

## Customer Payment Guide

### 1.0 Customer Payment

- 1.1 Customer currency (RM), receive payment in (RM)
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- 1.4 Customer currency (USD), receive payment in (SGD)

## 1.1 – Customer in RM currency & payment received in RM

The screenshot shows the 'Maintain Customer' window. The 'Currency' dropdown menu is highlighted with a red box, and a red arrow points to it with a callout box containing the text '---- means default (RM)'. The 'Currency' field is currently set to '----'.

- 1.1.1 First step to know the customer for currency RM by default is with “----” sign.
- 1.1.2 Customer order and proceed to Invoice

**Invoice**

Customer: 800-A0002  
 Address: ALPHA & BETA COMPUTER  
 838 JALAN WORLD  
 40485 RAWANG  
 SELANGOR DE

Description: Sales

Invoice Matrix

Item Code	Description	UOM	U/Price	Qty	Tax	Sub Total
8752/060/0832	8752/060/0832	UNIT	10.00	100.00		1,000.00

1 records

Deposit Amount: 0.00  
**Local Net Total: 1,000.00**

Inv No: IV-00102  
 Next No: IV-00103  
 Date: 11/02/2015  
 Agent: SY  
 Terms: 45 Days  
 Ref 1:  
 Ext. No.:

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

**No sign of any currency symbol equals to currency RM**

**Local amount and net amount is the same directed that it is in RM**

**Net Total: 1,000.00**

### 1.1.3 Lets proceed to Payment

**Customer Payment Entry**

Customer Code: 800-A0002  
 Project: ---

**Customer Payment**

Paid By: ALPHA & BETA COMPUTER  
 Received In: MAYBANK  
 Bank Charge: 0.00  
 Cheque No: 123456

Description: Payment For Account

Unapplied Amt: 0.00

**Knock-off Invoices / Debit Notes**

Type	Date	Doc No.	Amount	Outstanding	Pay
IV	01/01/2014	4	100.00	100.00	0.00
IV	12/01/2014	IV-00021	100.00	100.00	0.00
IV	13/01/2014	CS-00007	7.50	5.50	0.00
DN	20/01/2014	DN-00004	12.50	12.50	0.00
IV	16/02/2014	CS-00010	1,595.00	1,595.00	0.00
IV	20/02/2014	IV-00004	9,380.00	4,380.00	0.00
IV	18/12/2014	IV-00010	25.00	25.00	0.00
IV	04/02/2015	IV-00101	10.00	10.00	0.00
IV	11/02/2015	IV-00102	1,000.00	0.00	1,000.00

9 doc

Total: 12,230.00    6,228.00    1,000.00

Currency: ---  
 O/R No: OR-00058  
 Next No: OR-00059  
 Date: 11/02/2015  
 Agent: SY  
 Area: RAWANG  
 Paid Amount: 1,000.00

**\*---\* Means the currency is default currency**

**Paid amount should also be keyed in in RM value**

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

Make sure the above step for Customer in RM currency, payment in default is RM currency also.

## 1.2 Customer currency (USD), receive payment in (RM)

- 1.2.1 Lets check on the current Customer with different Currency,  
Check on step 1.1.1 and proceed to customer with different currency

Invoice

Customer: 300-T0006 **USD @ 3.5000**  
US CORPORATION PE LTD

Address :  
Description : Sales  
Profit Estimator

Inv No : IV-00103  
Next No : IV-00104  
Date : 11/02/2015  
Agent : ----  
Terms : 30 Days  
Ref 1 :  
Ext. No. :

Item Code	Description	UOM	U/Price	Qty	Tax	Sub Total
ANT	ANTENNA	UNIT	100.00	10.00		1,000.00

1 records

Deposit Amount: 0.00  
**Local Net Total: 3,500.00** ← Local amount and net total is not same means the currency is not in RM based → **Net Total: 1,000.00**

- 1.2.2 check the local amount and net total. Is it different with the previous one? If yes, proved that the document amount is in USD currency.

Now, lets proceed to customer payment.

Customer Code: 500-T0006  
Project :  
Currency: USD  
Rate: 3.5000  
O/R No : OR-00059  
Next No : OR-00060  
Date : 11/02/2015  
Agent :  
Area :  
Paid Amount : 3,500.00  
Local Amount : 3,500.00  
Paid By : US CORPORATION PE LTD  
Received In : MAYBANK  
Bank Charge : 0.00  
Cheque No :  
Description : Payment For Account  
Unapplied Amt : 0.00  
Knock Off Grid  
Type Date Doc No. Amount Outstanding Pay  
IV 11/02/2015 IV-00103 1,000.00 0.00 1,000.00  
Total: 1,000.00 0.00 1,000.00

2A – Currency rate for knocking off the payment (System auto calculate)

2B – Payment Amount made in RM (Note: This payment amount is based on Bank payment method currency) [check on Tools > Maintain payment method to know more!]

2C – Bank payment method, make sure you choose the correct bank.

2D – This pay amount you can either put it on your desire amount and check on the 2A, you'll notice that currency rate will change once you try to knock off the amount.

## 1.3 Customer currency (USD), receive payment in (USD)

1.3.1 For this case where customer currency is USD and payment also in USD, there'll be a few more step to do.

1<sup>st</sup> – you have to maintain a USD Bank in GL Account where this will be the bank you'll be getting your payment in.

2<sup>nd</sup> – after maintain the GL Account, go to tools, Maintain Payment method to assign the currency of the payment method in the particular bank.

Maintain Payment Method

**- Maintain Payment Method -**

Method: 310-008 PBB (USD)

Journal: BANK

Currency: USD

Overdraft Limit: 0.00

Bank Charge Acc: [dropdown]

OR Number Set: [dropdown]

PV Number Set: [dropdown]

Bank Info.

New

Edit

Delete

Save

Cancel

Refresh

Browse

Close

Attachments...

Maintain the currency for this payment method

After maintain this payment method, we can proceed to do transaction for cases similar.

Invoice

Customer: 300-T0006 USD @ 3.5000  
 Address: US CORPORATION PE LTD

Inv No: IV-00103  
 Next No: IV-00104  
 Date: 11/02/2015  
 Agent: ----  
 Terms: 30 Days  
 Ref 1: ----  
 Ext. No: ----

Item Code	Description	UOM	U/Price	Qty	Tax	Sub Total
ANT	ANTENNA	UNIT	100.00	10.00		1,000.00

1 records

Deposit Amount: 0.00  
 Local Net Total: 3,500.00  
 Net Total: 1,000.00

USD Currency on Invoice. Now let's proceed to Payment!

Note: Only Customer currency that is same with payment currency will enable the editing of Rate for currency on top right corner

Customer Payment Entry

Customer Code: 300-T0006  
 Project: ----

Customer Payment

Currency: USD  
 Rate: 3.5000

Paid By: US CORPORATION PE LTD  
 Received In: PBB (USD)  
 Bank Charge: 0.00  
 Cheque No: ----

Paid Amount: 1,000.00  
 Local Amount: 3,500.00

Description: Payment For Account

Type	Date	Doc No.	Amount	Outstanding	Pay
IV	11/02/2015	IV-00103	1,000.00	0.00	1,000.00

1 doc

Total: 1,000.00 0.00 1,000.00

- 1.3A – Now, this rate can be changed as the currency rate change according to the currency rate
- 1.3B – Select the correct payment method in order to allow USD payment knocking off USD Invoice
- 1.3C – Paid amount will be the amount of USD you received
- 1.3D – Local amount is the amount of conversion of (paid amount x currency rate at the moment)
- 1.3E – This IV amount will always be following the currency amount not local amount.

After confirming all the related info is correct may save it. If your currency rate is different from the one stated in the Invoice, a message should prompt out defining your gain/loss on foreign exchange.

T...	Date	Doc No.	Amount	Outstanding	Pay	Loss / (-)Gain	Posting Date
IV	11/02/2015	IV-00103	1,000.00	0.00	1,000.00	(100.00)	11/02/2015
1 doc		Total:	1,000.00	0.00	1,000.00	(100.00)	

the amount of currency exchange gain/loss will show here

If your Invoice currency is stated 3.5 at the moment, and when your customer pay to you on 3.6 rate, the system will auto calculate the amount of gain/loss you actually got from this transaction and show to you the amount when you click save. Above prompt dialog will appear.

## 1.4 Customer currency (USD), receive payment in (SGD)

For customer on USD and receiving payment on different currency you just need to maintain the payment method. How to maintain payment method? – Refer points 1.3.1

Customer Payment Entry

Customer Code: 300-T0006  
Project : ----  
Currency: USD  
Rate: 3.5042

Customer Payment

Cancelled

Paid By : US CORPORATION PE LTD  
Received In: HSBC - S\$ ACCOUNT  
Bank Charge : 0.00  
Cheque No : ----

O/R No : OR-00060  
Next No : OR-00061  
Date : 11/02/2015  
Agent : ----  
Area : ----

Paid Amount : 1,400.00  
S\$ @ Rate : 2.5030  
Local Amount : 3,504.20

Description: Payment For Account  
Unapplied Amt: 0.00

Knock Off Grid

Type	Date	Doc No.	Amount	Outstanding	Pay	Gain/Loss
IV	11/02/2015	IV-00103	1,000.00	0.00	1,000.00	(4.20)
Totals:			1,000.00	0.00	1,000.00	(4.20)

Note: Only Customer currency that is same with payment currency will enable the editing of Rate for currency on top right corner

- 1) Select for the payment method ( Bank account in SGD )
- 2) Put in the payment amount and change the currency rate of SGD, check the local amount for confirmation
- 3) Put in the payment amount on Pay column/tick on the payment knocking invoices and check for the USD rate as it change.

The knock-off amount will auto calculate itself and if there's any gain/loss on foreign exchange, simple click on the save button and you'll be notify about the amount of gain/loss on foreign currency exchange.

So, that's all for customer payment! Easy right? May try for yourself to know better.