# Payment

# Introduction

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## 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



## 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:

# TDS



## 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



## 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.

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## Critical & one-time setup fields:

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

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## 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



Once Payment allocate is complete allocation tab is update automatically

Tabs

# Order Payment Allocation

Data requeried

| | | | |
|---|---|---|---|
| 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

# 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:** You can select multiple Invoices to allocate to the payment.

# Video