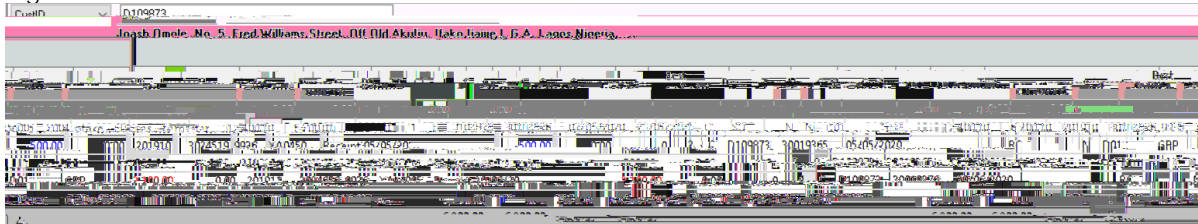


Can be set up for a customer on their outstanding invoice(s).
 Note, a plan can be constructed on more than one invoice (combined).

W

e.g. Customer



Payment follow up – Maintenance of open items
 Enter Customer ID

Select any invoice(s) that you want to create the payment plan for
 e.g.

Nigeria							Joash Omole, No. 5, Fred Williams Street, Off Old Akolu, Ifako Ijaiye L.G.A, Lagos.								
ol.date	PP	Coll. status	Cur	Curr. amount	Rest curr.amnt.	RemittID	InvoiceNo	Inv.date	Due date	Last reminded	RL	S	I	CC	Comp
	C		GBP	12,400.00	6,200.00	0	30019376	07/05/2020	21/05/2020			N	N		
				12,400.00	6,200.00										

Click Payment Plan

Define the Payment Plan details (payments/frequency), move cursor to Due date field (highlighted) then press Distribution

Distribution Paid Bank customer 100%

Payment plan ID: [Dropdown]

Template: [Dropdown] Bounding: [Dropdown]

Payments: 7 Amount: 0.00

Paydate: [Dropdown]

Rest amount	PM	Due date	@	Curr. amount
1		[Highlighted]		
2		[Highlighted]		

The suggested amounts are provided – these can be amended as required (in the Curr. Amount column)

W W

Select Customer

Select RC(Receipt) as transaction type

Enter header detail for transaction (including amount in Curr. Amount field)

e.g.

New link Organise links

Period 202007 Trans.date 24/02/2021 TransNo 0 CustID

Project	Payment	TC	TS	Cur	Curr. amount	Account	Costc
734	PAYMENT	0	NR	GBP	500.00	B62	9936

For payment, use one of BACS/CHQ/CCRD/CSH then complete the reference detail, tab and 'Keep' to bring that half of the transaction down.

Value should be positive for a payment

e.g.

Period 202008 Trans.date 01/03/2021 TransNo 0 CustID

Account	Amount	Account	Amount
Santander Bank Account			
Credit Card			
VAT	0.00		
InvoiceNo			
Value date	01/03/2021		

Select Payment

Opens up a screen allowing input of payment references

Enter transactional references and the invoice being paid (InvoiceNo field) (prefix XMDC for CB MBA invoices).

Enter amount being paid in the CUR_AMOUNT field

e.g.

Payment Information

Payment ref	xxx	Posted amount	333.00
Text	xxx	Paid	5,367.00
		Rest amount	-5,034.00

Value date	R	InvoiceNo	An/Ar ID	Cur	Rest cur amnt.	Rest amount	Curr. amount	Amount	Discount
202008									

Select payment on instalment if a plan is being used.

This brings up the plan details

e.g.

Instalment	Plan	Instalment No	Instalment Date	Instalment Amount	Instalment Currency	Instalment Type	Instalment Status
N	1	D109873	30019376	1570	01/06/2021	GBP CH	850.00
N	2	D109873	30019376	1570	01/07/2021	GBP CH	850.00
3	3	D109873	30019376	1570	01/08/2021	GBP CH	850.00
4	4	D109873	30019376	1570	01/09/2021	GBP CH	850.00
				6,200.00	6,200.00	0.00	

Enter Curr. Payment value (value of current transaction) against the relevant plan line

e.g.

Data Keep (assuming value agrees to value previously entered).
Note: any problems and this option won't be available - problem being addition.

Data keep again puts in the balancing item to the payment
e.g.

Save, saves the payment

Receipt now appears on customer account
ETQ EMC /P /MCID 10DC q002 1.90 EMC32 1(u)T/Fn