

# Add a New Payment

Author: Burt Lancaster

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## Select Invoices

The screenshot shows the ONE TO ONE PLUS dashboard for Demo School District. The left sidebar contains a navigation menu with the following items: Dashboard, Assets, Students, Staff, Locations, Tasks, **Invoices** (highlighted with an orange box), Manage Invoices, Add New Invoice, Add New Payment, Bulk Invoicing, Imports, Reports, and Settings. The main content area displays four pie charts under the 'Tasks' tab:

- Open Tasks by Assigned Technician:**


Technician	Count
Burt Lancaster	36
Joey Cole	2
Landon Jones	1
Mitzi Brown	3
- Open Tasks by Site:**

Site	Count
DHS	29
DSD	1
EMS	1
ESI	1
Transfer	1
DES	1
DMS	8
- Open Tasks by Type:**

Type	Count
Cracked Screen	19
Day User Request	2
Display Issue	2
Display Screen	2
Keyboard	4
Missing Device	1
Multiple Issues	11
Password Reset	1
Password Reset	1
- Tasks by Status:**

Status	Count
New Service Call	34
Depot Repair	4
Repair	2
Device In Repair	2

# Click Add New Payment



Type 3 or more characters and PRESS ENTER

ONE TO ONE PLUS

Demo School District

Home > Invoices > Add

Dashboard

Assets

Students

Staff

Locations

Tasks

Invoices

Manage Invoices

Add New Invoice

Add New Payment

Bulk Invoicing

Imports

Reports

Settings

## Add Invoice

✓ Save

### Invoice Information

Invoice ID: Leave Empty to Auto Generate

Invoice Date \*: 01/22/2020

Due Amount \*: 0.00

Related user \*: Select An Option

Type \*: Select An Option

Description

✓ Save

### Invoice Details

Due Date



Approved Date

Approved By: Select An Option

Paid In Full Date

Task: Select An Option

# Enter the Invoice ID

Demo School District

- Dashboard
- Assets
- Students
- Staff
- Locations
- Tasks
- Invoices
- Imports
- Reports
- Settings

Home > Invoices > Add

**Add Payment** Receipt

**Invoice**

**Invoice \***

Invoice Amount: 0.00

Invoice Balance: 0.00

Related User:

**Payment**

Payment Date \*: 1/22/2020 Clear

Payment Amount \*: 0.00



Payment State \*: Active x

Payment Type \*:

Payment Description:

Save

# Enter the Payment Amount

Demo School District

- Dashboard
- Assets
- Students
- Staff
- Locations
- Tasks
- Invoices
- Imports
- Reports
- Settings

Home > Invoices > Add

## Add Payment

Receipt

**Invoice \***

Invoice	INV-0000011888
Invoice Amount	275.00
Invoice Balance	175.00
Related User	Blake Smith

**Payment**

Payment Date *	1/22/2020	<input type="button" value="Clear"/>
Payment Amount *	<input type="text" value="175.00"/>	
Payment State *	Active	<input type="button" value="x"/>
Payment Type *	Select a Type	



This field is required.

Payment Description

### Payments for INV-0000011888

Payment ID	Payment Amount	Payment Date
PAY-0000069034	\$100.00	12/18/2019

# Select the Payment Type

Demo School District

- Dashboard
- Assets
- Students
- Staff
- Locations
- Tasks
- Invoices
- Imports
- Reports
- Settings

Home > Invoices > Add

## Add Payment

Receipt

**Invoice**

**Invoice \*** INV-0000011888

Invoice Amount: 275.00

Invoice Balance: 175.00

Related User: Blake Smith

**Payment**

**Payment Date \*** 1/22/2020 Clear

**Payment Amount \*** 175.00

**Payment State \*** Active

**Payment Type \*** Select a Type

This field is required.



Payment Description

Save

**Payments for INV-0000011888**

Payment ID	Payment Amount	Payment Date
PAY-0000069034	\$100.00	12/18/2019

# If Necessary, Enter a Description

Type 3 or more characters and PRESS ENTERDemo School District

- Dashboard
- Assets
- Students
- Staff
- Locations
- Tasks
- Invoices
- Imports
- Reports
- Settings

Home > Invoices > Add

## Add Payment

Receipt

**Invoice \***

Invoice	INV-0000011888
Invoice Amount	275.00
Invoice Balance	175.00
Related User	Blake Smith

**Payment**

Payment Date *	1/22/2020	Clear
Payment Amount *	175.00	
Payment State *	Active	
Payment Type *	Select a Type	



This field is required.

Payment Description

Save

Payments for INV-0000011888		
Payment ID	Payment Amount	Payment Date
PAY-0000069034	\$100.00	12/18/2019

# Click Save

Type 3 or more characters and PRESS ENTERDemo School District

- Dashboard
- Assets
- Students
- Staff
- Locations
- Tasks
- Invoices
- Imports
- Reports
- Settings

Home > Invoices > Add

## Add Payment

[Receipt](#)

**Invoice**

**Invoice \*** INV-0000011888 x

Invoice Amount: 275.00

Invoice Balance: 175.00

Related User: Blake Smith

**Payment**

**Payment Date \*** 1/22/2020 x Clear

**Payment Amount \*** 175.00

**Payment State \*** Active x

**Payment Type \*** Select a Type v

This field is required.



Payment Description:

✔ Save

### Payments for INV-0000011888

Payment ID	Payment Amount	Payment Date
PAY-0000069034	\$100.00	12/18/2019

# Payment History Will Display in this Area

Type 3 or more characters and PRESS ENTERDemo School District

- Dashboard
- Assets
- Students
- Staff
- Locations
- Tasks
- Invoices
- Imports
- Reports
- Settings

Home > Invoices > Add

## Add Payment

Receipt

**Invoice \***

Invoice Amount: 275.00

Invoice Balance: 175.00

Related User: Blake Smith

**Payment**

Payment Date \*: 1/22/2020 Clear

Payment Amount \*: 175.00

Payment State \*: Active

Payment Type \*: Select a Type

This field is required.

Payment Description

Save

**Payments for INV-0000011888**

Payment ID	Payment Amount	Payment Date
PAY-0000069034	\$100.00	12/18/2019



# Click Receipt

The screenshot displays the ONE TO ONE PLUS software interface. A central dialog box titled "Preview Payment" is open, showing a large empty rectangular area. At the bottom of this dialog box, there are five buttons: "User Invoices" (with a left arrow), "Email" (with an envelope icon), "Download" (with a download icon), "Print" (with a printer icon), and "Cancel" (with an 'X' icon). The "Cancel" button is red, while the others are blue. In the background, the software's sidebar menu is visible on the left, listing options like Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. On the right side of the background, a "Receipt" button is highlighted with an orange rectangle. Below it, a table shows "Payment Date" entries for 18/2019 and 2/2020.

# Select to Email, Download, or Print a Receipt

The screenshot displays the ONE TO ONE PLUS software interface. A central modal window titled "Preview Payment" is open, showing a large, empty grey rectangular area. Below this area, a white bar contains a navigation menu with the ONE TO ONE PLUS logo on the left and five buttons: "User Invoices" (with a left arrow), "Email" (with an envelope icon), "Download" (with a download icon), "Print" (with a printer icon), and "Cancel" (with an 'X' icon). The background interface includes a dark blue sidebar with menu items: Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The top right corner shows the ONE TO ONE PLUS logo, a user profile icon, and a "Receipt" button. A table on the right side of the background interface has a header "Payment Date" and two rows of data: "18/2019" and "2/2020".