

# Tabs

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# Payment Header

Home Summary **Payment: 1000103** ⌵

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Client: XYZ Foundation Organization: XYZ Offsite  
Document No: 1000103 Bank Account: XYZ\_Cashbook\_-1  
Document Type: AP Payment Receipt  
Transaction Date: 25/06/2019 Account Date: 25/06/2019  
Description:

▼ Reference  
Business Partner: ITC Limited Invoice: 🔗  
Order: 🔗 Project: ⌵  
Charge: ⌵ Prepayment  
Campaign: ⌵

▼ Amounts  
Payment amount: 5,000.00 ₹ Currency: INR  
Discount Amount: 0.00 ₹ Write-off Amount: 0.00 ₹

☐ Over/Under Payment

▼ Document  
Tender type: Cash POS Tender Type:   
☐ Online Access

▼ Status  
Payment Processor:   
Document Status: Drafted 🔗 Document Action  
☐ Self-Service  
POS Terminal:   
Generate TDS

Detail record

## Critical Fields:

1. Bank Account: A list of bank account details will populate from the master.
2. Business Partner: We can select existing/new vendor here and this field used to maintain vendor
3. Order: Select the Purchase order document number to pay advance payment.

4. Invoice: Select the invoice to do payment.

5. Transaction Date: Payment creation date

6. Account Date: The record to post in accounting fact.

7. Charge: This field is used to select the expense

8. Payment amount: Amount going to do payment to the vendor.

9. Tender type:

9.1 Account: the payment information will be saved and allocated to the payment.

9.2 Cash: a cash payment will be created, completed and added to the selected will be allocated towards an invoice

9.3 Check: the payment information will be saved and allocated to the payment.

9.4 Credit Card: the credit card information is online through the associated payment processor.

9.5 Direct Debit: this will simply create a payment record but will not process the payment online

9.6 Direct Deposit: this will simply create a payment record but will not process the payment online

9.7 NEFT

9.8 RTGS

10. Currency

11. Discount Amount: This field help us to maintain the discount amount received from invoice amt.

12. Write-off Amount: If the invoice amount is not received use this field to write off the amount as uncollectible.

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## **Critical & one-time setup fields:**

1. Organization: This field is used to select the organization
  2. Target Document Type: This field is used to select the type of document that you are going to process
- 

## **Non-Critical Fields:**

- 1) Project: If this order is processed against a project user can tag the project for tracking.
  - 2) Campaign: Campaign Details of the project are processed against the order
- 

## **Zoom conditions:**

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## **Validation:**

# TDS

Payment > TDS ▼

Inserted

Client	XYZ Foundation	Organization	HQ
Invoice	1000195_20/03/2019_336000000.00		
TDS Type			
Tax		Tax base Amount	0.00
Percent		Tax Amount	
Transaction Date		Account Date	
<input type="checkbox"/> Is Calc On Payment		<input type="checkbox"/> Processed	<input checked="" type="checkbox"/> Active
TDS Rule			
Document No		Allocation Line	
Description			

## Critical Fields:

1. This field is used to select the different types of Withholding type
2. Tax is help us to select the Tax rates.
3. Provide Tax base amount to calculate the Tax.
4. Tax amount will show the calculated tax as per the tax rates.
5. Transaction Date as selected in the Header.
6. Account Date as selected in the Header.
7. Withholding rule shows the configured data to calculate the tax amount.
8. Document no autogenerate when the record is saved.

## Critical & one-time setup fields:

1. Organization: This field is used to select the organization

## **Non-Critical Fields:**

1. Allocation line record will show after the invoice document is completed.
2. Description used to maintain the comments for the record.

## **Zoom conditions:**

## **Customization:**

# Allocate

Payment > Allocate

Inserted

Client: XYZ Foundation

Payment: 1000112\_16/04/2019\_1000.0\_-1

Active: ☒

Organization:

Invoice:

Amount: 0.00

Write-off Amount: 0.00

Invoice Amt: 0.00

Discount Amount: 0.00

Over/Under Payment: 0.00

Reference

Remaining Amt: 1,000.00

Allocation Line:

## Critical Fields:

1. Invoice: Select the Invoice number to allocate against the payment.
3. Invoice Amt: Invoice amount will populate from the selected invoice.
4. Amount: The amount going to payment against the payment.

## Critical & one-time setup fields:

1. Organization: This field is used to select the organization

## Non-Critical Fields:

1. Discount Amount: This field help us to maintain the discount amount received from invoice amt.
2. Write-off Amount: If the invoice amount is not received use this field to write off the amount as uncollectible.
3. Over/Under Payment: To maintain the unallocated or partial amount

4. Remaining Amt: This field shows the balance amount to be paid.

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## **Zoom conditions:**

## **Customization:**



# Allocations

[Payment](#) > Allocations▼ 1/1

<u>Client</u>	XYZ Foundation	<u>Organization</u>	HQ
<u>Payment</u>	1000181_31/03/2020_2360.0000_-1	<u>Transaction Date</u>	
<u>Allocation</u>	490293	<u>Order</u>	
<u>Invoice</u>	1000553_31/03/2020_2360.00	<u>Write-off Amount</u>	0.00
<u>Amount</u>	-2,360.00		
<u>Discount Amount</u>	0.00		
<u>Over/Under Payment</u>	0.00		

Once Payment allocate is complete allocation tab is update automatically

# Order Payment Allocation

[Payment](#) > Order Payment Allocation▼

Data requested

Client\*

Organization\*

Payment

Order

Sales Order Line

Amount

Discount Amount

Over/Under Payment

Remaining Amt

Write-off Amount

☐ Active

Line Total

Once Payment allocate is complete Payment Allocation tab Will update automatically