6. Click **Apply Payment** to process and record the cash payment.

Payments

\$915.21 Customer credit available for this customer

Invoice #: 250715-0002
Date Paid: 07/22/2025

Payment Method: Cash
Check #:
Authorization #:

Invoice Total: \$472.17
Total Prev Payments: \$0.00
Amount Due: \$472.17

Amount Tendered: \$472.17
Change (To Give Back): \$0.00

Amount Paid / Applied: \$0.00
Customer Credit: \$0.00

Action	How Paid	Date Paid	Ck / Card Number / CM	Am't Paid(*)	Am't Received	Authorization	To Sync	Last Synced
Close								

Close Show / Apply Credit Apply Payment

ACH Payments

To record an **ACH** payment on a Sales Order or Invoice:

1. Make sure you have the correct **Sales Order** or **Invoice** open.
2. Click the **Payment Info** tab, then click **Receive/Edit Payments** to open the **Payments** screen.
3. In the **Payments** screen, select **ACH** as the payment method.
4. Enter the payment amount in the **Amount Tendered** field.
5. Enter any relevant ACH details (e.g., **Bank Account Number**, **ABA Routing Number**, or other internal notes) for tracking purposes.
6. Click **Apply Payment** to process and record the ACH payment.

Always verify bank details with the customer and ensure proper authorization before processing ACH payments.

Payments

\$915.21 Customer credit available for this customer

Invoice #: 250715-0002
Date Paid: 07/25/2025

Payment Method: ACH
Check #: 1234567
Authorization #:

Invoice Total: \$472.17
Total Prev Payments: \$150.00
Amount Due: \$122.17

Amount Tendered: \$122.17
Change (To Give Back): \$0.00

Amount Paid / Applied: \$150.00
Customer Credit: \$0.00

Action	How Paid	Date Paid	Ck / Card Number / CM	Am't Paid(*)	Am't Received	Authorization	To Sync	Last Synced
Close								

Close Show / Apply Credit Apply Payment

Check Payments

To record a **Check** payment on a Sales Order or Invoice:

1. Make sure you have the correct **Sales Order** or **Invoice** open.

2. Click the **Payment Info** tab, then click **Receive/Edit Payments** to open the **Payments** screen.
3. In the **Payments** screen, select **Check** as the payment method.
4. Enter the payment amount in the **Amount Tendered** field.
5. Enter any relevant **check details** (e.g., **Check Number**, **Authorization Number**, or other notes) for internal tracking.
6. Click **Apply Payment** to process and record the check payment.

Always verify the check details and ensure the payment is authorized before processing.

Payments

\$915.21 Customer credit available for this customer

Invoice # 250715-0002
Date Paid 07/25/2025

Payment Method Check
Check # 987654321
Authorization #

Invoice Total \$472.17
Total Prev Payments \$150.00
Amount Due \$122.17
Amount Tendered \$122.17
Change (To Give Back) \$0.00
Amount Paid / Applied \$150.00
Customer Credit \$0.00

Action	How Paid	Date Paid	Ck / Card Number / CM	Amt Paid**	Amt Received	Authorization	To Sync	Last Synced
X Sync/Re-sync	Cash	07/24/2025		\$150.00	\$150.00		☒	
X Sync/Re-sync	Credit Memo	07/24/2025		\$200.00	\$200.00		☒	

Close Show / Apply Credit Apply Payments

Credit Card Payments

Processing Payments Using Credit Card (via EBizCharge)

To record a credit card payment on a Sales Order or Invoice:

- Make sure you have the correct **Sales Order** or **Invoice** open.
- Click the **Payment Info** tab, then click **Receive/Edit Payments** to open the **Payments** screen.
- In the **Payments** screen, select **Credit Card** as the payment method.
- Enter the payment amount in the **Amount Tendered** field.
- Select the **credit card** to be charged from the dropdown below the payment method. This list will show any existing cards on file.
 - Confirm the **card details** with the customer and request the **CVV** to proceed with the payment. The **CVV** (Card Verification Value) is the **3-digit code** on the back of a credit card (or 4-digit on the front for American Express).

Payments

Invoice # 250715-0002
Date Paid 07/25/2025

Invoice Total \$472.17
Total Prev Payments \$150.00
Amount Due \$122.17

Payment Method Credit Card **Add New Card**

Cards on file XXXXXXXXXXXXXXX2220
Card Number XXXXXXXXXXXXXXX2220 Exp Date 09/30 CVV 123
Name On Card test card Card Type Visa
Address 123 test Zip 88888

Note: Please enter CVV again to complete the payment process

Amount Tendered \$122.17
Change (To Give Back) \$0.00
Amount Paid / Applied \$150.00
Customer Credit \$0.00

Action	How Paid	Date Paid	Cx / Card Number / CM	Amnt Paid(*)	Amnt Received	Authorization	To Sync	Last Synced
X SyncoRe-sync	Cash	07/24/2025		\$150.00	\$150.00		☒	
X SyncoRe-sync	Credit Memo	07/24/2025		\$200.00	\$200.00		☒	

Close Show / Apply Credit Authorize Card & Apply Payment

- If the customer wants to use a new card, click **Add New Card**.
 - The EBizCharge “**Add a New Card**” form will appear.
 - Fill out the required cardholder information and click **Save Card**.
 - Then click **Return to Payment** at the bottom-right corner of the form.

Add New Card

Add a New Payment Method
Safely & securely.

Please enter payment method information below in our secure, TLS-encrypted form.
Your information gets saved as a token, so we're never exposed to your sensitive data and it's never stored in our system. [Learn more.](#)

Add a Card

* denotes mandatory field

Name as on Card *
Card Number *
Card Expiration * Month Year
Security Code * [What is the Security Code?](#)
Country United States

Note: Please enter the new card details, scroll down to locate the "Save Card" button, and click it to save your card information. After receiving the "Thank you! Your payment method ending in XXXX has been successfully added and securely tokenized" message, click "Return to Payment" button.

Return to Payment

- Click **Authorized Card and Apply Payment** to process and record the credit card transaction.

*All credit card transactions are securely processed through **EBizCharge**. Always confirm the customer's authorization before proceeding.*

Applying Credit Memo on Payments

To apply a credit memo to a Sales Order or Invoice:

1. Make sure you have the correct **Sales Order** or **Invoice** open.

2. Click the **Payment Info** tab, then click **Receive/Edit Payments** to open the **Payments** screen.
3. At the top of the **Payments** screen, you'll see the **total available credit** for the customer, highlighted in red — this amount can be applied toward the payment.
4. In the Payments screen, select **Credit Memo** as the **payment method**.
5. Enter the credit amount to apply in the **Amount Tendered** field.
6. Click **Apply Payment** to complete the process.

Credit memos are typically issued for returns, adjustments, or overpayments and can be used to reduce the amount owed.

Email Pay Payments

To send a payment request via Email Pay for a Sales Order or Invoice:

1. Make sure you have the correct **Sales Order** or **Invoice** open.
2. Click the **Payment Info** tab, then click **Receive/Edit Payments** to open the **Payments** screen.
3. In the **Payments** screen, select **Email Pay** as the payment method.
4. Enter the amount to be paid in the **Amount Tendered** field.
5. Ask the customer for the **email address** where the payment link should be sent.
6. Click **Pay via Email** to send the payment request.
7. Advise the customer to check their email and click the "**Click to Pay**" button in the message. They will be directed to a **secure payment page** where they can enter their **credit card information** and complete the payment.

Once the customer pays, the transaction will be recorded in 1place and reflected on the corresponding order or invoice.

Wire Transfer Payments

To record a Wire Transfer payment on a Sales Order or Invoice:

1. Make sure you have the correct Sales Order or Invoice open.
2. Click the Payment Info tab, then click Receive/Edit Payments to open the Payments screen.
3. In the Payments screen, select Wire as the payment method.

4. Enter the payment amount in the Amount Tendered field.
5. Enter any relevant wire transfer details (e.g., Bank Account Number, Routing Number, Reference Number, or internal notes) for tracking purposes.
6. Click Apply Payment to process and record the wire transfer.

The information entered is for recording purposes only. Be sure to confirm wire details with the customer and verify that the funds were received.

Payment History and Actions

Viewing Payment History in 1place

You can easily view the payment history for any Sales Order or Invoice directly within 1place:

1. Open the relevant **Sales Order** or **Invoice**.
2. Click on the **Payment Info** tab.
3. At the bottom of the tab, you'll find a table listing all recorded payments with the following columns:
 - **Action** – Edit or delete a payment (if authorized).
 - **How Paid** – Payment method used (e.g., Cash, ACH, Credit Card).
 - **Date Paid** – The date the payment was recorded.
 - **Ck / Card Number / CM** – Reference information, such as check number, last digits of the card, or credit memo ID.
 - **Amt Paid** – Amount allocated/applied to the order or invoice.
 - **Amt Received** – Total amount received from the customer.
 - **Authorization** – Any authorization number related to the transaction.
 - **To Sync** – Indicates if the payment is queued to sync with an external system (like QuickBooks).
 - **Last Synced** – Shows the last time the payment was synced.

This table gives a complete view of how, when, and where each payment was handled. Only users with proper permissions can modify or delete entries.

Reviewing Invoice Balance

Here are the places where you can check the remaining balance or amount due on an invoice:

1. On the Invoice Screen

- Open the **Invoice** and look at the bottom right section of the page.
- The **Balance Due** is clearly displayed — this shows the remaining amount the customer owes.

2. On the Payment Screen

1. Click the **Payment Info** tab, then select **Receive/Edit Payments**.
2. On the right side of the payment screen, you'll see a summary that includes:
 - Invoice Total
 - Total Previous Payments
 - Amount Due
3. The **Amount Due** reflects the outstanding balance on the invoice.
4. Also, the **Amount Tendered field** will automatically populate with the amount due, but you can adjust it if the customer is making a partial payment.

Deleting Payments

If a payment was entered by mistake or needs to be removed, authorized users can delete it directly from the Payment Info tab.

How to Delete a Payment:

1. Open the relevant Sales Order or Invoice.
2. Click on the Payment Info tab to view the payment history.
3. In the Action column of the payment you want to remove, click the (X) button.
4. A confirmation prompt will appear asking: "Are you sure?"
5. Click Yes, then click OK to confirm the deletion.
 - Or click Cancel to keep the payment and exit the prompt.

Important: Deleted payments are permanently removed from the transaction record and may affect invoice balances and syncing. Make sure to double-check before confirming.
