# 7.13. How to save incoming funds from Customer

Incoming funds from the Customer are saved manually in Transactions with Customers database.

To learn more about Incoming funds database itself, browse manual "4.5. Settlements with Customers".

Take the following steps to save incoming payment from Customer:

1. To access it in the main menu browse "Accounting -> Transactions with Customers".
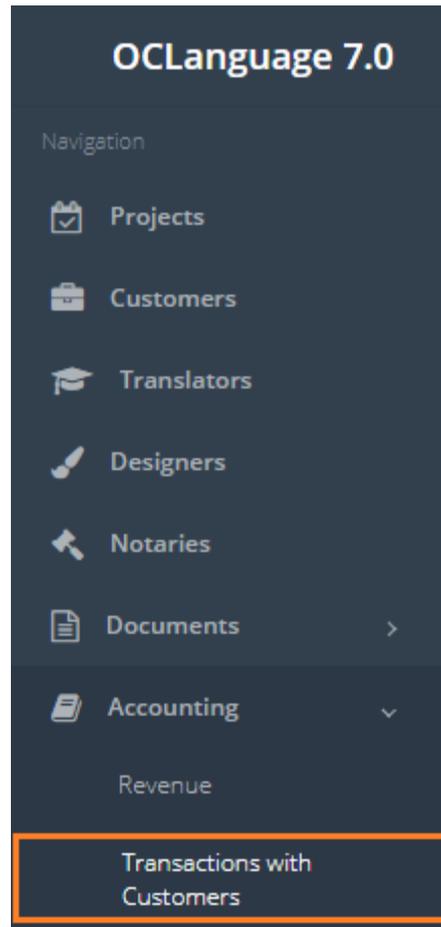
2. By using a Search window sort the payments you want to execute. Each line in payments table represents one task for vendor. Which means that, if, for instance, the translation agency assigned 5 tasks to the vendor, the system will reveal exactly the same number (5 lines) of payments pending.

Transactions with Customers

Main > Transactions with Customers

Date from	
Date to	
Task type	...
Payment status	...
Task status	...
Customer	SIA OCL

Search

! Please note that, if the system user saves full payment of task, it will remove this pending payment record from "Payments" table.

3. Check the box next to the payment line you want to execute money transfer.

4. Specify the amount and payment method.

5. Leave a comment, if needed.

Send   Export

	Order	Status	Customer	Amount	Price	Paid	Opened payment	Total	Method	Comment
☐	🔗 65-001	In progress	SIA OCL	8.00	100.00 USD	42.00	58.00	0.00	...	
☐	🔗 65-002	Awaiting confirmation	SIA OCL	6.00	80.00 EUR	0.00	80.00	50	Bank account	
☐	🔗 65-001	In progress	SIA OCL	0.00	0.00 USD	0.00	0.00	0.00	...	

6. Click "Send" button above the payment table to close payment(s). The system will update the table with new data, as the user can see on the image below.

Send   Export

	Order	Status	Customer	Amount	Price	Paid	Opened payment	Total	Method	Comment
☐	🔗 65-001	In progress	SIA OCL	8.00	100.00 USD	42.00	58.00	0.00	...	
☐	🔗 65-002	Awaiting confirmation	SIA OCL	6.00	80.00 EUR	50.00	30.00	0.00	...	
☐	🔗 65-001	In progress	SIA OCL	0.00	0.00 USD	0.00	0.00	0.00	...	

! Please note that the user is able to add several payments data and approve by clicking "Send" button for one time.