


Payments

A payment is the transfer of an item of value from one party (such as a person or company) to another in exchange for the provision of goods, services. Below actions are available from **"Payments"**:

-  Create new payment; update, delete, view and search for payment details

Payments

Creditor: < Select All > Payment Means: < Select All > Create New Payment

Year: Year 2015 From: Till: Branch: < Select All > Search

Date	Document #	Reference #	Creditor	Bank	Currency	Amount	Status
Jan 2, 2015	PYT150001		6004/SP001 - SP Services Ltd (SGD)	4010.01 - Bank - HSBC	SGD	\$52,000...	Posted
Jan 20, 2015	PYT150002	T/T	6002.001/LO001 - L'Oreal Singapore	4010.01 - Bank - HSBC	SGD	\$520.59...	Posted
Jan 26, 2015	PYT150006		6010/KD01 - Kezn Deznign Pte Ltd (SGD)	4010.01 - Bank - HSBC	SGD	\$51,926...	Posted
Jan 27, 2015	PYT150003	T/T	6002.001/PG001 - Procter & Gamble Prestige	4010.01 - Bank - HSBC	SGD	\$515.28...	Posted
Feb 2, 2015	PYT150004		6004/SP001 - SP Services Ltd (SGD)	4010.01 - Bank - HSBC	SGD	\$51,325...	Posted
Feb 25, 2015	PYT150008		6004/CO001 - Courts Singapore (SGD)	4010.01 - Bank - HSBC	SGD	\$51,200...	Posted
Feb 25, 2015	PYT150007		6010/ES001 - Esquire Law Corporation (SGD)	4010.01 - Bank - HSBC	SGD	\$55,500...	Posted
Feb 26, 2015	PYT150005		6010/KD01 - Kezn Deznign Pte Ltd (SGD)	4010.01 - Bank - HSBC	SGD	\$58,950...	Posted
Mar 2, 2015	PYT150011	Giro	6004/SP001 - SP Services Ltd (SGD)	4010.01 - Bank - HSBC	SGD	\$51,385...	Posted
Mar 2, 2015	PYT150012	Giro	6004/SI001 - SingTel (SGD)	4010.01 - Bank - HSBC	SGD	\$5725.89	Posted
Mar 10, 20...	PYT150010	T/T	6002.001/PG001 - Procter & Gamble Prestige	4010.01 - Bank - HSBC	SGD	\$521.05...	Posted
Mar 10, 20...	PYT150009	T/T	6002.001/LO001 - L'Oreal Singapore	4010.01 - Bank - HSBC	SGD	\$515.80...	Posted
Mar 31, 20...	PYT150017		6004/AX001 - AXA Insurance Singapore Pte Ltd (SGD)	4010.01 - Bank - HSBC	SGD	\$516.50...	Posted
Mar 31, 20...	PYT150016		6004/TA001 - Tata Communications Int'l Pte Ltd (SGD)	4010.01 - Bank - HSBC	SGD	\$51,710...	Posted
Apr 3, 2015	PYT150013	Giro	6004/SP001 - SP Services Ltd (SGD)	4010.01 - Bank - HSBC	SGD	\$51,287...	Posted
Apr 3, 2015	PYT150014	Giro	6004/SI001 - SingTel (SGD)	4010.01 - Bank - HSBC	SGD	\$5725.89	Posted
Apr 21, 2015	PYT150015		6004/EC001 - Ecovis Bizcorp Management Pte Ltd	4010.01 - Bank - HSBC	SGD	\$5500.00	Posted
Apr 24, 2015	PYT150018		6002.001/LO001 - L'Oreal Singapore	4010.01 - Bank - HSBC	SGD	\$523.25...	Posted
Apr 24, 2015	PYT150019		6002.001/PG001 - Procter & Gamble Prestige	4010.01 - Bank - HSBC	SGD	\$521.45...	Posted
Jun 15, 2015	PYT150020		6002.001/PG001 - Procter & Gamble Prestige	4010.01 - Bank - HSBC	SGD	\$510.83...	Posted
Jul 29, 2015	PYT150022		EM01 - Christopher	4011.013 - Petty Cash	SGD	\$518.90	Posted
Jul 29, 2015	PYT150021		EM01 - Christopher	4011.013 - Petty Cash	SGD	\$513.60	Drafted
Jul 30, 2015	PYT150023		tft - TFI trading	4011.013 - Petty Cash	SGD	\$525.00	Posted
Nov 3, 2015	PYT150024		6002.001/PG001 - Procter & Gamble Prestige	4010.03 - Bank - DBS	SGD	\$511.31...	Posted
Nov 3, 2015	PYT150026		6002.001/LU001 - Luxasia	4010.01 - Bank - HSBC	SGD	\$556.92...	Posted
Nov 3, 2015	PYT150028		6004/SI001 - SingTel (SGD)	4010.01 - Bank - HSBC	SGD	\$51,613...	Posted

Status: < Select All > Total SGD: \$5287,806.80 1 of 30

Payments

Document Date: 04/11/2015 Document Number: <-AUTO-GENERATED-> Reference Number: Branch: HQ - Head Office

Creditor: Representative: Txn/Cheque# Payment Means: Account: Bank Charge: Exchange Rate: 1 Currency: Bank Interest: Bank Amount:

Memo:

Payment Lines | Expenses | Incomes | Postings | Notes / Attachments

Due: All Records Search: Pay All Auto Allocate

Date	Document #	Reference #	Memo	Due Date *	Due Amount

Total Income: Expense: Payables:

Confirm Payment Create New Save Revert Delete

Payments Drafted

Document Date: 04/11/2015 | Document Number: <-AUTO-GENERATED-> | Reference Number: | Branch: HQ - Head Office

Creditor: | Currency: | Payment Means: | Account: |

Representative: | Txn/Cheque#: | Bank Charge: | Exchange Rate: 1 | Currency: |

Memo: | Bank Interest: | Bank Amount: |

Payment Lines | Expenses | Incomes | Postings | Notes / Attachments

Expenses Paid: Journal: |

#	Account	Entity Type	Description	Amount	Tax	Tax Amount	Base Amount
1							

Total Income: | Expense: | Payables: |

Confirm Payment | Create New | Save | Revert | Delete

Payments List | Payment

Payments Drafted

Document Date: 04/11/2015 | Document Number: <-AUTO-GENERATED-> | Reference Number: | Branch: HQ - Head Office

Creditor: | Currency: | Payment Means: | Account: |

Representative: | Txn/Cheque#: | Bank Charge: | Exchange Rate: 1 | Currency: |

Memo: | Bank Interest: | Bank Amount: |

Payment Lines | Expenses | Incomes | Postings | Notes / Attachments

Expenses Paid: Journal: |

#	Account	Entity Type	Description	Amount	Tax	Tax Amount	Base Amount
1							

Total Income: | Expense: | Payables: |

Confirm Payment | Create New | Save | Revert | Delete

Payments List | Payment

Payments Drafted

Document Date: 04/11/2015 | Document Number: <-AUTO-GENERATED-> | Reference Number: | Branch: HQ - Head Office

Creditor: | Currency: | Payment Means: | Account: |

Representative: | Txn/Cheque#: | Bank Charge: | Exchange Rate: 1 | Currency: |

Memo: | Bank Interest: | Bank Amount: |

Payment Lines | Expenses | Incomes | Postings | Notes / Attachments

Type: Bank | Journal: | Date: | Document #: | Reference #: |

Account #	Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount

Total Income: | Expense: | Payables: |

Confirm Payment | Create New | Save | Revert | Delete

Payments List | Payment

The screenshot shows a 'Payments' form with the following sections:

- Document Information:** Document Date (04/11/2015), Document Number (<-AUTO-GENERATED->), Reference Number, Branch (HQ - Head Office).
- Creditor Information:** Creditor, Currency, Representative, Txn/Cheque#.
- Payment Details:** Payment Means, Account, Bank Charge, Exchange Rate (1), Bank Interest, Bank Amount.
- Notes / Attachments:** A table with columns: Title, File Size, By User, On Date. It includes a 'Description' field and a 'File Name' field with a 'Size: bytes [1]' indicator. Action buttons: Create New, Save, Revert, Delete.
- Summary and Actions:** Total Income, Expense, Payables. Action buttons: Confirm Payment, Create New, Save, Revert, Delete.

Field Name	Description	Mandatory Information
Document Date	Date of the payment	Y
Document Number	Document number for the payment	Y
Reference Number	Reference code for easy search	N
Branch	Company's branch	Y
Creditor	Select the creditor to issue the payment. (Once user select a creditor, the creditor's base currency will automatically show up)	Y
Payment Means	Select the payment means. (Once user select a payment means, the account and currency info will automatically fill up)	Y
Account	Account for the payment	Y
Representative	Internal representative	N
Txn/Cheque #	Transaction / Cheque number	Y
Memo	A memorandum for the payment	Y
Bank Charge	A fee levied on an account by a financial institution.	N
Bank Amount	Company's bank amount	N

Create New Payment

1. Click on **"Create New Payment"** at the top right of screen of **"Payments List"** tab, it will open **"Payment"**

tab with empty form

The screenshot shows the 'Payments' form with a table containing one entry:

Date *	Document #	Reference #	Creditor	Bank	Currency	Amount	Status
Jul 29, 2015	PYT150021		EM01 - Christopher	4011.013 - Petty Cash	SGD	\$513.60	Drafted

2. Select a creditor from the **“Creditor”** drop-down list on top right side of screen. It will pull up all payments due to the creditor on **“Payment Lines”** tab

The screenshot shows the 'Payments' form with the 'Payment Lines' tab selected. The form is filled with the following information:

Document Date: 04/11/2015
Document Number: <-AUTO-GENERATED->
Reference Number: [Empty]
Branch: HQ - Head Office
Creditor: 6002.004/Loacker - Loacker
Currency: EUR
Payment Means: TT01 - TT - Bank HSBC
Account: 4010.01 - Bank - HSBC
Representative: [Empty]
Txn/Cheque#: [Empty]
Bank Charge: [Empty]
Exchange Rate: 0.65
Currency: SGD
Memo: payments
Bank Interest: [Empty]
Bank Amount: [Empty]

Payment Lines: Expenses (0) | Incomes (0) | Postings | Notes / Attachments

Due: All Records | Search: [Empty] | Pay All | Auto Allocate

Date	Document #	Reference #	Memo	Due Date *	Due Amount
Nov 3, 2015	PI-0022	PO-0024	Invoice: PI-0022 From: Loacker	Dec 31, 2015	€398.25

Total Income: [Empty] | Expense: [Empty] | Payables: [Empty]

Buttons: Confirm Payment, Create New, Save, Revert, Delete

3. Fill up payment’s information with payment means for the creditor (top right of screen) and click **“Save”** button

4. Tick the box behind a payment line to change the status to **“paid”** to acknowledge payment made for the payment(s) owed. It will move the payable(s) to the bottom table and update the **“Bank Amount”** balance (top right of screen). Payment using different currency will be converted based on the set **“Exchange Rate”**

Payments Drafted

Document Date: 04/11/2015 | Document Number: <-AUTO-GENERATED--> | Reference Number: | Branch: HQ - Head Office

Creditor: 6002.004/Loacker - Loacker | Currency: EUR | Payment Means: TT01 - TT - Bank HSBC | Account: 4010.01 - Bank - HSBC

Representative: | Txn/Cheque#: | Bank Charge: | Exchange Rate: 0.65 | Currency: SGD

Memo: payments | Bank Interest: | Bank Amount: |

Payment Lines (0) | Expenses (0) | Incomes (0) | Postings | Notes / Attachments

Due: All Records | Search: | Pay All | Auto Allocate

Date	Document #	Reference #	Memo	Due Date *	Due Amount
Nov 3, 2015	PI-0022	PO-0024	Invoice: PI-0022 From: Loacker	Dec 31, 2015	€398.25

Total Income: | Expense: | Payables: |

Buttons: Confirm Payment, Create New, Save, Revert, Delete

Payments Drafted

Document Date: 04/11/2015 | Document Number: <-AUTO-GENERATED--> | Reference Number: | Branch: HQ - Head Office

Creditor: 6002.004/Loacker - Loacker | Currency: EUR | Payment Means: TT01 - TT - Bank HSBC | Account: 4010.01 - Bank - HSBC

Representative: | Txn/Cheque#: | Bank Charge: | Exchange Rate: 0.65 | Currency: SGD

Memo: payments | Bank Interest: | Bank Amount: S\$612.69


Payment Lines (1) | Expenses (0) | Incomes (0) | Postings | Notes / Attachments

Due: All Records | Search: | Pay All | Auto Allocate

Date	Document #	Reference #	Memo	Due Date *	Due Amount	Payment Amt
Nov 3, 2015	PI-0022	PO-0024	Invoice: PI-0022 From: Loacker	Dec 31, 2015	€398.25	€398.25

Total Income: | Expense: | Payables: €398.25

Buttons: Confirm Payment, Create New, Save, Revert, Delete

User can make **partial payment** for the invoices, by entering the payment amount in the **"Auto Allocate"** textfield and clicking the  button next to it. The system will automatically select oldest invoice(s) to be paid first. If there is any balance, one of the invoice will be paid partially and highlighted in yellow color. After posting the payment, this invoice will have memo indicating the partial payment made for it.

Payments

Document Date: 04/11/2015 | Document Number: <-AUTO-GENERATED-> | Reference Number: | Branch: HQ - Head Office

Creditor: tft - TFI trading | Currency: SGD | Payment Means: By Cash - By Cash | Account: 4011.013 - Petty Cash

Bank Charge: | Exchange Rate: 1 | Bank Amount: \$200.00

Memo: Cash payments - partial

Payment Lines (4) | Expenses (0) | Incomes (0) | Postings | Notes / Attachments

Due: All Records | Search: | Pay All | Auto Allocate | \$200.00

Date	Document #	Reference #	Memo	Due Date *	Due Amount	Payment Amt
Aug 11, 20...	PI-0015	PO-0017	Invoice: PI-0015 From: TFI trading	Oct 10, 2015	\$529.00	
Aug 11, 20...	PI-0014	PO-0016	Invoice: PI-0014 From: TFI trading	Oct 10, 2015	\$548.15	
Aug 19, 20...	PI-0016	PO-0018	Invoice: PI-0016 From: TFI trading	Oct 18, 2015	\$551.36	
Aug 25, 20...	PI-0017	PO-0020	Invoice: PI-0017 From: TFI trading	Oct 24, 2015	\$542.80	
Aug 25, 20...	PI-0018	PO-0021	Invoice: PI-0018 From: TFI trading	Oct 24, 2015	\$179.76	
Oct 30, 2015	PI-0019	PO-0023	Invoice: PI-0019 From: TFI trading	Dec 29, 2015	\$278.20	
May 11, 20...	PI-0004-1	PO-0004	Split entry for partial payment : PYT150023	Jul 10, 2015	\$555.25	\$555.25
Jul 15, 2015	PI-0007		Invoice: PI-0007 From: TFI trading	Sep 13, 2015	\$128.40	\$128.40
Jul 30, 2015	PI-0012	PO-0013	Invoice: PI-0012 From: TFI trading	Sep 28, 2015	\$14.98	\$14.98
Jul 30, 2015	PI-0013	PO-0014	Invoice: PI-0013 From: TFI trading	Sep 28, 2015	\$25.68	\$13.7

Total Income: | Expense: | Payables: \$200.00

Buttons: Confirm Payment, Create New, Save, Revert, Delete

Payment Lines (0) | Expenses (0) | Incomes (0) | Postings | Notes / Attachments

Due: All Records | Search: | Pay All | Auto Allocate

Date	Document #	Reference #	Memo	Due Date *	Due Amount	Payment Amt
Jul 30, 2015	PI-0013-1	PO-0014	Split entry for partial payment : PYT150031	Sep 28, 2015	\$24.31	
Aug 11, 20...	PI-0014	PO-0016	Invoice: PI-0014 From: TFI trading	Oct 10, 2015	\$548.15	
Aug 11, 20...	PI-0015	PO-0017	Invoice: PI-0015 From: TFI trading	Oct 10, 2015	\$529.00	
Aug 19, 20...	PI-0016	PO-0018	Invoice: PI-0016 From: TFI trading	Oct 18, 2015	\$551.36	
Aug 25, 20...	PI-0018	PO-0021	Invoice: PI-0018 From: TFI trading	Oct 24, 2015	\$179.76	
Aug 25, 20...	PI-0017	PO-0020	Invoice: PI-0017 From: TFI trading	Oct 24, 2015	\$542.80	
Oct 30, 2015	PI-0019	PO-0023	Invoice: PI-0019 From: TFI trading	Dec 29, 2015	\$278.20	

5. Click on **“Expense”** and / or **“Income”** tab at the middle of screen to add journal entry for the creditor if any

6. Click on **“Notes / Attachments”** tab at the top of screen to add notes or files attachment for the payment

7. Click on **“Save”** button at the bottom of screen to save

8. Click on **“Confirm Payment”** button at the bottom of screen to confirm the payment

Payment Lines (1) | Expenses (0) | Incomes (0) | Postings | Notes / Attachments

Due: All Records | Search: | Pay All | Auto Allocate

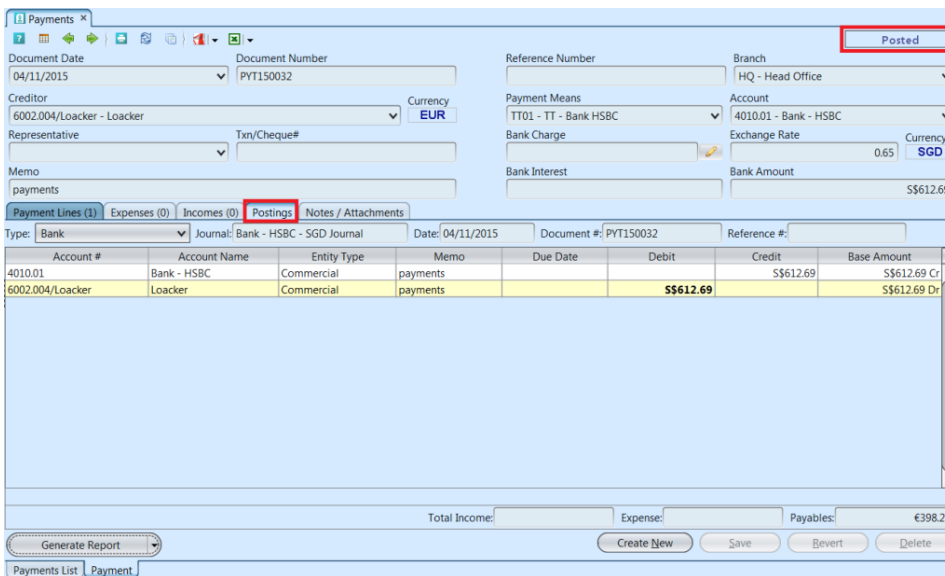
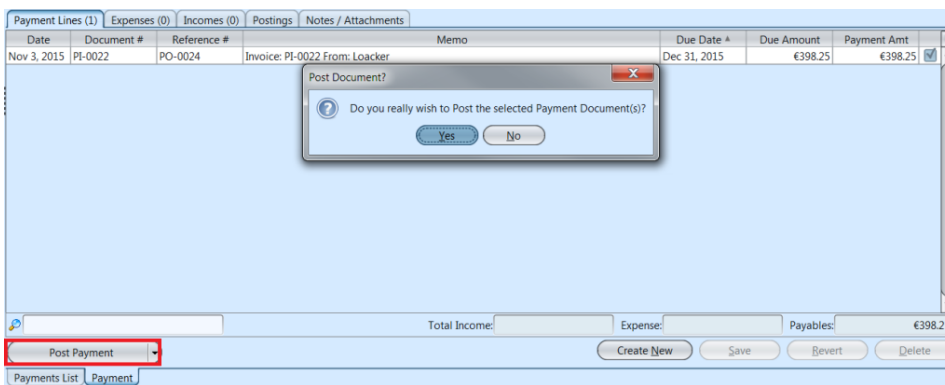
Date	Document #	Reference #	Memo	Due Date *	Due Amount	Payment Amt
Nov 3, 2015	PI-0022	PO-0024	Invoice: PI-0022 From: Locker	Dec 31, 2015	€398.25	€398.25

Total Income: | Expense: | Payables: €398.25

Buttons: Confirm Payment, Create New, Save, Revert, Delete

9. Click on **“Post Payment”** button at the bottom of screen to post the payment. Journal entries for the

reconciled payments will be automatically created under **"Postings"** tab



Update Payment Details

1. Click on **"Payments List"** tab at the bottom of screen
2. Double click on payment to be updated, it will bring up the details on **"Payment"** tab for the selected payment. If a payment's status is **"Confirmed"** or **"Posted"**, right click on the payment and reopen / undo posting of the payment first

Date	Document #	Reference #	Creditor	Bank	Currency	Amount	Status
Nov 4, 2015	PYT150032		6002.004/Loacker - Loacker	4011.013 - Petty Cash	SGD	\$5612.69	Posted
Nov 4, 2015	PYT150031		tff - TFI trading	Cash	SGD	\$5200.00	Posted
Nov 3, 2015	PYT150026		6002.001/LU001 - Luxasia	HSBC	SGD	\$556.92...	Posted
Nov 3, 2015	PYT150024		6002.001/PG001 - Procter & Gamble Prestig	DBS	SGD	\$811.31...	Posted
Nov 3, 2015	PYT150029		6004/SP001 - SP Services Ltd (SGD)	HSBC	SGD	\$81.401...	Posted
Nov 3, 2015	PYT150028		6004/SI001 - SingTel (SGD)	HSBC	SGD	\$81.613...	Posted
Nov 3, 2015	PYT150027		6004/CO001 - Courts Singapore (SGD)	HSBC	SGD	\$83.800...	Posted
Nov 3, 2015	PYT150025		6002.001/LO001 - L'Oreal Singapore	DBS	SGD	\$840.46...	Posted
Jul 30, 2015	PYT150023		tff - TFI trading	Cash	SGD	\$825.00	Posted
Jul 29, 2015	PYT150021		EM01 - Christopher	4011.013 - Petty Cash	SGD	\$813.60	Drafted

3. Make change(s) on the payment information

4. Click on **“Save”** button at the bottom of screen to save

5. Click on **“Revert”** button at the bottom of screen or refresh icon at the top of the screen to roll back the changes

6. Click on **“Confirm Payment”** button at the bottom of screen to confirm the payment

7. Click on **“Post Payment”** button at the bottom of screen to post the payment

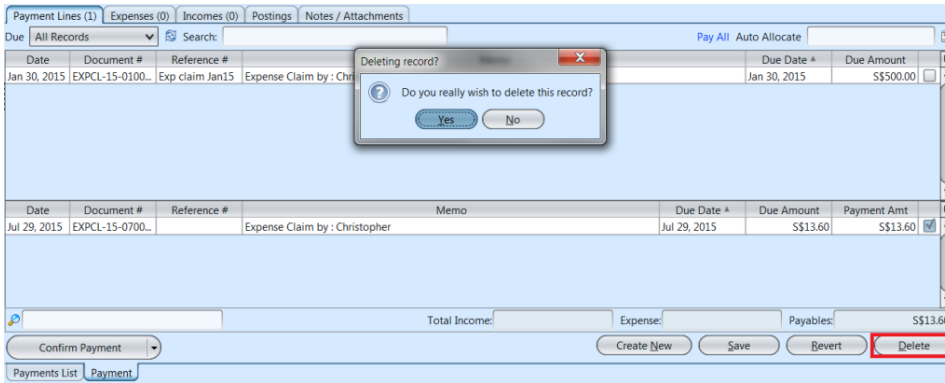
Delete Payment

1. Click on **“Payments List”** tab at the bottom of screen

2. Double click on payment to be deleted, it will bring up the details on **“Payment”** tab for the selected payment. If a payment’s status is **“Confirmed”** or **“Posted”**, right click on the payment and reopen / undo posting of the payment first

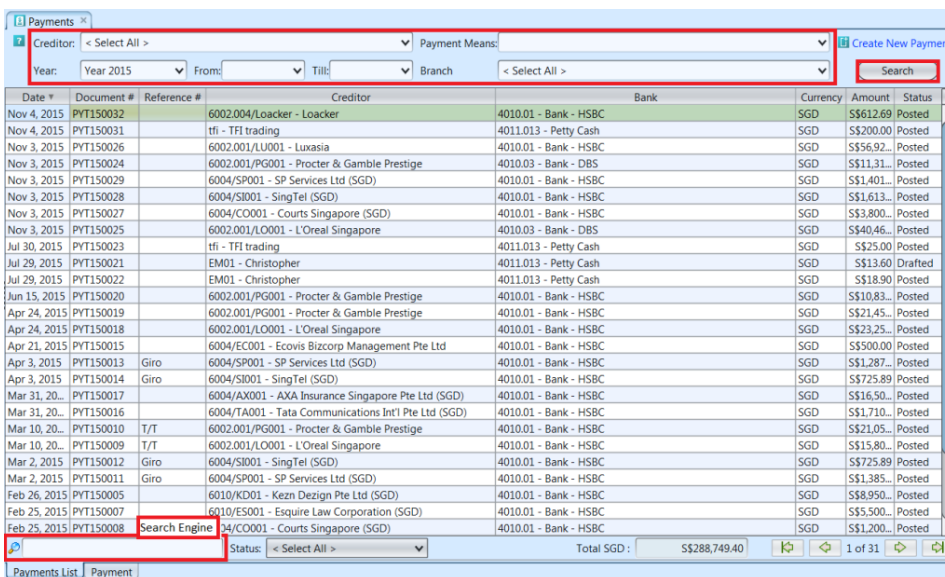
3. Click on **“Delete”** button at the bottom right side of screen

4. Click on **“Yes”** button on the pop-up window to confirm payment deletion



View and Search for Payment Details

1. Click on **"Payments List"** tab at the bottom of screen
2. Enter search parameter to filter the result, i.e. type in which creditor to search for in the **"Creditor"** text field box or select from drop-down list



3. Result can be sorted alphabetically by clicking the fields' columns
4. Double click on payment to view full details of the payment, it will bring up the details on **"Payment"** tab for the selected payment