



Create Incoming & Outgoing Payments

Summary

Whenever you post an Invoice or Credit Memo, you have to reconcile that with a payment to close it out. This page shows you how to do that in Orchestrated.

Step-by-step guide

1. Go to Banking->Outgoing Payments->Outgoing Payments or Banking->Incoming Payments->Incoming Payments
2. Bring up your Business Partner in the Code field in the upper left corner
3. This will populate the window, and allow you to choose which open documents you would like to pay



Outgoing Payments

Code: V1016
Name: Hopunion
Pay To: 3177 First Street, Salt Lake City, UT 22354
Contact Person: Mike Jenkins
Project:

Vendor No. Primary: 10043
 Customer Posting Date: 06/12/2017
 Account Due Date: 06/12/2017
Document Date: 06/12/2017
Reference:
Transaction No.:

Display Invoices with matching Billing Address

Selected	Documen...	Installment	Document Type	Date	*	Overdue ...	Total	Balance Due	£
<input checked="" type="checkbox"/>	10053	1 of 1	PU	07/11/2016	*	306	\$ 467,045.00	\$ 467,045.00	
<input type="checkbox"/>	10071	1 of 1	PU	02/15/2017	*	87	\$ 600.00	\$ 600.00	

Payment on Account 0.00

Remarks: Total Amount Due \$ 467,045.00
Journal Remarks: Outgoing Payments - V1016 Open Balance

Created by Payment Wizard

Add Cancel Deselect All Select All Add In Sequence

4. Right click on the window and click Payment Means
5. Enter your payment information in the appropriate tab



Payment Means

Currency \$

Check Bank Transfer Credit Card Cash

Search by Bank Code

#	Due Date	Endorse	Endorsab...	Amount	Country	Bank Name	Branch
1	06/12/2017	<input type="checkbox"/>		\$ 467,045.00	USA		
2	07/12/2017	<input type="checkbox"/>			USA		
				\$ 467,045.00			

Overall Amount \$ 467,045.00

Balance Due

Bank Charge

Paid \$ 467,045.00

6. Click OK to save the payment info
7. Click Add to create the payment



Create incoming or outgoing payments straight from a A/R or A/P invoice

1. Find the open A/R or A/P invoice that you have a payment for
2. On the bottom of the invoice there is a **Receive Payment** button

A/R Invoice

Customer Code: C2002
Customer Name: Albertson's Stores
Contact Person: John Alph
Customer Ref. No.:
Local Currency:

No. Primary: 10280
Status: Open
Posting Date: 01/25/2016
Due Date: 03/25/2016
Document Date: 01/25/2016
Payment Doc:

Contents		Logistics		Accounting		Attachments	
Item/Service Type	Item	Summary Type	No Summary				
#	Item No.	Quantity	Unit Price	Disc...	Tax C...	Total	
1	1001-B46	12	\$ 20.0000	0.00	EX	\$ 240.00	
2	1001-K12	5	\$ 100.0000	0.00	EX	\$ 500.00	
3	1001-K16	8	\$ 50.0000	0.00	EX	\$ 400.00	
4						\$ 1,140.00	
5	1002-B46	12	\$ 19.0000	0.00	EX	\$ 228.00	
6	1002-K12	5	\$ 95.0000	0.00	EX	\$ 475.00	
7	1002-K16	4	\$ 47.5000	0.00	EX	\$ 190.00	
8						\$ 893.00	

Sales Employee: Daniel Wilson
Owner: Wilson, Daniel
Total Weight: 5,441.00Lb
Total Volume: 17.31 BBL
Est. Pallet Spots: 4.50
 Payment Order Run
Remarks: Based On Sales Orders 10218.
Based On Deliveries 10185.

Total Before Discount: \$ 4,634.00
Discount: %
Total Down Payment:
Freight:
 Rounding
Tax:
Total: \$ 4,634.00
Applied Amount:
Balance Due: \$ 4,634.00

OK Cancel Finalize **Receive Payment** Copy From Copy To



3. Once the button is clicked, the following screen will pop up

Incoming Payments

BP Code: C2002 Customer No.: Primary 10170

Name: Bill To: Contact: Project: Select:

Payment Means

Currency: \$

Check Bank Transfer Credit Card Cash

G/L Account: 10099-00 Check Clearing Account (CORP)

Search by Bank Code

#	Due Date	Amount	Country	Bank Name	Branch	Account	Chec...
1	06/12/2017		USA				1

Overall Amount: \$ 4,634.00
Balance Due: \$ 4,634.00
Bank Charge: Paid:

Created by Payment Vendor

Buttons: Add, Cancel, Deselect All, Select All, Add in Sequence, OK, Cancel, Finalize, Receive Payment, Copy From, Copy To

4. Enter your payment information in the appropriate tab
5. Click OK to save the payment info
6. Click Add to create the payment



Create an incoming or outgoing payment directly from a Business Partner

1. Go to the vendor that you'd like to receive or create a payment for
2. Click the **Receive Payment** button to receive a payment from a customer or the **Make a Payment** button to create a payment for a vendor

The screenshot shows the 'Business Partner Master Data' window. At the top, there are fields for Code (Manual C1030), Name (Ben H. Keith Beverages), and Currency (US Dollar). A summary table on the right shows Account Balance (5,598.40), Deliveries (1,978.70), and Orders (4,759.30). Below this is a tabbed interface with 'General' selected. The 'General' tab contains contact information (Tel 1: 407-555-2704, Tel 2: 693-555-3443, Fax: 831-555-9263), shipping details, and a 'Sales Employee' dropdown set to 'Mary B'. At the bottom of the form, there are buttons for 'OK', 'Cancel', 'Receive Payment' (circled in red), and 'You Can Also'. There are also radio buttons for 'Active', 'Inactive', and 'Advanced'.



Business Partner Master Data

Code: Manual V1033 Vendor
Name: Inland Label & Mktg Services L
Foreign Name:
Group: Vendors
Currency: US Dollar
Federal Tax ID:

Local Currency
Account Balance: -3,124.50
Goods Receipt POs: 0.00
Purchase Orders: 0.00

General | Contact Persons | Addresses | Payment Terms | Payment Run | Accounting | Properties | Remarks | Attachments

Tel 1: 499-555-1001
Tel 2:
Mobile Phone:
Fax: 499-555-0999
E-Mail:
Web Site:
Shipping Type:
Password:
Factoring Indicator:
BP Project:
Industry:
Business Partner Type: Company

Contact Person
ID No. 2:
Remarks:
Sales Employee: -No Sales Employee-
Territory:

Alias Name:
GLN:

Block Sending Marketing Content

From: To: Remarks:

Active
Inactive
Advanced

OK Cancel **Make Payment** You Can Also

3. The respective screen for outgoing and incoming payment will pop up
4. Enter your payment information in the appropriate tab
5. Click OK to save the payment info
6. Click Add to create the payment