

## FIN-101 Payment Plans for a Customer

Can be set up for a customer on their outstanding invoice(s).  
Note, a plan can be constructed on more than one invoice (combined).

### Screen : Accounts Receivable – Enquiry [D109873]

e.g. Customer

CustID   
**Joash Omole, No. 5, Fred Williams Street, Off Old Akulju, Ifako Ijaiye L.G.A, Lagos,Nigeria**

T	CustID	InvoiceNo	Inv.date	Due date	PP	TT	CC	I	S	Account	Cur	Curr. amount	Rest curr.amnt.	Per	TransNo	Cat1	Cat2	Text	Amount	Rest amount	RemittID
?												0.00	0.00						0.00	0.00	
1	B	D109873	30019376	07/05/2020				N	N	D01	GBP	12,400.00	6,200.00	201910	30019376	9996	XAM005	2004 Intake - FP Fees - Semester	12,400.00	6,200.00	0
2	C	D109873	30019365	05/05/2020				N	N	D01	GBP	-500.00	0.00	201910	3024519	9996	XA0450	Receipt 05/05/20	-500.00	0.00	0
3	C	D109873	30019365	05/05/2020	19/05/2020			N	N	D01	GBP	500.00	0.00	201910	30019365	9996	XA0450	2004 Intake - Deposit	500.00	0.00	0
4	C	D109873	30019376	29/06/2020				N	N	D01	GBP	-3,100.00	0.00	201911	3024656	9996	XAM005	Receipt 29/06/20	-3,100.00	0.00	0
5	C	D109873	30019376	15/10/2020				N	N	D01	GBP	-3,100.00	0.00	202003	3025129	9996	XAM005	Receipt 15/10/20	-3,100.00	0.00	0
Σ												6,200.00	6,200.00						6,200.00	6,200.00	

Payment follow up – Maintenance of open items

Enter Customer ID

Select any invoice(s) that you want to create the payment plan for

e.g.

CustID   
**Joash Omole, No. 5, Fred Williams Street, Off Old Akulju, Ifako Ijaiye L.G.A, Lagos,Nigeria**

	InvoiceNo	Inv.date	Due date	Last reminded	RL	S	I	CC	Compl.date	PP	Coll. status	Cur	Curr. amount	Rest curr.amnt.	RemittID
?	<input type="checkbox"/>														
1	<input checked="" type="checkbox"/>	30019376	07/05/2020	21/05/2020		N	N			C		GBP	12,400.00	6,200.00	0
Σ													12,400.00	6,200.00	

Click Payment Plan

Define the Payment Plan details (payments/frequency), move cursor to Due date field (highlighted) then press Distribution

Distribution Paid Park customer 100% Description Cancel payment plan Copy value of collection code

New link Organise links

Payment plan ID

To distribute **6,200.00** **GBP**

Template  Rounding

Date from  Date to

Type  Interval

Payments  Amount

Pay date

	Due date	@	Curr. amount	Rest amount	PM
1	<input type="text"/>				
2	<input type="text"/>				

The suggested amounts are provided – these can be amended as required (in the Curr. Amount column)

e.g. started:

	Due date	@	Curr. amount	Rest amount
1	01/06/2021	14.29	885.71	885.71
2	01/07/2021	14.29	885.71	885.71
3	01/08/2021	14.29	885.71	885.71
4	01/09/2021	14.29	885.71	885.71
5	01/10/2021	14.29	885.71	885.71
6	01/11/2021	14.29	885.71	885.71
7	01/12/2021	14.29	885.74	885.74
Σ		100.00	6,200.00	6,200.00

Revised:

	Due date	@	Curr. amount	Rest amount
1	01/06/2021	13.71	850.00	850.00
2	01/07/2021	15.32	950.00	950.00
3	01/08/2021	12.10	750.00	750.00
4	01/09/2021	15.32	950.00	950.00
5	01/10/2021	12.10	750.00	750.00
6	01/11/2021	15.32	950.00	950.00
7	01/12/2021	16.13	1,000.00	1,000.00
Σ		100.00	6,200.00	6,200.00

If the amount adds up to the total value of the invoice(s) previously selected, the screen will allow you to save.

A plan number will have been assigned to the plan.

If you need to change the individual values at a later stage, cancel current plan and create another.

If you enter the Customer again and select Maintenance of open Items, then payment plan, current plan details will be displayed

e.g.

Payment plan ID	1570	Active
To distribute	6,200.00	GBP
Template		Rounding Last
Date from	01/06/2021	Date to 01/12/2021
Type	Months	Interval 1
Payments	7	Amount 0.00
Pay date	0	0

  

	Due date	@	Curr. amount	Rest amount	
1	01/06/2021	13.71	850.00	850.00	CH
2	01/07/2021	15.32	950.00	950.00	CH
3	01/08/2021	12.10	750.00	750.00	CH
4	01/09/2021	15.32	950.00	950.00	CH
5	01/10/2021	12.10	750.00	750.00	CH
6	01/11/2021	15.32	950.00	950.00	CH
7	01/12/2021	16.13	1,000.00	1,000.00	CH
Σ		100.00	6,200.00	6,200.00	

## To Receipt against a Payment Plan

### Screen : Accounts Receivable – Payments – Manual Payment

Select Customer

Select RC(Receipt) as transaction type

Enter header detail for transaction (including amount in Curr. Amount field)

e.g.

New link Organise links

Period: 202007 Trans.date: 24/02/2021 TransNo: 0 CustID: [dropdown]

Account	Costc	Project	Payment	TC	TS	Cur	Curr. amount
B62	9936	XA9734	PAYMENT	0	NR	GBP	500.00

For payment, use one of BACS/CHQ/CCRD/CSH then complete the reference detail, tab and 'Keep' to bring that half of the transaction down.

Value should be positive for a payment

e.g.

Period: 202008 Trans.date: 01/03/2021 TransNo: 0 CustID: [dropdown]

Account	Costc	Project	Payment	TC	TS	Cur	Curr. amount
B41	9901	G97341	CCRD	0	NR	GBP	-333.00

GL Analysis

**Santander Bank Account**

**Credit Card**

Number: 0 Value: 0.00 GBP: 1.00000000 -333.00

Valuedate: 01/03/2021 VAT: 0.00

Text: CC Payment

Customer ID: [input]

InvoiceNo: [input]

W	Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	TC	TS	Cur	Posted amount	Amount	Payment ref	Text
1	B41	9901	G97341			CCRD	0	NR	GBP	333.00	333.00		CC Payment

Select Payment

Opens up a screen allowing input of payment references

Enter transactional references and the invoice being paid (InvoiceNo field) (prefix XMDC for CB MBA invoices).

Enter amount being paid in the CUR\_AMOUNT field

e.g.

Payment information

Payment ref: xxx

Text: xxx

Rest amount: 333.00

Posted amount: 333.00

Paid: 5,367.00

Rest amount: -5,034.00

R	InvoiceNo	Ap/Ar ID	Cur	Rest curr.amnt.	Rest amount	Curr. payment	Amount	Discount	Valuedate
1	AR XMDC30019376	D109873	GBP	5,367.00	5,367.00	333.00	5,367.00	0.00	01/03/2021

Select payment on instalment if a plan is being used.

This brings up the plan details

e.g.

	CustID	TransNo	PP ID	Due date	Cur	PM	Curr. amount	Rest amount		Curr. payment	Status
?									<input type="checkbox"/>		
1	D109873	30019376	1570	01/06/2021	GBP	CH	850.00	850.00	<input type="checkbox"/>		N
2	D109873	30019376	1570	01/07/2021	GBP	CH	950.00	950.00	<input type="checkbox"/>		N
3	D109873	30019376	1570	01/08/2021	GBP	CH	750.00	750.00	<input type="checkbox"/>		N
4	D109873	30019376	1570	01/09/2021	GBP	CH	950.00	950.00	<input type="checkbox"/>		N
5	D109873	30019376	1570	01/10/2021	GBP	CH	750.00	750.00	<input type="checkbox"/>		N
6	D109873	30019376	1570	01/11/2021	GBP	CH	950.00	950.00	<input type="checkbox"/>		N
7	D109873	30019376	1570	01/12/2021	GBP	CH	1,000.00	1,000.00	<input type="checkbox"/>		N
Σ							6,200.00	6,200.00		0.00	

Enter Curr. Payment value (value of current transaction) against the relevant plan line

e.g.

To distribute		6,200.00									
	CustID	TransNo	PP ID	Due date	Cur	PM	Curr. amount	Rest amount		Curr. payment	Status
?									<input type="checkbox"/>		
1	D109873	30019376	1570	01/06/2021	GBP	CH	850.00	350.00	<input type="checkbox"/>	500.00	N
2	D109873	30019376	1570	01/07/2021	GBP	CH	950.00	950.00	<input type="checkbox"/>	0.00	N
3	D109873	30019376	1570	01/08/2021	GBP	CH	750.00	750.00	<input type="checkbox"/>	0.00	N
4	D109873	30019376	1570	01/09/2021	GBP	CH	950.00	950.00	<input type="checkbox"/>		N
5	D109873	30019376	1570	01/10/2021	GBP	CH	750.00	750.00	<input type="checkbox"/>		N
6	D109873	30019376	1570	01/11/2021	GBP	CH	950.00	950.00	<input type="checkbox"/>		N
7	D109873	30019376	1570	01/12/2021	GBP	CH	1,000.00	1,000.00	<input type="checkbox"/>		N
Σ							6,200.00	5,700.00		500.00	

Data Keep (assuming value agrees to value previously entered).

Note: any problems and this option won't be available – problem being addition.

Data keep again puts in the balancing item to the payment

e.g.

Period 202007 Trans. date 24/02/2021 TransNo 0 CustID

Account	Costc	Project	Payment	TC	TS	Cur	Curr. amount
B62	9936	XA9734	PAYMENT	0	NR	GBP	0.00

GL Analysis  
Bank A/c - MDC (Santander)  
Payment

Number 0 Value 0.00 GBP 1.00000000 0.00  
 Valuedate 24/02/2021 VAT 0.00  
 Text xxx  
 Customer ID D109873  
 InvoiceNo

	W	Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	TC	TS	Cur	Posted amount	Amount	Payment ref	Te
1	<input checked="" type="checkbox"/>	D01	9936	XAM005				NR	GBP		-500.00	-500.00	BS Ref	BS Ref
2	<input checked="" type="checkbox"/>	B62	9936	XA9734			PAYMENT	0	NR	GBP	500.00	500.00		xxx
3	<input type="checkbox"/>													
4	<input type="checkbox"/>													
5	<input type="checkbox"/>													
Σ	<input checked="" type="checkbox"/>										0.00	0.00		

Save, saves the payment

Receipt now appears on customer account and balance is updated.

If you go in via Manual Payment to the Customer, you'll be able to see what is outstanding on the payment plan as follows:

To distribute		350.00									
	CustID	TransNo	PP ID	Due date	Cur	PM	Curr. amount	Rest amount		Curr. payment	Status
?									<input type="checkbox"/>		
1	D109873	30019376	1570	01/06/2021	GBP	CH	850.00	0.00	<input type="checkbox"/>	350.00	S
2	D109873	30019376	1570	01/07/2021	GBP	CH	950.00	950.00	<input type="checkbox"/>	0.00	N
3	D109873	30019376	1570	01/08/2021	GBP	CH	750.00	750.00	<input type="checkbox"/>		N
4	D109873	30019376	1570	01/09/2021	GBP	CH	950.00	950.00	<input type="checkbox"/>		N
5	D109873	30019376	1570	01/10/2021	GBP	CH	750.00	750.00	<input type="checkbox"/>		N
6	D109873	30019376	1570	01/11/2021	GBP	CH	950.00	950.00	<input type="checkbox"/>		N
7	D109873	30019376	1570	01/12/2021	GBP	CH	1,000.00	1,000.00	<input type="checkbox"/>		N
Σ							6,200.00	5,350.00		350.00	