

HOW TO

COLLECT FINAL PAYMENT

(Balance Due)

Click "\$" Sign Icon

Custom Clothier Ltd. ▾
● John Doe

POS ORDERS MANAGE ▾

Manage Pre-Production ▾ #Custom Accessories to submit: 0 👁 Search customers and orders X

Order No.	Customer	Products	Date	Pmt. Status	Total	Balance Due	Actions
25942	Kyle Kuzma	3	Sep 20, 2019, 7:25:20 AM EST	1/2 Deposit Paid	\$7500.00	\$3750.00	✓ \$
25932	Will34 26	1	Sep 19, 2019, 10:20:22 AM EST	Final Pmt Paid	\$450.00		✓ \$

1. Click "\$" icon next to order

Open Checkout Form

Custom Clothier Ltd. ▾
John Doe

POS **ORDERS** MANAGE ▾

Manage Pre-Production ▾

Order No.	Customer	Products
25942	Kyle Kuzma	3
25932	Will34 26	1

Search customers and orders X

Balance Due	Actions
\$3750.00	✓ \$
	✓ \$

Transfer details \$

Order: 25942
Sale Date: Sep 20, 2019, 7:25:20 AM EST
Seller: Kyle Kuzma
Location: New York

Collect Balance Due Void Refund

DETAILS PRODUCTS PAYMENTS

Sales Totals:
Subtotal: \$7500.00
Taxes: \$665.63
Total: \$8165.63

2. Click "Collect Balance Due" button

Enter Credit Card Details

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POS ORDERS MANAGE ▾

Manage Pre-Production ▾

Order No.	Customer	Products
25942	Kyle Kuzma	3
25932	Will34 26	1

COLLECT BALANCE DUE

BILLING CUSTOMER:

Kyle Kuzma
100 Kyle Ave,
New York, NY, 10001
646-445-1234
[Edit](#)

DUE BALANCE: \$4,082.82

PAYMENT METHOD:

Use Saved Card:
Use New Card:

Credit Card Number *

Month* Year* Security Code (CCV)*

MM YYYY

Save Card Securely:

By clicking you acknowledge reading and agreeing to our **Terms and Conditions.**

total Balance Due Actions

\$7500.00 \$3750.00 ✓ \$

\$450.00 ✓ \$

Search customers and orders X

3. Enter credit card details

* or Use Saved Card*

4. Click "Terms & Conditions"
check box

Complete Payment

Custom Clothier Ltd. ▾
John Doe

POS **ORDERS** MANAGE ▾

Manage Pre-Production ▾

Order No.	Customer	Products
25942	Kyle Kuzma	3
25932	Will34 26	1

COLLECT BALANCE DUE

BILLING CUSTOMER:

Kyle Kuzma
100 Kyle Ave,
New York, NY, 10001
646-445-1234
[Edit](#)

DUE BALANCE: \$4,082.82

PAYMENT METHOD:

Use Saved Card:
Use New Card:

Credit Card Number *

Month* Year* Security Code (CCV)*

MM YYYY

Save Card Securely:

By clicking you acknowledge reading and agreeing to our [Terms and Conditions](#).

COMPLETE PAYMENT

Search customers and orders X

Total	Balance Due	Actions
\$7500.00	\$3750.00	<input checked="" type="checkbox"/> \$
\$450.00		<input checked="" type="checkbox"/> \$

5. Click "COMPLETE PAYMENT" button

Successful Payment Message

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● John Doe

POS ORDERS MANAGE ▾

Manage Pre-Production ▾ #of Fabric orders to submit: 4 👁 Search customers and orders X

Order No.	Customer	Products	Date	Pmt. Status	Total	Balance Due	Actions
25942	Kyle Kuzma	3	Sep 20, 2019, 7:25:20 AM EST	1/2 Deposit Paid	\$7500.00	\$3750.00	✓ \$
25932	Will34 26	1			\$450.00		✓ \$

Final payment successfully collected.

[Close](#)

6. Click "Close" or press Enter key

Final Payment Processed

Custom Clothier Ltd. ▾
● John Doe

POS ORDERS MANAGE ▾

Manage Pre-Production ▾ #Total Orders to be Fulfilled: 2 🔍 Search customers and orders X

Order No.	Customer	Products	Date	Pmt. Status	Total	Balance Due	Actions
25942	Kyle Kuzma	3	Sep 20, 2019, 7:25:20 AM EST	Final Pmt Paid	\$7500.00	\$0.00	✓ \$
25932	Will34 26	1	Sep 19, 2019, 10:20:22 AM EST	wc-pending	\$450.00		✓ \$

FINAL PAYMENT COLLECTED!!

NOTES:

- Payment Status updated to "Final Pmt Paid"
- Balance Due updated to \$0