



HOW TO PROCESS ADVANCE PAYMENT (Customer)

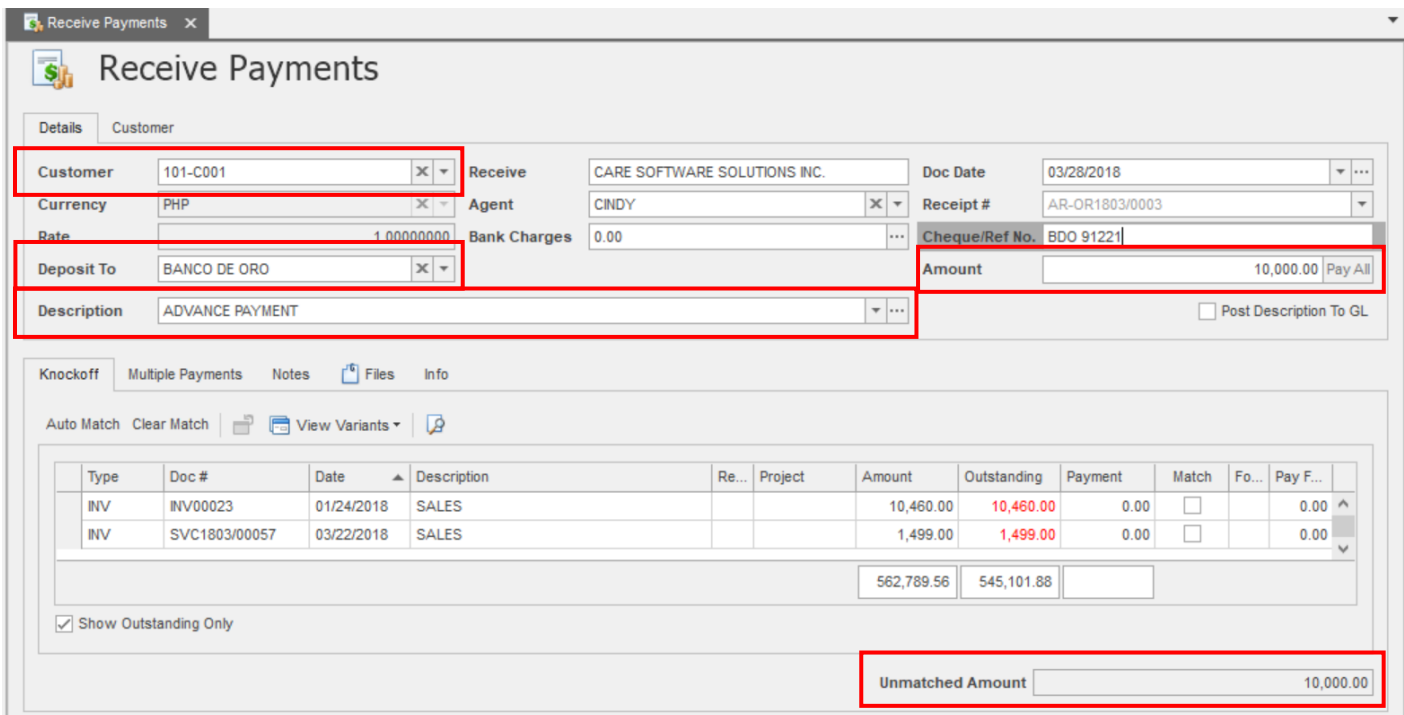
Any type of payment that is made ahead of its normal schedule, such as paying for a good or service before you actually receive the good or service. Advance payments are sometimes required by sellers as protection against non-payment.

Go to the Customer Module and Open the Receive Payment



Look for the customer which will have their advance payment.
 Select the Deposit to Account (Cash in Bank accounts or Cash Accounts)
 Provide a descriptive description of the transaction as well as the
 Cheque or Reference No.

Once done, input the amount that the customer will pay.



Receive Payments

Details Customer

Customer: 101-C001 Receive: CARE SOFTWARE SOLUTIONS INC. Doc Date: 03/28/2018

Currency: PHP Agent: CINDY Receipt #: AR-OR1803/0003

Rate: 1.00000000 Bank Charges: 0.00 Cheque/Ref No.: BDO 91221

Deposit To: BANCO DE ORO Amount: 10,000.00 Pay All

Description: ADVANCE PAYMENT

Knockoff Multiple Payments Notes Files Info

Auto Match Clear Match View Variants

Type	Doc #	Date	Description	Re...	Project	Amount	Outstanding	Payment	Match	Fo...	Pay F...
INV	INV00023	01/24/2018	SALES			10,460.00	10,460.00	0.00	<input type="checkbox"/>		0.00
INV	SVC1803/00057	03/22/2018	SALES			1,499.00	1,499.00	0.00	<input type="checkbox"/>		0.00

562,789.56 545,101.88

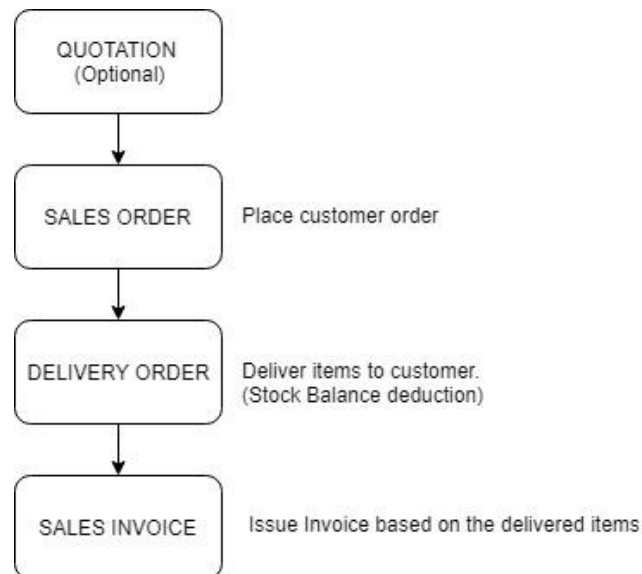
☒ Show Outstanding Only

Unmatched Amount: 10,000.00

Note: Maintained customer accounts may have outstanding/unpaid transactions yet that will show on the Knock-off tab. **Don't check** any invoice(s) in the match column.

You can see that there is already unmatched amount wherein the customer paid even without a provided goods or services document such as invoices/debit note to them.

Now process the standard transaction for sales.



Once the invoice has been issued to customer already, you need to declare that this invoice is already been paid in advance.

Go to the Customer Module then Customer Transaction Knock-Off.



Select the customer in the field.

It will show all the outstanding balances as well as the account credited to the customer such as the Advance Payment.

Select the unmatched amount or the advance payment that to customer gave then matched it to the outstanding invoices on the lower portion of the document.

Once done and saved, this transaction will be removed in the list of the outstanding AR in the customer account.

Hence declared that it has been settled and paid already.

CARE SOFTWARE SOL x

Customer Knock Off

Customer: 101-C001 x CARE SOFTWARE SOLUTIONS INC. ☒ Show Outstanding Only

Doc Type	Doc Code	Doc Date	Description	Reference No	Amount	Unmatched
CN	CN0103/001	03/01/2015	ACCOUNT CREDITED		3,738.56	3,738.56 ^
CN	CN0109/001	09/01/2015	ACCOUNT CREDITED		3,438.40	3,438.40
OR	AR-OR1803/0003	03/28/2018	ADVANCE PAYMENT	BDO 91221	10,000.00	10,000.00 v
					20,648.96	20,648.96

Auto Match Clear Match View Variants

Type	Doc #	Date	Description	Re...	Project	Amount	Outstanding	Payment	Match	Fo...	Pay Fo...
INV	INV00023	01/24/2018	SALES			10,460.00	10,460.00	0.00	<input type="checkbox"/>		0.00 ^
INV	SVC1803/00057	03/22/2018	SALES			1,499.00	1,499.00	0.00	<input type="checkbox"/>		0.00
INV	SVC1803/00060	03/28/2018	SALES			10,000.00		10,000.00	<input checked="" type="checkbox"/>		0.00
						586,101.88	545,101.88	10,000.00			

☐ Show Outstanding Only

Unmatched Amount 10,648.96

Note: Process can be done as well for Customer Credit Note Transactions