

Receipt

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Introduction

Introduction

Overview

This window is used to prepare the Receipt against the invoice customer.

Business Case

In any industry, the product or services are inward/completed and the invoice is made for that. The receipt will be made by the vendor amount received from the customer.

Tabs

Receipt

Critical Fields:

1. Bank Account: A list of bank account details will populate from the master.
2. Business Partner: We can select existing/new customers here and this field used to maintain customer
3. Order: Select the Sales order document number to receive advance payment.
4. Invoice: Select the invoice to do receipt.

5. Transaction Date: receipt creation date

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

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

8. Receipt amount: Amount going to do payment to the customer.

9. Tender type:

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

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

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

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

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

9.6 Direct Deposit: this will simply create a receipt 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 ▼ ⏮ ⏪ ⏩ ⏭ +1/1

Inserted

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

Organization: |

Active

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.

Zoom conditions:

Customization:

Tabs

Allocation

Payment > Allocations

Client

XYZ Foundation

Payment

1000181_31/03/2020_2360.0000_-1

Allocation

490293

Invoice

1000553_31/03/2020_2360.00

Amount

-2,360.00

Discount Amount

0.00

Over/Under Payment

0.00

Organization

HQ

Transaction Date

Order

Write-off Amount

0.00

Once Payment allocate is complete allocation tab is update automatically

Tabs

Order Payment Allocation

Receipt > Order Payment Allocation

Client* Sandbox

Organization* Manufacturing Discrete

Payment 64_19/09/2023_3000_Axis Bank 01234567890123

Order 50374_19/09/2023

Sales Order Line 50374_19/09/2023_10_4000010-Book fees

Amount 1,475.00

Discount Amount

Over/Under Payment

Remaining Amt 0.00

Write-off Amount

☒ Active

Line Total 1,475.00

Once Payment allocate is complete Payment Allocation tab Will update automatically

Document Action

Validation

Save :

1. System will check all mandatory fields

Delete :

1. System will delete the receipt details

Document action complete :

1. System will complete the document and keep the Receipt 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 Receipt.

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 Invoice

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.

Order Allocation

Home (114) Summary Receipt: 84 X

Receipt

OrderAllocation

Organisation

| Select | Org | Date | Document No | Order Description | Line | Currency | Total amount | Allocated amount | Open amount | Allocate amount |
|-------------------------------------|------------------------|------------|-------------|-------------------|-------------------|----------|--------------|------------------|-------------|-----------------|
| <input type="checkbox"/> | Manufacturing Discrete | 19/09/2023 | 50371 | | null_Bus fees | INR | 354.00 | 0.00 | 354.00 | 354.00 |
| <input checked="" type="checkbox"/> | Manufacturing Discrete | 19/09/2023 | 50372 | | null_Tuition fees | INR | 1,180.00 | 0.00 | 1,180.00 | 1,180.00 |

Payment Amt: 3000 Existing Allocation: 2360.00 Allocated Amount: 0 Remove Current Allocation

Detail record

Order Allocation : You can select multiple sales invoice line to allocate to the receipt.

Video