

Payment

- Introduction
 - Introduction
- Tabs
 - Payment Header
 - TDS
 - Allocate
 - Allocations
 - Order Payment Allocation
- Document Actions
 - Validation
- Process
 - Payment Process
- Video

Introduction

Introduction

Overview

This window is used to prepare the payment against the invoice vendor.

Business Case

In any industry, the product or services are inward/completed and the invoice is made for that. Against the invoice payment will be made by the customer to the vendor.

Tabs

Payment Header

Home Summary **Payment: 1000103** x

Payment 4/13

Client: XYZ Foundation Organization: XYZ Offiste
 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.

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:

Validation:

Tabs

TDS

Payment > TDS

Inserted

Client	XYZ Foundation	Organization	HQ
Invoice	1000195_20/03/2019_336000000.00		
TDS Type		Tax base Amount	0.00
Tax		Tax Amount	
Percent		Account Date	
Transaction Date		<input type="checkbox"/> Processed	<input checked="" type="checkbox"/> Active
<input type="checkbox"/> Is Calc On Payment			
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

The screenshot shows a software interface for the 'Allocate' function. At the top, it says 'Payment > Allocate'. Below this, there are several input fields and sections:

- Client:** XYZ Foundation
- Payment:** 1000112_16/04/2019_1000.0_-1
- Organization:** (empty dropdown)
- Active:**
- Invoice:** (empty field with a search icon)
- 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:** (empty field)

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.

Zoom conditions:

Customization:

Tabs

Allocations

Payment > Allocations 1/1

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

Once Payment allocate is complete allocation tab is update automatically

Tabs

Order Payment Allocation

[Payment](#) > Order Payment Allocation ▾ 0/0

Data requested

Client *	<input type="text"/>	Organization *	<input type="text"/>
Payment	<input type="text"/>		
Order	<input type="text"/>		
Sales Order Line	<input type="text"/>		
Amount	<input type="text"/>		
Discount Amount	<input type="text"/>		
Over/Under Payment	<input type="text"/>		
Remaining Amt	<input type="text"/>		
Write-off Amount	<input type="text"/>		
<input type="checkbox"/> Active			
Line Total	<input type="text"/>		

Once Payment allocate is complete Payment Allocation tab Will update automatically

Document Actions

Validation

Save

1. System will check all mandatory fields

Delete

1. System will delete the payment details

Document action complete

1. System will complete the document and keep the Payment ready for processing
2. Once document action is complete, all fields are updated as read-only
3. allocation document from the payment/receipt window to allocate the mapped invoice and payment document.

Document action void/reverse correct actual

1. the system will reverse the transaction data and generate a reversal document with the opposite accounting sign to zero value for the payment.

Document action close

1. The system will check whether all the activity for the document is completed and change the Document status to close.

Process

Payment Process

Payment Invoice
Document Action ▾

Payment
Data requiered

Client* XYZ Foundation
Document No 1000407
Document Type* AP Payment

Organization* MainHQ
Bank Account* XYZ_Indian Bank_-1
Area

Allocation

Organisation MainHQ

Select	Org	Date	Document No	Vendor Invoice No	Currency	Total amount	Allocated amount	Open amount	Allocate amount
<input type="checkbox"/>	MainHQ	06/02/2019	100008		INR	1,947.00	0.00	1,947.00	1,947.00
<input type="checkbox"/>	MainHQ	02/02/2019	1000094		INR	4.00	0.00	4.00	4.00
<input type="checkbox"/>	MainHQ	22/01/2019	100003		INR	1,475.00	0.00	1,475.00	1,475.00
<input type="checkbox"/>	MainHQ	22/02/2019	100013		INR	15,900.00	0.00	15,900.00	15,900.00
<input type="checkbox"/>	MainHQ	05/04/2019	1000414		INR	7,500.00	0.00	7,500.00	7,500.00
<input type="checkbox"/>	MainHQ	21/02/2019	100012		INR	1.18	0.00	1.18	1.18
<input type="checkbox"/>	MainHQ	31/01/2019	1000170		INR	52,025.69	0.00	52,025.69	52,025.69
<input type="checkbox"/>	MainHQ	31/01/2019	1000171		INR	983.81	0.00	983.81	983.81
<input type="checkbox"/>	MainHQ	26/03/2019	1000204		INR	1,000.00	0.00	1,000.00	1,000.00
<input type="checkbox"/>	MainHQ	30/06/2019	1000087		INR	49,435.90	0.00	49,435.90	49,435.90

Payment Amt 500 Allocated Amount

✓ ✗

Payment Invoice: You can select multiple Invoices to allocate to the payment.

Video