



# Pay On Sales Order User Guide

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# User Guide

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## How does it works?

Customer payments are booked on sales orders. Payments are posted at invoicing time: for this you must invoice directly from the sales order. Payments are automatically applied to the posted invoice.

## Setup

### 1. Setup payment methods


Before starting using payments on sales orders, you must configure which payment method is available. To realize this setup, follow the steps below:

1. Choose the icon , and type **Payment Methods**.
2. In the page that opened, select a payment method.
3. Choose a **Balance Account Type** and a **Balance Account No..** This account will be used to balance the payment done on the sales order.
4. Finally, select the open **Enabled** in the field **Payment on Sales Order**.

You can repeat these steps for each payment method you want to enable on sales orders.

### 2. Setup number of series

When you install the app, a number of series for numbering payments is automatically created. If you want to change it,

1. Choose the icon , an type **Sales & Receivable Setup**.
2. In the page that opens, change the number of series filled in the field **Payment Nos**.
3. Close the page.

## Add a payment to a sales order

From a **Sales Order**,

1. Choose the icon , an type **Payments**.

2. On the **Sales Payments** page, select the line that matches the payment method you received.
3. Type the amount in the field **Amount**. If you receive several payments for the same payment method, you can record each payment to post them separately and ease the bank reconciliation later on. To do this, fill each amount separately in the fields **Amount**, **Amount 2**, ... You can record up to ten payments for each payment method.
4. Close the page to go back to the sales order.
5. Choose the action **Post and Send**.


The **Post and Send** dialog box opens. After the posting, the payment is posted and applied to the invoice.

#### INFO

You can also go to the **Sales Payments** page by selecting the field **Payed Amount** under the sales lines.


## Add a payment to a posted sales invoice

From a posted sales invoice,

1. Choose the icon , and type **Post Payments**.
2. In the page that opens, select the line that matches the payment method you received.
3. Type the amount in the field **Amount**.
4. Close the page and confirm you want to post the payment.

The payment is immediately posted and applied to the invoice.

## View sales order payment history

Posted payments can be retrieved by choosing the icon , and typing **Posted Sales Payments**.

## Frequently Asked Questions

1. Why the remaining amount to pay is lower than the order amount?

When you book payments from a sales order, payment discount is automatically subtracted to the remaining amount. If you do the same from a posted sales

invoice, payment discount is subtracted if the payment is posted before the end discount delay expired.

## 2. Can I post payment before invoicing the order?

This feature is not currently available. Payment is only posted when the sales order is invoiced.



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