

How to see if payment was received from the client

1. Locate the client
2. Go to transactions
3. Highlight the invoice you need to see if it was paid

WESTAV-01 - Westbury Tavern LLC dba City Cellular Wine Bar and Grill

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APPLIED Home Locate Actions Real-Time On Demand Access Links myEpic Applets New Print Save Links Logout

Account Detail
Contacts
Opportunities
Client Contracts
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Transactions - Balance Forward

Search where Reversed Include Find

Item #	In...	Trans ID	A/R Due	Policy Number	Bill	Bill From Acct Name	Description	Amount	A/R Balance	PP...	Payment ID	Line Code	Check #	Refers #	PPE Type	PPF	ICD
94035	19914	1/17/2016	1/17/2016	10625274	A	Westbury Tavern LLC dba C...	Service Fee	\$250.00	\$0.00	C	EPL			BR	LOVUASC-01	TRJ	
107902	22268	2/14/2016	2/14/2016	CP000828502	A	Westbury Tavern LLC dba C...	16-17 Commercial Package - Down Payment	\$18,190.00	\$0.00	C	CPKG			CA	ZURN02	ZUR	
107912	22268	2/14/2016	2/14/2016	CP000828502	A	Westbury Tavern LLC dba C...	NV Fee Fee	\$109.71	\$0.00	C	CPKG			CA	ZURN02	ZUR	
107903	22269	2/14/2016	3/14/2016	CP000828502	A	Westbury Tavern LLC dba C...	16-17 Commercial Package - March Installm...	\$6,401.00	\$0.00	C	CPKG			CA	ZURN02	ZUR	
107904	22270	2/14/2016	4/14/2016	CP000828502	A	Westbury Tavern LLC dba C...	16-17 Commercial Package - April Installment	\$6,401.00	\$0.00	C	CPKG			CA	ZURN02	ZUR	
107905	22271	2/14/2016	5/14/2016	CP000828502	A	Westbury Tavern LLC dba C...	16-17 Commercial Package - May Installment	\$6,401.00	\$0.00	C	CPKG			CA	ZURN02	ZUR	
107906	22272	2/14/2016	6/14/2016	CP000828502	A	Westbury Tavern LLC dba C...	16-17 Commercial Package - June Installment	\$6,401.00	\$0.00	C	CPKG			CA	ZURN02	ZUR	
107907	22273	2/14/2016	7/14/2016	CP000828502	A	Westbury Tavern LLC dba C...	16-17 Commercial Package - July Installment	\$6,401.00	\$0.00	C	CPKG			CA	ZURN02	ZUR	
107908	22274	2/14/2016	8/14/2016	CP000828502	A	Westbury Tavern LLC dba C...	16-17 Commercial Package - August Install...	\$6,401.00	\$0.00	C	CPKG			CA	ZURN02	ZUR	
107909	22275	2/14/2016	9/14/2016	CP000828502	A	Westbury Tavern LLC dba C...	16-17 Commercial Package - September Inst...	\$6,401.00	\$0.00	C	CPKG			CA	ZURN02	ZUR	
107910	22276	2/14/2016	10/14/2016	CP000828502	A	Westbury Tavern LLC dba C...	16-17 Commercial Package - October Install...	\$6,401.00	\$0.00	C	CPKG			CA	ZURN02	ZUR	
107911	22277	2/14/2016	11/14/2016	CP000828502	A	Westbury Tavern LLC dba C...	16-17 Commercial Package - November Inst...	\$6,401.00	\$0.00	C	CPKG			CA	ZURN02	ZUR	
107915	22279	2/14/2016	2/28/2016	AUC000828901	A	Westbury Tavern LLC dba C...	16-17 Umbrella	\$11,020.00	\$0.00	C	CUMB			CA	ZURN02	AM	
115039	23884	2/14/2016	4/1/2016	CY1110074	A	Westbury Tavern LLC dba C...	Surplus Lines Tax	\$91.37	\$0.00	C	CVB			CA	USLE1	USL	
135040	23884	2/14/2016	4/1/2016	CY1110074	A	Westbury Tavern LLC dba C...	Stamping Fee	\$4.57	\$0.00	C	CVB			CA	USLE1	USL	
148502	23884	2/14/2016	4/1/2016	CY1110074	A	Westbury Tavern LLC dba C...	Surplus Lines Tax	\$91.37	\$0.00	C	CVB			CA	USLE1	USL	
135038	23884	2/14/2016	4/1/2016	CY1110074	A	Westbury Tavern LLC dba C...	16-17 Cyber Liability	\$2,530.00	\$0.00	C	CVB			CA	USLE1	USL	
148503	23884	2/14/2016	4/1/2016	CY1110074	A	Westbury Tavern LLC dba C...	Stamping Fee	\$4.57	\$0.00	C	CVB			CA	USLE1	USL	
143779	29235	1/22/2016	8/14/2016	CP000828501	A	Westbury Tavern LLC dba C...	EM 1/22/16 add Parking Lot for Union Prime	\$406.00	\$0.00	C	GL			CA	ZURN02	ZUR	
146314	29799	2/14/2016	8/14/2016	CP000828502	A	Westbury Tavern LLC dba C...	Amend Loc # 2 Exposure to \$5,036,147 per e...	\$4,406.00	\$0.00	C	GL			CA	ZURN02	ZUR	
148509	30094	2/14/2016	8/23/2016	CY1110074	A	Westbury Tavern LLC dba C...	Stamping Fee	\$4.57	\$0.00	C	CVB			CA	USLE1	USL	
148501	30094	2/14/2016	8/23/2016	CY1110074	A	Westbury Tavern LLC dba C...	Surplus Lines Tax	\$91.37	\$0.00	C	CVB			CA	USLE1	USL	
148510	30357	2/14/2016	8/26/2016	CP000828503	A	Westbury Tavern LLC dba C...	Audit for Policy Expired 2/14/2016	\$6,878.00	\$0.00	C	GL			CA	ZURN02	ZUR	
185504	37127	1/17/2017	1/17/2017	10625274	A	Westbury Tavern LLC dba C...	17-18 Employment Practices Liability Renewal	\$8,454.00	\$0.00	C	EPL			BR	LOVUASC-01	TRJ	

Invoice

Invoice # 22274

Generate invoice date 7/14/2016

Last generated date 7/14/2016 8:33:26 AM

Transaction Detail

Sent to CUST - WESTAV-01

Westbury Tavern LLC
26 Harbor Park Drive
Port Washington, NY 11050

Acct month August 2016

NCO ZURAN1 Zurich American Insurance Company

PPE ZURN02 Zurich North America

Installment # 1328 - 7

Reversed #

Accounting Note Split Commission

No No

Future Account Balance Current Account Balance Filtered

Agency \$40,225.00 Agency \$7,181.58 Agency \$47,606.58

Direct \$0.00 Direct \$0.00 Direct \$0.00

Renewed 168 of 168 Transactions

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4. Double click on the invoice and the following screen will open up

WESTAV-01 - Westbury Tavern LLC dba City Cellular Wine Bar and Grill

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APPLIED Home Locate Actions Real-Time On Demand Access Links myEpic Applets New Print Save Links Logout

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Transaction

Code RENB - Account Current

Description 16-17 Commercial Package - August Installment

Amount \$6,401.00

Bill # 92354

Item # 107908

Bill Agency

Installment # 1328 - 7

Billing Invoice

Detail

Generate invoice date 7/14/2016

Effective date 2/14/2016

A/R due date 8/14/2016

Accounting month August 2016

Production month February 2016

GL account #

Structure

Agency 101 - SterlingLink

Branch BBC

Department CMM

Profit center GEN

Brokerage & Consulting

Commercial Middle Market

General

Refer #

Check #

Cleared

History

Entered 2/29/2016 4:41:40 PM - RZINNANI

Last updated 8/22/2016 2:11:57 PM - JSANCHO

Item reversal #

Void refer #

Reason

Details

Primary Additional

Westbury Tavern LLC dba City Cellular Wine Bar
1380 Corporate Drive
Westbury, NY 11590
United States of America
(516) 484-4800

Item Balance

Receivable \$0.00 Payable Closed

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- Now, click on “Receivables” which is located on the left side of the screen and the following screen will open.

The screenshot shows the WESTAV-01 - Westbury Tavern LLC dba City Cellar Wine Bar and Grill interface. The sidebar on the left contains navigation options: Account Detail, Contacts, Opportunities, Client Contracts, Policies, Proofs of Insurance, Transactions, and Attachments. The main area displays the 'Receivables' section with a table of transactions. The table has columns: Date Entered, A/R Due, Acctg Month, Trns, Pay B/Ck #, Process Description, Amount, Entered By, Item #, and Ck Refr #. The table lists several transactions, including a \$6,401.00 invoice and subsequent credits. Below the table, the 'Detail' section shows the invoice date (8/22/2016), account information, and a 'Billed To' section. The bottom right corner shows a 'Balance' of \$0.00, which is circled in red.

Date Entered	A/R Due	Acctg Month	Trns	Pay B/Ck #	Process Description	Amount	Entered By	Item #	Ck Refr #
8/29/2016 4:41:40 PM	8/14/2016	August 2016	REN/REN		30-17 Commercial Package - August Inst...	\$6,401.00	R29NANVTI	107908	
8/3/2016 1:58:06 PM	8/3/2016	August 2016	APCR/PVMT	CKP184-3972-502573	Credit applied from Item #143624	-\$6,401.00	JSANCHO	143624	12832
8/16/2016 8:04:33 AM	8/16/2016	August 2016	APCR/PVMT	CKP184-3972-502573	Unapply - Debit from Item #143624	\$6,401.00	JSANCHO	143624	
8/22/2016 2:11:57 PM	8/22/2016	August 2016	APCR/PVMT	ck#188	Credit applied from Item #148303	-\$321.00	JSANCHO	148303	13169
8/22/2016 2:11:34 PM	8/22/2016	August 2016	APCR/PVMT	ck#4064	Credit applied from Item #148302	-\$2,867.45	JSANCHO	148302	13169
8/22/2016 2:11:08 PM	8/22/2016	August 2016	APCR/PVMT	ck#502690	Credit applied from Item #148301	-\$3,212.55	JSANCHO	148301	13169

Detail
 Print date: 8/22/2016
 A/R due date: 8/22/2016
 Acctg month: August 2016
 Production month: August 2016

Billed To
 Type: Client
 Account: Westbury Tavern LLC dba City Cellar Wine Bar and Grill
 Contact: Westbury Tavern LLC

Billed From
 Type: Client
 Account: Westbury Tavern LLC dba City Cellar Wine Bar and Grill
 Contact: Westbury Tavern LLC dba City Cellar Wine Bar

Balance
 Invoiced: \$6,401.00
 Broker commission retained: \$0.00
 Financed: \$0.00
 Split receivables: \$0.00
 Payments: \$6,401.00
 A/R balance: \$0.00
 Balance: \$0.00

All items listed under the invoice are the checks we received. You may see the check number, dollar amount of the check and the date that the payment was received and posted. If the “Balance” in the bottom right hand corner (circled above) is \$0.00 then we have fully collected this receivable item.