Add a Wholesale Payment

Once you've created a wholesale order and assembled the wholesale order, you can take payments from your customers and enter them into the system.

To process a wholesale payment, follow the steps below:

- Step 1 - From the **Wholesale Sales** Module, select the **In Process Orders** section to view all of the wholesales orders. Select your desired sales order by double-clicking on it.
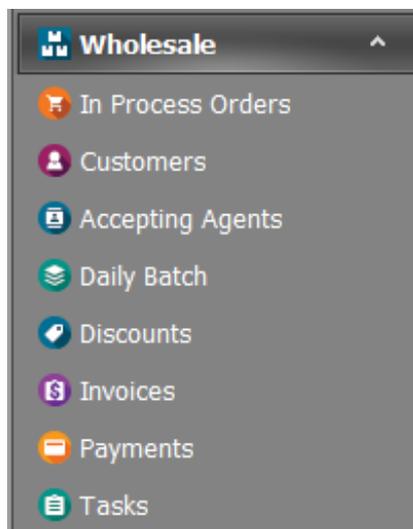
- Step 2 - From the **Payments_Totals** sub-tab, click the **New** button to add a new payment.
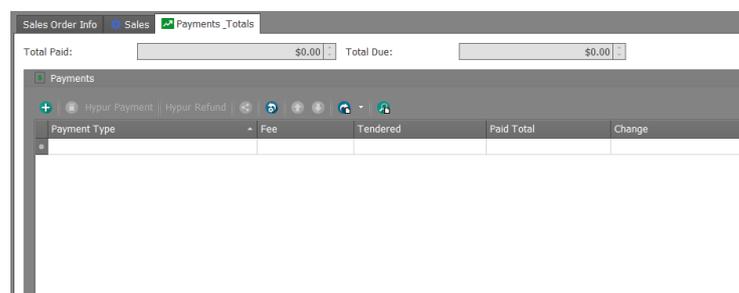

- Step 3 - In the pop-up window, choose "Hypur", "Cash", or "Credit Card" in the **Payment Type** field and enter the amount paid by the customer in the **Tendered** field. The **Change** field will be auto-calculated as the difference between the amount tendered and the value in the **Paid Amount** field. Then click the **Save** button from within the pop-up

window.
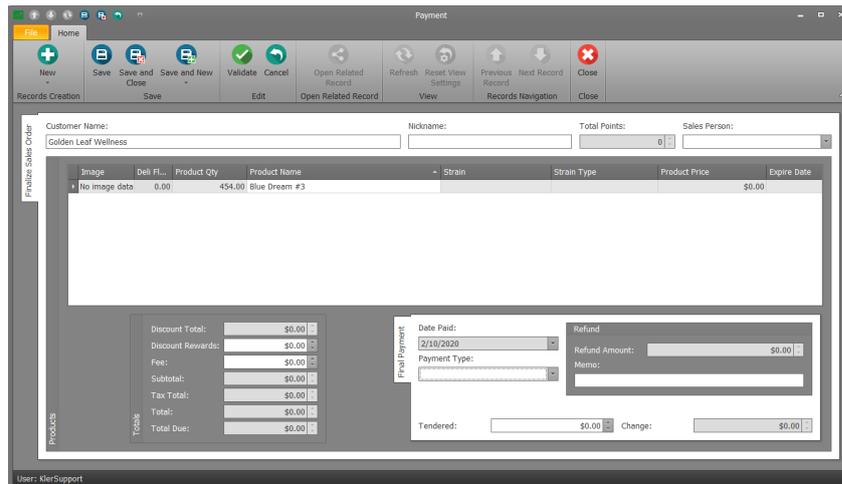
- Step 4 - You will see that your payment has been added to the Payments_Totals sub-tab. As long as the amount in the **Total Due** field equals zero, you have completed the payment. If not, you need to add additional payments until the **Total Due** value equals zero.
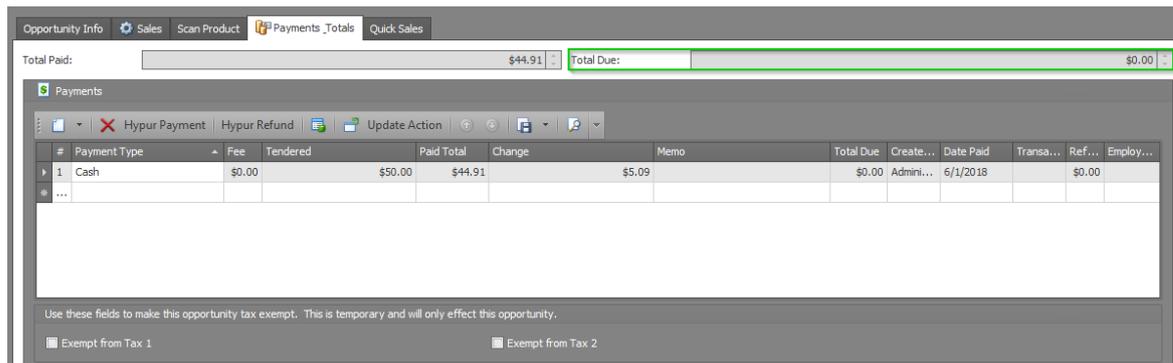
- Step 5 - Click the Save or Save and Close button in the top navigation bar.

You're done! You've added your customer's payment to the wholesale sales order!

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