Solutions

Unit: Banking

Topic: Incoming Payments

1-1   Incoming Payment (using cash payment means)

1-1-1   Create an A/R Invoice

Choose *Sales – A/R → A/R Invoice*.

Field Name or Data Type	Values
Posting Date	\<Today's date\>
Due Date	\< Past date \>

Post this invoice to any domestic customer with any item.
Ignore the system message about the due date.

1-1-2   Post incoming cash payment.

Choose *Banking → Incoming Payments → Incoming Payments*.

Field Name or Data Type	Values
Code	\<Code of the customer you used in the previous step\>

Select the open invoice you posted in the previous step.

Choose *Goto → Payment Means*, or choose the *Payment Means icon* from the menu bar. You can also right click and choose the *Payment Means* option.

Choose the *Cash* tab.

Click in the *Total* field.

Select *CTRL + B* to copy the payment amount to the *Total* field. Or right click the field and choose the *Copy Balance Due* option.

Choose *OK*.

Choose *Add* and confirm your entries.

Tip:

- To post cash payments for one time customers who do not have a master data record, you can set up a dummy business partner. Check customer C99999 in the training database.

- Note that the default cash clearing account appears automatically in the *Payment Means* window. You can choose a different G/L account if necessary.

1-1-3   Check the Posting.

Open the incoming payment document that you just created and navigate into the journal entry through the *Transaction No.* field.

1-2 Incoming Payment with Cash Discount (using check payment means)

1-2-1 Create an A/R Invoice with Cash Discount
Choose *Sales – A/R → A/R Invoice*.

Choose any domestic customer

Field Name or Data Type	Values
Posting Date	<Today's date>

Select any item (from the *Contents* tab).

Choose the *Accounting* tab.

Check if the default payment term allows discounts. **Tip:** To check the payment terms for a customer, click the orange navigation arrow on the *Payment Terms* field. If the *Cash Discount Name* field is blank, select a cash discount from the dropdown list. To see the terms for the cash discount, click the orange navigation arrow.

Approve the system message. Choose *Update*.
Choose *OK*, then *Add*.

1-2-2 Post an incoming check payment.
The customer pays the invoice amount less discount using a check.
Choose *Banking → Incoming Payments → Incoming Payments*.

Field Name or Data Type	Values
Code	<Code of the customer you used in the previous step>

Select the open invoice you posted in the previous step.

Choose *Goto → Payment Means*.

Choose the *Check* tab.

Press *Tab* to move to the *Amount* field in the row.

Select *CTRL + B* to copy the payment amount to the *Amount* field.

Choose *OK*.

Choose *Add* and confirm your entries.

Tip:

- The default check clearing account appears automatically in the *Payment Means* window, at the top.

- If the customer bank details were defined in the customer master data, under the *Payment Terms* tab, it will appear as the default check details here.

1-2-3 Check the Posting.
Open the payment document that you just created and navigate into the journal entry through the *Transaction No.* field. Check the automatic cash discount posting.

1-3   Partial Incoming Payment (using cash payment means)

The customer pays **part** of his debt on an open A/R Invoice.

1-3-1   Create an A/R Invoice
Choose *Sales – A/R* → *A/R Invoice.*

Field Name or Data Type	Values
Posting Date	<Today's date>
Due Date	<Past date >

Post this invoice to any domestic customer with any item.
Ignore the system message about the due date.

1-3-2   Post partial incoming payment
Post a partial incoming payment paid by cash by your customer.

Choose *Banking* → *Incoming Payments* → *Incoming Payments.*

Field Name or Data Type	Values
Code	<Code of the customer you used in the previous step>

Select the open invoice you posted in the previous step.

Click in the *Total Payment* field of the selected open item end enter an amount **less** than displayed.

Choose *Goto* → *Payment Means.*

Choose the *Cash* tab.

Note that the *Balance Due* field displays the reduced amount.

Click in the *Total* field.

Select *CTRL + B* to copy the payment amount to the *Total* field.

Choose *OK*.

Choose *Add* and confirm your entries.

1-3-3   ***Post an incoming cash payment for the remaining invoice sum***
Let us say that a few days have passed and the customer pays the remaining sum of the invoice in cash.

Open an incoming payment document: Choose ***Banking → Incoming Payments → Incoming Payments.***

Field Name or Data Type	Values
Code	<Code of the customer you used in the previous step>

Select the open invoice you posted the partial payment in the previous step.

Note that the *Balance Due* field displays the open amount of the invoice. We leave the *Total Payment* amount as is since the customer pays the entire debt on account of this invoice.

Choose ***Goto → Payment Means.***

Choose the *Cash* tab.

Click in the *Total* field.

Select *CTRL + B* to copy the remaining payment amount to the *Total* field.

Choose *OK*.

Choose *Add* and confirm your entries.

1-3-4   **Check the customer Account Balance**
Open the incoming payment document that you just created.

Choose the orange arrow to the left of the business partner code. This opens the business partner master data.

Choose the orange arrow to the left of the account balance amount.

Select the check box *Display Unreconciled Trans. Only*. Make sure the invoice and the two partial payments are not displayed.