

C. 4. Enter deposits for orders still in production

What's the purpose of this setup step?

Once you have entered your WIP orders, you should post any deposits or payments that have been made against those orders. Remember, this step only applies to orders that are still in production.

There are several ways in Control to post payments. This page will document two: One method is the most obvious; the second method is involves the fewest clicks.

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- 1) Let's start by exploring all WIP Orders.
 - a) Click on the **Explorer** button on the main toolbar.
 - b) Click **Explore Orders** from the drop-down list.
 - c) Uncheck all of the display filters (bottom left) so that only **WIP** is selected. (You may need to scroll the screen to confirm that **Closed** and **Voided** are not checked.)
 - d) If your screen is not set to auto-refresh, click on the **Refresh** button, which looks like this .
 - 2) Find the order you want to post a payment on.
 - 3) Double-click on that order. It will open the order in a new window.
 - 4) Click on the **Payments** tab for the order.
 - 5) Click on the button next to **Deposits/Payments**. A screen will open.
 - 6) Enter the payment information and click **OK**.
 - a) Click on the appropriate payment method from the middle of the screen.
 - b) Enter the amount to pay in the **Total Payment** edit box. If it is not the total amount, you will also need to adjust the amount applied to the order in the **Payment to Order** edit box.
 - c) Do not enter any credit card information (since it is already run), though you can enter check number or other information if you have it.
 - d) Click **OK** to post the payment.
 - 7) Close the order by clicking **Close** on the right hand toolbar.
 - 8) Repeat for the next WIP order.

Nice work. You're on the home stretch!