



## Payment (Alt + P)

User can create Payment Voucher using this module.

On clicking  option or on pressing the shortcut (Alt+ P), A popup will be

displayed to user as shown below:

Shortcuts for any detail is displayed under the quick access keys section in the top right corner of the screen, user can press the shortcut key to open the screen or can simply double click on the label.

**Note: Voucher No. will be shown as red till it is unapproved. Once it is approved, it will be shown as green.**

User can perform below activities on the list of Payment Voucher.

## Add (Alt + A)

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User needs to click on Add (Alt + A) button to add new voucher. On clicking the Add button below screen will be displayed to user.

User needs to add the payment voucher details as mentioned under to add new payment voucher.

**Note:** If the bank balance goes in negative while making transaction, a warning will be displayed to user.

### Payment Voucher Fields

**Voucher No.:** Voucher no. is the payment voucher number. Basis the voucher series definition for payment there are three ways to get the voucher number.

- Manual - User can manually enter any voucher number.
- Automatic - Voucher number will be auto populated based on the

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voucher series set.

- Both - Voucher number will be auto populated based on the voucher series set which can further be edited by user.

**Voucher Date:** Voucher date is the payment date. The default date set from the user module will be displayed to user by default, user can set any date as voucher date.

**Currency:** User can transact in other currency also. If user is transacting in some other currency, other than the base currency, user can select it from the drop down.

**Currency Rate:** If user has selected transaction currency other than the base currency, then user needs to select currency rate of the transaction.

**Party Name:** Bank or Cash Account from which the payment is to be made to the vendor can be selected from the dropdown list of added Bank/Cash Account, or if new account is to be created then press insert key or click on plus icon to add an account.

**Note:** Field marked with \* are mandatory field

**Payment Detail (F3):** User needs to select A/c name and type.

- **A/C Name:** Vendor name to whom the payment is to be made.
- **GSTIN:** GSTIN number of the vendor.

In type user will get following options:

- **On Account:** If the amount paid is on account and not for a specific order or it is not an adjustment against an invoice, then On Account type is to be selected by user.
- **Bill to Bill:** If the amount paid is against any invoice issued, then Bill to Bill type is to be selected by user. User needs enter the amount that is to be adjusted and press enter key. On pressing the enter key, a popup will be displayed to user as shown below:



Detail Form.

Bill To Bill Details

Bill To Bill Details				
Bill No	Bill Date	Bill Type	Bill Amount	Adjusted Amount
<No data to display>				

<Press Ctrl + D to delete current record>  
<Press (F3) to set focus to grid>

Payment Detail Amount: 2.00

OK

Users need to add (F3) required details or Delete (Ctrl + Delete) current records.

User needs to select bill number against which the adjustment is to be made and click on OK (Alt + O) button and save the payment voucher by again clicking on Save (Alt + V) button.

- **New Reference:** If the amount paid is for any specific order and is going to be further adjusted in invoice, then New Reference type is to be selected. if New Reference is selected then, reference number is mandatory.
- **Advance:** If the amount paid is advance, then Advance type is to be selected. Reference number is mandatory if advance type is selected. On clicking the OK (Alt + O) button a popup will be displayed to user as shown below:



Journal Details For Journal

**Data Entry**

Tax adjustment entry for advance payment.

\* Voucher No:  \* Voucher Date: 01/05/2018 Is GST Adjustment?: ☒

\* Party Name: ABC LTD \* GSTIN: 11FSDAA2564Z1ZA 146,279.00 C

Place of Supply: 24 Gujarat \* Supply Type: INTER Adj. of Invoice: P/A/T

\* GST Adjustment Type: \* GST Adjustment Detail:

Journal Detail		
C/D	A/c Name	Amount
<No data to display>		

Debit : 0.00 Credit : 0.00

Voucher Narration (F12):  Internal Notes (Ctrl+N):

**Quick Access Keys**  
 Master Module Entry (Insert)  
 Calculator (F2)  
 Journal Detail (F3)  
 Email (F10)  
 Upload/Download File (Ctrl+F1)

Buttons: Add, Edit, Delete, Print, OK, Cancel, Next, Prior, First, Last, Help, Close

If the advance paid is under RCM, then the tax liability needs to be increased, so user is redirected to GST adjustment journal where user needs to select the type of adjustment as increase of Tax Liability and adjustment detail as Advance paid under reverse charge and add Journal Details(F3), user can select account to debit and press F7 key to add tax details for advance.

User can select the tax rate, net amount if the advance amount is inclusive of taxes or taxable value if the amount is exclusive of taxes and click on OK (Alt +O) button to save the tax detail. An auto data entry of GST adjustment will be visible to user and on clicking the Save (Alt + V) button, the receipt voucher for advances will be saved.

- **Amount:** The value to be received from the customer.
- **Description:** User can add any description against the amount received from the customer.

**Voucher Narration (F12):** Voucher Narration is for user to enter any description for the transaction which is to be printed on the voucher.

**Internal notes (Ctrl + N):** Internal Notes is for user to enter any description for their own reference which shall not be printed.

### Quick Access Keys

**Master Module Entry (Insert):** User can add any record in the configuration modules during making any transaction by pressing insert key while mouse is pointing the field for which master is required.

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**Calculator(F2):** A calculator will be displayed on pressing F2 Key.

**Cheque Details(F6):** If the payment is made from Bank, then user needs to enter the vendor's name, amount, and press F7 key. On pressing the F7 key, below popup will be displayed to user:

Cheque Details			
Cheque No	Cheque Date	Amount	BankName
<No data to display>			

<Press Ctrl + D to delete current record>  
<Press (F3) to set focus to grid>

Payment Detail Amount: 0.00

Ok

User needs to add cheque details i.e., cheque no., cheque date, amount, and Bank Name. If the details are not entered, then the cheque would not reflect in reconciliation, so user needs to enter such details for reconciliation purpose. User needs to click on OK (Alt + O) button to save the cheque details or Delete (Ctrl + Delete) current records.

**Email(F10):** An Email screen will be displayed for user to send any support related email to support or send voucher in attachment to vendor/customer.

**Upload/Download file (Ctrl + F1):** User can upload/download the supporting documents as an attachment of the voucher for their reference. All the formats are supported.



Upload/Download File

Attachment Details			
Upload	Download	File Name	Description
<No data to display>			

Add Record (F3)  
Double Click to open file  
Delete Record (Ctrl+Delete)

Close Download All

### Edit (Alt + E)

User needs to click on Edit (Alt + E) button to edit voucher details.

User needs to update the voucher details and click on Save (Alt + V) button to save the voucher or can cancel the edited voucher details by clicking on Cancel (Alt +C) button.

**Note: User will not be able to edit party name.**

### Delete (Alt + D)

User needs to click on Delete (Alt + D) button to delete the existing voucher.

On clicking the Yes button, the selected voucher will be deleted form the list of vouchers and on Clicking No button the user will be taken to previous tab.

### Print (Alt + P)

User needs to click on Print (Alt + P) button to print the voucher.

### Open Saved Record (Alt + O)





On clicking the Open Saved Record (Alt + O) button, user will be able to see below screen where in user can access previously saved records based on search options.

Open Previously Saved Record.

☐ Voucher No: ☐ Voucher Date: 10-12-2020 ☐ Party Name: ☐ Place of Supply: ☐ Supply Type: ☒ Exclude Cancelled

Saved Records Details (F3)						
Date	Voucher / Invoice No.	Party / Account Name	GSTIN	Currency	Amount / Narration	Cancelled
Click here to define a filter						
30-09-2020	1	Cash Account		INR	98,000.00	<input type="checkbox"/>
28-11-2020	2	KOTAK BANK		INR	3,539.00	<input type="checkbox"/>
28-11-2020	3	KOTAK BANK		INR	98,700.00	<input type="checkbox"/>

<Click open button or Press Enter or Dbl click in grid to open selected record for editing or deletion>

### Close (Alt + S)

On clicking the Close (Alt + S) button, payment tab will get closed.

### Help (Alt + H)

On clicking the Help (Alt + H) button, user will be redirected to help manual of payment Tab.