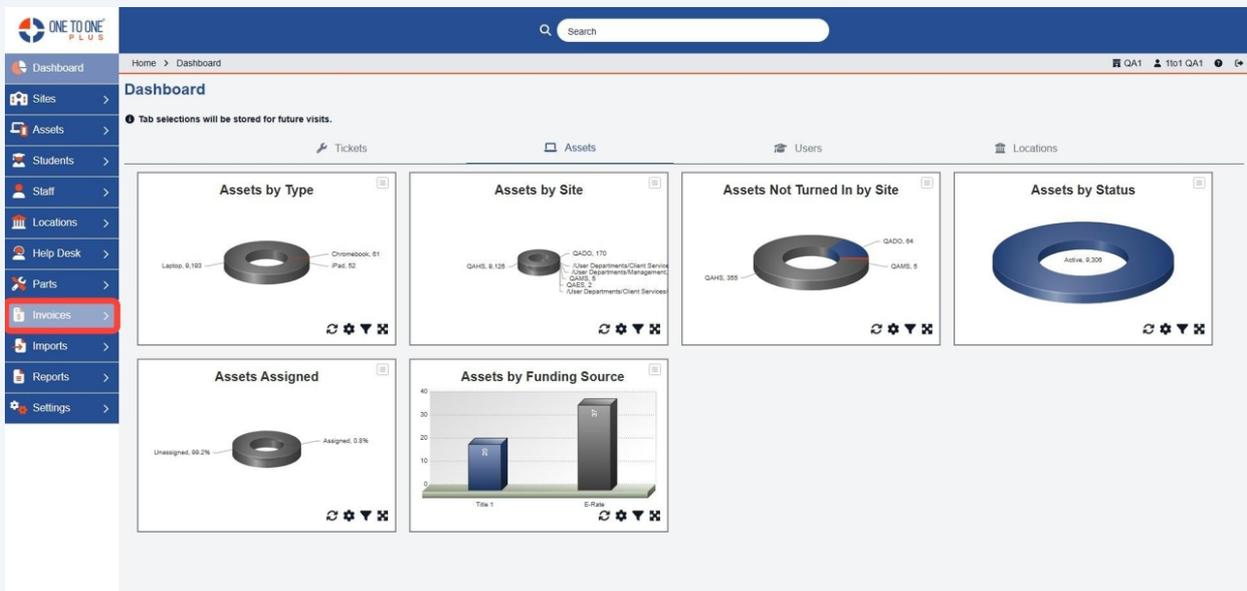


Add a New Payment



This guide outlines a simple process for adding payments to invoices, helping users manage transactions efficiently. It covers key steps like entering details and accessing receipts to streamline workflows and maintain accurate records.

1 Select "Invoices".



2 Select "Add New Payment".

The screenshot shows the ONE TO ONE PLUS dashboard. The left sidebar contains navigation options: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Manage, Add New Invoice, Add New Payment (highlighted with a red box), Bulk Invoicing, Imports, Reports, and Settings. The main content area displays several charts: 'Assets by Type' (donut chart showing Laptop: 9.10%, Chromebook: 61, and Pad: 52), 'Assets by Site' (donut chart showing QAHK: 9.12% and QADD: 170), 'Assets Not Turned In by Site' (donut chart showing QAHK: 39% and QAHK: 5), 'Assets by Status' (donut chart showing Active: 9.30%), 'Assets Assigned' (donut chart showing Unassigned: 99.2% and Assigned: 0.8%), and 'Assets by Funding Source' (bar chart showing Title I and E-Rate).

3 Enter the Invoice ID.

The screenshot shows the ONE TO ONE PLUS 'Add Payment' form. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Add Payment' and includes a 'Receipt' button. The form fields are: 'Invoice #' (a dropdown menu with 'Select an Invoice' highlighted in red), 'Invoice Amount', 'Invoice Balance', 'Related User', 'Payment Date' (1/14/2025 with a 'Clear' button), 'Payment Amount' (0.00), 'Payment State' (Active), 'Payment Type' (Select a Type), and 'Payment Description'. A green 'Save' button is at the bottom left of the form.

4 Enter the payment amount.

The screenshot shows the 'Add Payment' form in the ONE TO ONE PLUS system. The form is divided into several sections: Invoice, Payment, and a bottom section with a Save button. The 'Payment Amount' field is highlighted with a red box and contains the value '10.00'. Other fields include Invoice # (INV-0001045941), Invoice Amount (20.00), Invoice Balance (20.00), Related User (Burt Lancaster), Payment Date (1/14/2025), Payment State (Active), and Payment Type (Select a Type). A 'Save' button is visible at the bottom left of the form area.

Section	Field	Value
Invoice	Invoice #	INV-0001045941
	Invoice Amount	20.00
	Invoice Balance	20.00
	Related User	Burt Lancaster
Payment	Payment Date	1/14/2025
	Payment Amount	10.00
	Payment State	Active
	Payment Type	Select a Type
Payment Description		

5 Select "Payment Type".

The screenshot shows the 'Add Payment' form in the ONE TO ONE PLUS system. The 'Payment Type' dropdown menu is highlighted with a red box and shows 'Select a Type'. Other fields include Invoice # (INV-0001045941), Invoice Amount (20.00), Invoice Balance (20.00), Related User (Burt Lancaster), Payment Date (1/14/2025), Payment State (Active), and Payment Amount (10.00). A 'Save' button is visible at the bottom left of the form area.

Section	Field	Value
Invoice	Invoice #	INV-0001045941
	Invoice Amount	20.00
	Invoice Balance	20.00
	Related User	Burt Lancaster
Payment	Payment Date	1/14/2025
	Payment Amount	10.00
	Payment State	Active
	Payment Type	Select a Type
Payment Description		

6 If necessary, enter a description.

The screenshot shows the 'Add Payment' form in the ONE TO ONE PLUS system. The form is divided into 'Invoice' and 'Payment' sections. The 'Invoice' section includes fields for Invoice # (INV-0001045941), Invoice Amount (20.00), Invoice Balance (20.00), and Related User (Burt Lancaster). The 'Payment' section includes fields for Payment Date (1/14/2025), Payment Amount (10.00), Payment State (Active), and Payment Type (Cash). The 'Payment Description' field is currently empty and is highlighted with a red rectangle. A green 'Save' button is visible at the bottom left of the form.

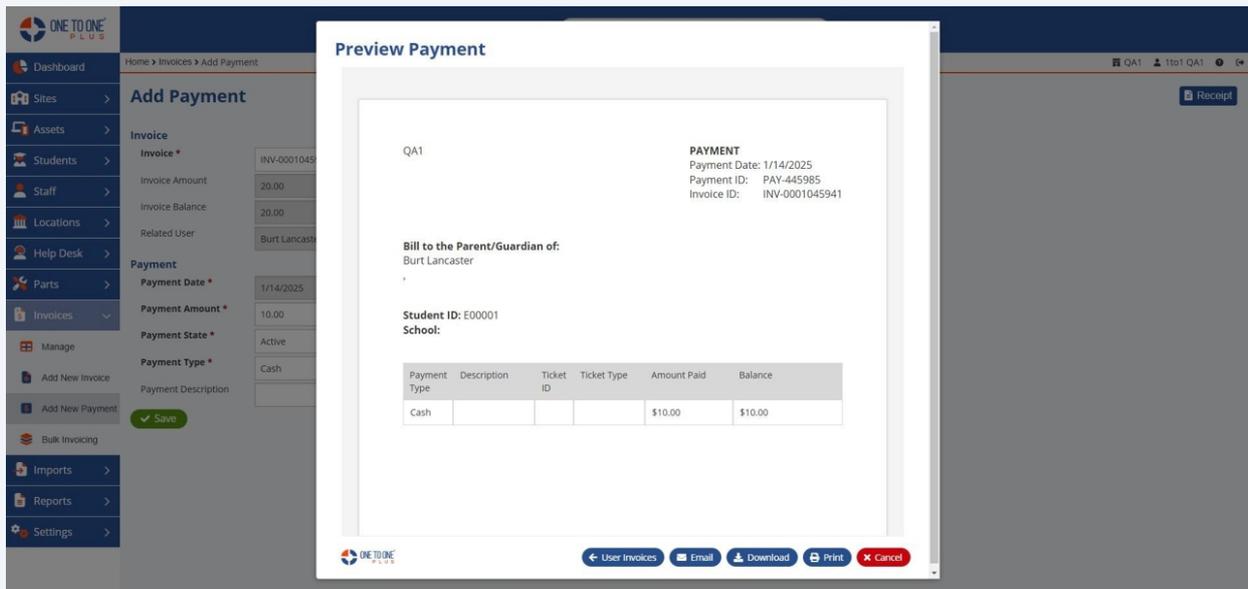
Section	Field	Value
Invoice	Invoice #	INV-0001045941
	Invoice Amount	20.00
	Invoice Balance	20.00
	Related User	Burt Lancaster
Payment	Payment Date	1/14/2025
	Payment Amount	10.00
	Payment State	Active
	Payment Type	Cash
	Payment Description	

7 Select "Save".

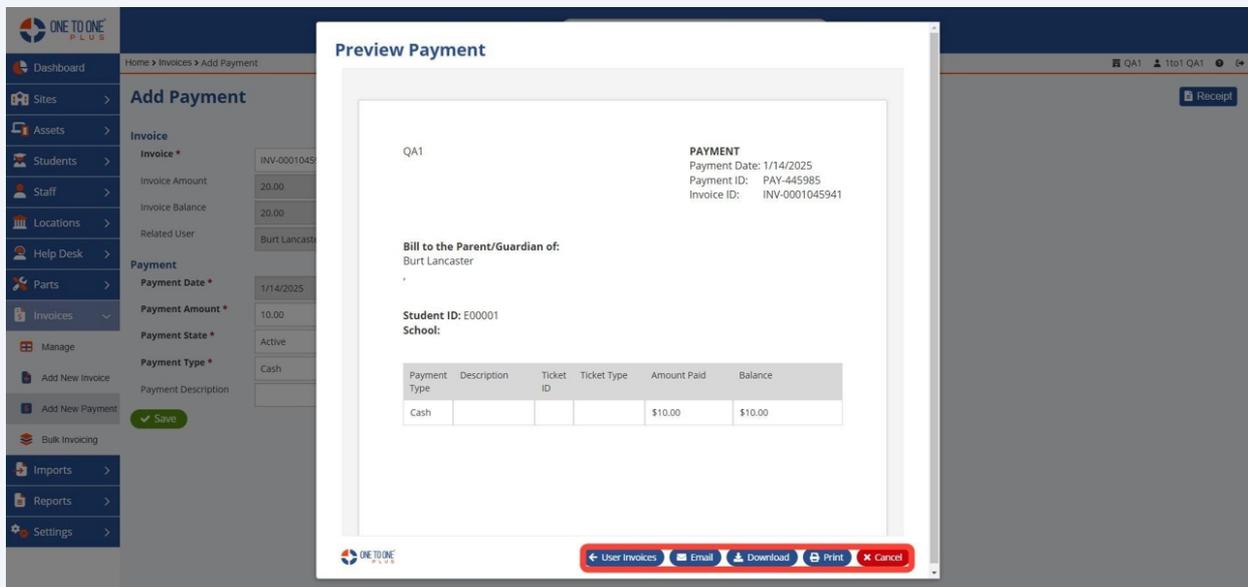
The screenshot shows the 'Add Payment' form in the ONE TO ONE PLUS system, identical to the previous one. The 'Payment Description' field is now empty. A green 'Save' button is visible at the bottom left of the form, highlighted with a red rectangle.

Section	Field	Value
Invoice	Invoice #	INV-0001045941
	Invoice Amount	20.00
	Invoice Balance	20.00
	Related User	Burt Lancaster
Payment	Payment Date	1/14/2025
	Payment Amount	10.00
	Payment State	Active
	Payment Type	Cash
	Payment Description	

8 The receipt will automatically be displayed.



9 Select "Email", "Download", or "Print" for the payment receipt or select "User Invoices" to see all invoice pertaining to the user billed.



10

Alternatively, you can make payments by selecting 'Manage' from the invoice menu.

The screenshot shows the 'Invoices' page in the One to One Plus system. The left sidebar contains a menu with 'Manage' highlighted in red. The main content area displays a table of invoices with columns for Invoice ID, Invoice Type, Description, Invoice Amount, Balance, Related User, Related User Site, and Related User Grade. The table lists 14 invoices, with the first one (INV-0001045941) having a description of 'missing key from keyboard'.

Invoice ID	Invoice Type	Description	Invoice Amount	Balance	Related User	Related User Site	Related User Grade
INV-0001045941	Damages	missing key from keyboard	20	10	Burt Lancaster (E00001)	/User Departments/Management	1/
INV-0001045940	Damages	Damaged keyboard	50	50	Burt Lancaster (E00001)	/User Departments/Management	1/
INV-0001045939	Damaged	Bill for csv damages	25	25	Matthew Jackson (24002)	QAMS	8
INV-0001045938	Damaged	Bill for csv damages	25	25	Cristian Kagay (24001)	QAHS	10
INV-0001045935	Damaged	Bulk invoice for damages to computer	25	15	Abner Dawit (D1109056)	QAHS	12
INV-0001045934	Damaged	Bulk invoice for damages	25	15	Aaron Justin Dano (D1007107)	QAHS	11
INV-0001045933	Damaged	Bulk invoice for damages	25	25	Abby Culpepper (C1111348)	QAHS	11
INV-0001045932	Damaged	Bulk invoice for damages for chromebook	25	25	Abril Castro (C1109261)	QAHS	9
INV-0001045931	Damaged	Bulk invoice for damages	25	25	Abigail Perkins (C1101636)	QAHS	12
INV-0001045930	Damaged	Bulk invoice for damages	25	25	Abigail Bahamonde (B1201148)	QAHS	10
INV-0001045929	Damaged	damages	50	50	Joseph Owen (23)	QAMS	1/
INV-0001045927	Damaged	missing keys	50	50	Jack Morton (240212194)	/User Departments/Management	1/

11

Select the invoice.

The screenshot shows the 'Invoices' page in the One to One Plus system. The left sidebar contains a menu with 'Manage' highlighted in red. The main content area displays a table of invoices. The first row of the table (INV-0001045941) is highlighted in red, indicating it is selected.

Invoice ID	Invoice Type	Description	Invoice Amount	Balance	Related User	Related User Site	Related User Grade
INV-0001045941	Damages	missing key from keyboard	20	10	Burt Lancaster (E00001)	/User Departments/Management	1/
INV-0001045940	Damages	Damaged keyboard	50	50	Burt Lancaster (E00001)	/User Departments/Management	1/
INV-0001045939	Damaged	Bill for csv damages	25	25	Matthew Jackson (24002)	QAMS	8
INV-0001045938	Damaged	Bill for csv damages	25	25	Cristian Kagay (24001)	QAHS	10
INV-0001045935	Damaged	Bulk invoice for damages to computer	25	15	Abner Dawit (D1109056)	QAHS	12
INV-0001045934	Damaged	Bulk invoice for damages	25	15	Aaron Justin Dano (D1007107)	QAHS	11
INV-0001045933	Damaged	Bulk invoice for damages	25	25	Abby Culpepper (C1111348)	QAHS	11
INV-0001045932	Damaged	Bulk invoice for damages for chromebook	25	25	Abril Castro (C1109261)	QAHS	9
INV-0001045931	Damaged	Bulk invoice for damages	25	25	Abigail Perkins (C1101636)	QAHS	12
INV-0001045930	Damaged	Bulk invoice for damages	25	25	Abigail Bahamonde (B1201148)	QAHS	10
INV-0001045929	Damaged	damages	50	50	Joseph Owen (23)	QAMS	1/
INV-0001045927	Damaged	missing keys	50	50	Jack Morton (240212194)	/User Departments/Management	1/

12 Under the payment section, select "Add".

The screenshot shows the 'Edit Invoice' page for invoice INV-0001045941. The page is divided into several sections:

- Invoice Information:** Invoice ID (INV-0001045941), Invoice Date (01/14/2025), Related User (Burt Lancaster), Due Date, Status (Active), Type (Damages), and Description (missing key from keyboard).
- Invoice Details:** Invoice Amount (20.00), Balance (10.00), Approved Date, Approved By, and Ticket.
- Payments:** A table with columns: Payment ID, Description, Amount, Payment Date, Created, Modified, and Actions. One payment is listed: PAY-445985, \$10.00, 1/14/25, 6:04 AM, 1/14/25, 6:06 PM.

A red '+ Add' button is located in the top right corner of the Payments section.

13 Enter the payment amount.

The screenshot shows the 'Add Payment' page for invoice INV-0001045941. The page is divided into several sections:

- Invoice:** Invoice (INV-0001045941), Invoice Amount (20.00), Invoice Balance (10.00), and Related User (Burt Lancaster).
- Payment:** Payment Date (1/14/2025), Payment Amount (10.00), Payment State (Active), and Payment Type (Select a Type).

The 'Payment Amount' field is highlighted with a red box, indicating where the user should enter the payment amount.

14 Payment history will be displayed in this area.

The screenshot shows the 'Add Payment' page in the ONE TO ONE PLUS system. The left sidebar contains navigation options: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices (with sub-options: Add New Invoice, Add New Payment, Bulk Invoicing), Imports, Reports, and Settings. The main content area is titled 'Add Payment' and includes a search bar at the top right. The page shows the 'Add Payment' form with fields for Invoice # (INV-0001045941), Invoice Amount (20.00), Invoice Balance (10.00), Related User (Burt Lancaster), Payment Date (1/14/2025), Payment Amount (10.00), Payment State (Active), and Payment Type (Select a Type). A 'Save' button is visible. A table titled 'Payments for INV-0001045941' is displayed on the right, showing a single payment record with Payment ID PAY-445985, Payment Amount \$10.00, and Payment Date 1/14/2025. This table is highlighted with a red box.

Payment ID	Payment Amount	Payment Date
PAY-445985	\$10.00	1/14/2025

15 Select "Payment Type".

The screenshot shows the 'Add Payment' page in the ONE TO ONE PLUS system, similar to the previous one. The 'Payment Type' dropdown menu is highlighted with a red box, showing the text 'Select a Type'. The rest of the form and the 'Payments for INV-0001045941' table are the same as in the previous screenshot.

16 If necessary, enter a description.

The screenshot shows the 'Add Payment' interface. On the left is a navigation menu with options like Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, and Manage. The main area contains form fields for Invoice (INV-0001045941), Invoice Amount (20.00), Invoice Balance (10.00), Related User (Burt Lancaster), Payment Date (1/14/2025), Payment Amount (10.00), Payment State (Active), and Payment Type (Select a Type). The 'Payment Description' field is empty and highlighted with a red rectangle. A 'Save' button is visible at the bottom of the form. On the right, a table titled 'Payments for INV-0001045941' shows a single payment record: PAY-445985, \$10.00, 1/14/2025.

17 Select "Save".

This screenshot is identical to the previous one, showing the 'Add Payment' form. The 'Payment Description' field is still empty. In this step, the 'Save' button at the bottom of the form is highlighted with a red rectangle, indicating the next action to be taken.

18 The receipt will automatically be displayed.

Preview Payment

QA1

PAYMENT
Payment Date: 1/14/2025
Payment ID: PAY-445985
Invoice ID: INV-0001045941

Bill to the Parent/Guardian of:
Burt Lancaster

Student ID: E00001
School:

Payment Type	Description	Ticket ID	Ticket Type	Amount Paid	Balance
Cash				\$10.00	\$10.00

ONE TO ONE PLUS

User Invoices | Email | Download | Print | Cancel

19 Select "Email", "Download", or "Print" the payment.

Preview Payment

QA1

PAYMENT
Payment Date: 1/14/2025
Payment ID: PAY-445985
Invoice ID: INV-0001045941

Bill to the Parent/Guardian of:
Burt Lancaster

Student ID: E00001
School:

Payment Type	Description	Ticket ID	Ticket Type	Amount Paid	Balance
Cash				\$10.00	\$10.00

ONE TO ONE PLUS

User Invoices | Email | Download | Print | Cancel