



HOW TO – ENTER PAYMENTS ON ACCOUNT AND ALLOCATE MANUALLY

ALL THAT YOU NEED TO KNOW





North: The Innovation Centre, Sci-Tech Daresbury, Keckwick Lane, Daresbury, Cheshire, WA4 4FS. Midlands: Regus House, Herald Way, Pegasus Business Park, Castle Donington, Derby, DE74 2TZ.





This document is designed to guide you through the steps required to enter a prepayment or payment on account on SAP Business One and then show you how to allocate that payment against the BP's invoices manually.

To Enter the Payment

On the main menu, select Banking - Incoming Payments – Incoming Payments



You will be presented with a screen which looks like the one below.

To begin the process, enter the Business Partner (either as code or name) that you have received the payment from. You may wish to enter other information onto the screen such as a reference or a document number. Once you have completed the header of this screen, you can move onto the payment information.

To enter a Payment on Account payment, you should not select any invoices in the body of the payment. Simply tick the field next to the label 'Payment on Account' and enter the amount of the cheque

To complete inputting of this payment, you will need to click on the money box icon to the right of the Total Amount Due field. This further screen is called the Payment Means window.

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The Payment Means Window allows the user to define how they were paid and which General Ledger Account should be uplifted with the payment. Select the tab that best describes the method by which you were paid and enter the appropriate details to ensure that the payment goes into the correct GL account.

At the bottom of this screen and to the right, you will need to enter the total of the amount you were paid by this method. It is also possible on this screen to enter a bank charge for this payment if one was charged by your bank.





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Click on the OK button which will return you to the previous input screen. Click on the Add button to add the payment to the system.

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To this point, we have been speaking about payments from customers, but all of these instructions can be used for paying a supplier; perhaps pre-paying a supplier and allocating the payment. Simply select Banking – Outgoing Payments – Outgoing Payments.







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To Allocate the Payment

To allocate the payment, go to the Business Partner Master Data screen and locate the Business Partner.

Click on the golden arrow to the left of the Account Balance (on the right hand side of the screen) and you will be presented with the accounts screen as below.

Each transaction is visible (this depends on the information entered in the fields on the top right hand side of the screen) At the very bottom you can see the Payment on Account we've just entered, displayed in Green.

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5	21.04.15	IN	361	400000	AR Invoices - C20000	GBP 600.00	GBP 600.00		
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To reconcile the payment against any outstanding transactions, you will need to select the button on the bottom right hand side of the screen – Internal Reconciliation.

This button will bring up the next screen which will allow the user to select the Payment on Account and the Invoices that should be reconciled.

These transactions, when added together, should equal zero. Where this isn't the case, either the payment or the invoice value will need to be changed in the column named 'Total Payment'.

When the total at the bottom of the reconciliation screen equals zero, click on the Add button. This will reconcile the payment with the invoice(s).

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