

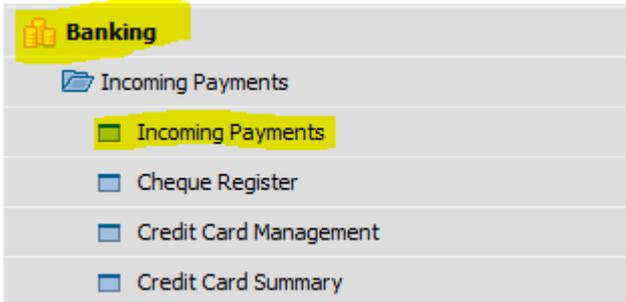
HOW TO – ENTER PAYMENTS ON ACCOUNT AND ALLOCATE MANUALLY



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

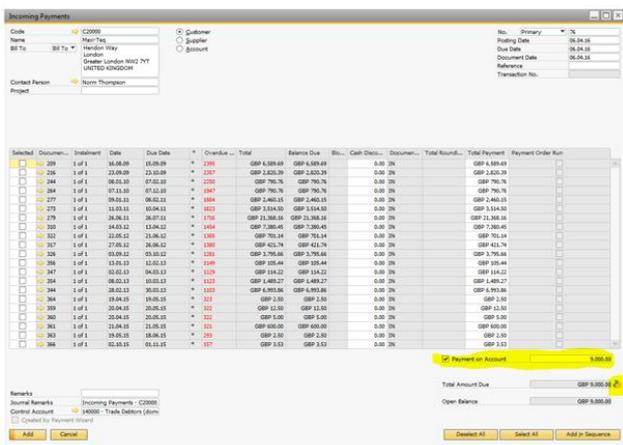


You will be presented with a screen which looks like the one below.

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.



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.



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.

Incoming Payments

Code: C20000
 Name: Maxi-Teq
 Bill To: Hendon Way, London

Customer (selected)
 Supplier
 Account

Payment Means

Currency: GBP

G/L Account: 160000 Petty Cash
 Primary Form Item: Payments for Invoices from Customers

Total: GBP 9,000.00

Overall Amount: GBP 9,000.00
 Balance Due:
 Bank Charge:
 Paid: GBP 9,000.00

364	1 of 1	19.04.15	19.05.15	*	323	GBP 2.50	GBP 2.50
359	1 of 1	20.04.15	20.05.15	*	322	GBP 12.50	GBP 12.50
360	1 of 1	20.04.15	20.05.15	*	322	GBP 5.00	GBP 5.00
361	1 of 1	21.04.15	21.05.15	*	321	GBP 600.00	GBP 600.00
363	1 of 1	19.05.15	18.06.15	*	293	GBP 2.50	GBP 2.50
366	1 of 1	02.10.15	01.11.15	*	157	GBP 3.53	GBP 3.53

Remarks: Incoming Payments - C20000
 Control Account: 140000 - Trade Debtors (domi)

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.

Banking

- Incoming Payments
- Deposits
- Outgoing Payments
 - Outgoing Payments
 - Cheques for Payment
 - Void Cheques for Payment
 - Checks for Payment Drafts Report
- Payment Wizard
- Bank Statements and External Reconciliation
- Cheque Number Confirmation

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.

#	Posting Date	Origin	Origin No.	Offset Account	Details	C/D (LC)	Balance Due (LC)	C/D (FC)
1	15.04.15	IN	364	400000	AR Invoices - C20000	GBP 2.50	GBP 2.50	
3	20.04.15	IN	359	400000	AR Invoices - C20000	GBP 12.50	GBP 12.50	
4	20.04.15	IN	360	400000	AR Invoices - C20000	GBP 5.00	GBP 5.00	
5	21.04.15	IN	361	400000	AR Invoices - C20000	GBP 600.00	GBP 600.00	
6	19.05.15	IN	363	400000	AR Invoices - C20000	GBP 2.50	GBP 2.50	
7	02.10.15	IN	366	400000	AR Invoices - C20000	GBP 3.53	GBP 3.53	
8	06.04.16	RC	76	160000	Incoming Payments -	GBP (9,000.00)	GBP (9,000.00)	

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).

Selected	Document	Inhibition	Date	Due Date	Overdue	Total	Balance Due	Cash Disc.	Document	Total Round	Total Payment	Payment Order Run
<input type="checkbox"/>	244	1 of 1	23.08.09	23.08.09	*	2357	GBP 3,000.00	GBP 3,000.00	0.00	0.00	GBP 3,000.00	
<input type="checkbox"/>	244	1 of 1	06.05.09	07.02.09	*	1252	GBP 790.76	GBP 790.76	0.00	0.00	GBP 790.76	
<input type="checkbox"/>	244	1 of 1	07.02.09	07.02.09	*	1247	GBP 790.76	GBP 790.76	0.00	0.00	GBP 790.76	
<input type="checkbox"/>	277	1 of 1	09.02.11	09.02.11	*	1884	GBP 2,460.15	GBP 2,460.15	0.00	0.00	GBP 2,460.15	
<input type="checkbox"/>	279	1 of 1	13.08.11	13.08.11	*	1811	GBP 3,514.50	GBP 3,514.50	0.00	0.00	GBP 3,514.50	
<input type="checkbox"/>	279	1 of 1	26.08.11	26.07.11	*	1741	GBP 2,386.84	GBP 2,386.84	0.00	0.00	GBP 2,386.84	
<input type="checkbox"/>	330	1 of 1	14.03.12	13.04.12	*	1451	GBP 7,380.49	GBP 7,380.49	0.00	0.00	GBP 7,380.49	
<input type="checkbox"/>	332	1 of 1	22.08.12	22.08.12	*	1898	GBP 761.44	GBP 761.44	0.00	0.00	GBP 761.44	
<input type="checkbox"/>	337	1 of 1	27.08.12	26.06.12	*	1305	GBP 421.74	GBP 421.74	0.00	0.00	GBP 421.74	
<input type="checkbox"/>	338	1 of 1	03.09.12	03.09.12	*	1251	GBP 3,766.46	GBP 3,766.46	0.00	0.00	GBP 3,766.46	
<input type="checkbox"/>	386	1 of 1	13.03.13	12.02.13	*	1149	GBP 105.44	GBP 105.44	0.00	0.00	GBP 105.44	
<input type="checkbox"/>	387	1 of 1	02.03.13	04.03.13	*	1123	GBP 114.22	GBP 114.22	0.00	0.00	GBP 114.22	
<input type="checkbox"/>	354	1 of 1	08.02.13	10.02.13	*	1123	GBP 1,489.27	GBP 1,489.27	0.00	0.00	GBP 1,489.27	
<input type="checkbox"/>	344	1 of 1	26.02.13	04.03.13	*	1103	GBP 4,979.06	GBP 4,979.06	0.00	0.00	GBP 4,979.06	
<input type="checkbox"/>	364	1 of 1	18.04.15	18.06.15	*	322	GBP 2.00	GBP 2.00	0.00	0.00	GBP 2.00	
<input type="checkbox"/>	329	1 of 1	20.04.15	20.06.15	*	322	GBP 12.50	GBP 12.50	0.00	0.00	GBP 12.50	
<input type="checkbox"/>	360	1 of 1	20.04.15	20.06.15	*	322	GBP 5.00	GBP 5.00	0.00	0.00	GBP 5.00	
<input type="checkbox"/>	363	1 of 1	19.05.15	19.06.15	*	321	GBP 600.00	GBP 600.00	0.00	0.00	GBP 600.00	
<input type="checkbox"/>	363	1 of 1	19.05.15	19.06.15	*	291	GBP 2.50	GBP 2.50	0.00	0.00	GBP 2.50	
<input type="checkbox"/>	365	1 of 1	02.10.15	03.11.15	*	187	GBP 3.53	GBP 3.53	0.00	0.00	GBP 3.53	
<input type="checkbox"/>	234	1 of 1	06.04.16	06.04.16	*	9	GBP -9,000.00	GBP -9,000.00	0.00	0.00	GBP -9,000.00	