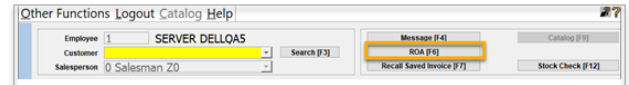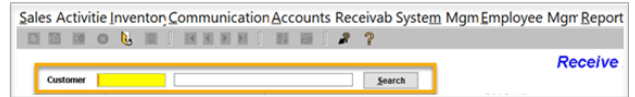Record receipt of payment on account (ROA) and deposit checks as follows.

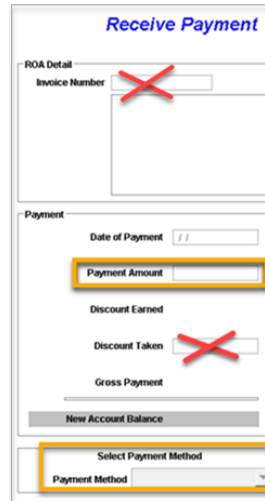**1** From the **Invoice** screen, select **ROA (F6).**

2 Enter the **Customer number** paying on account.

3 Enter the check **Payment amount**.
- Do not enter invoices under **ROA detail**.
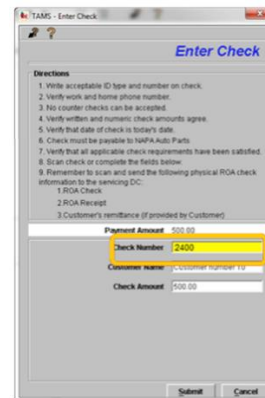- Do not enter **Discount taken**.

4 Select **Check** as the **Payment method**. Then select **Continue**.
- Only one payment method can be selected for each ROA.

5 Enter **Check number**. Include leading zeros.

6 If **Payment amount** matches check, select **Submit**.
- Two copies of the ROA invoice will print with the QR code: one for the customer, and one for the store to use when scanning the checks.

7 Stamp *Electronically Presented* on the back of the check in the endorsement area.

8 Scan the ROA documents with the Ricoh multifunction printer in the order shown.

1. Front of check
2. Back of check
3. ROA invoice
4. Remittance advice

- As you scan, bundle each check with its ROA invoice and remittance.
- When finished scanning, place ROA check bundles in store safe.
- Exclude all ROA checks from your local bank deposit slips.

9 At the end of the business day, complete the TAMS End of day process. The total ROA payments received that day will be listed under **To GPC for deposit** in the **Cash Received Journal**.