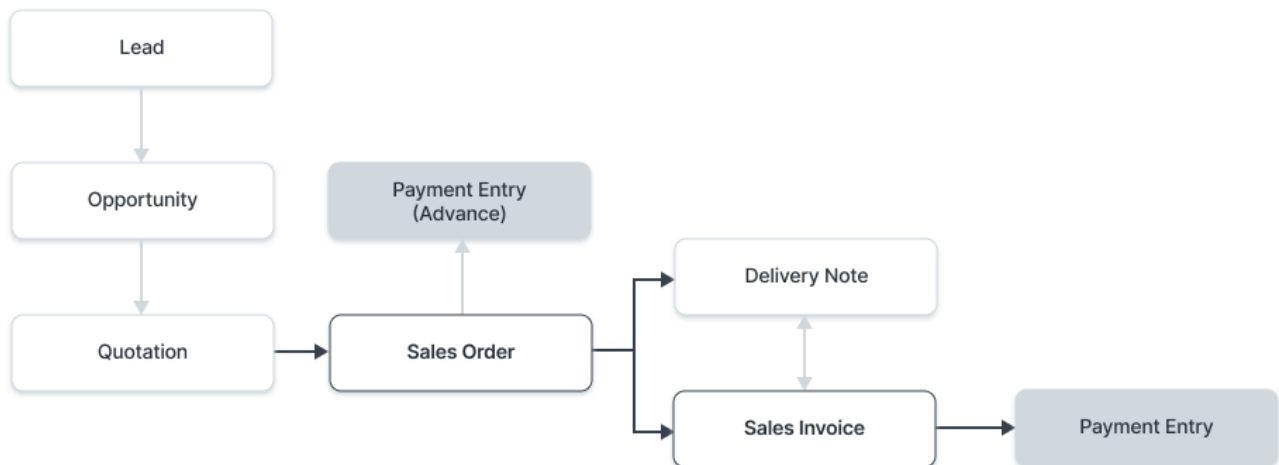


Payment Entry

A **Payment Entry** records money received from customers or paid to suppliers. You typically create a payment entry against a sales or purchase invoice, but you can also record standalone payments like employee reimbursements.



To record a payment against an invoice:

1. Go to **Home** → **Accounting** → **Accounts Receivable/Payable** → **Payment Entry** and click **New**.
2. Select the **Party Type** (Customer or Supplier), **Party**, and the invoice. The system sets the **Payment Type** automatically (Receive for customers, Pay for suppliers).

S > Accounting > Payment Entry > ACC-PAY-2025-00016 Search or type a command (⌘ + G) Help A

≡ **CUST-2025-00001** Submitted Ledger Actions < > ⌂ ⋮ Cancel

Payment From / To	
Party	Contact
CUST-2025-00001	Chan
Party Name	Email
Ubisoft	brandon@gmail.com

3. Set the **Posting Date** and **Mode of Payment**. The **Paid From/To** accounts are pulled from your company settings.

Accounts ^

Party Balance

RM 258,988,811.54

Account Paid From *

1310 - Debtors - SMURPS

Account Currency (From) *

MYR

Account Balance (From)

RM 258,988,811.54

Account Paid To *

Bank Account - SMURPS

Account Currency (To) *

MYR

Account Balance (To)

RM 642.09

- The outstanding invoice amount appears; edit **Paid Amount** if you're making a partial payment. Allocate the payment to specific invoices if multiple are listed.
- Save and **Submit** to update the ledger and the invoice's outstanding amount.

You can also create a payment entry without linking an invoice. Choose the party and account, enter the amount in the **Allocated Amount** column, and specify any deductions or write-offs (such as currency exchange differences). The **Difference Amount** must be zero for submission; use the **Make Difference Entry** button to book the difference into a write-off account. After submitting, the system updates the related invoice or order and reflects the payment in accounts receivable/payable.

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