

## COLLECTION ENTRY

Listed in the *Figure 1* are the Payments posted in the Accounting System. **Post New Payments** to the Customers which have an outstanding Receivables recorded from the *Sales Journal / Accounts Receivable Module*. These Items are to be reviewed and posted later on as a Cash Receipt Journal in the Accounting.

Figure 1

The screenshot shows the 'Collection Entry' interface. At the top, there is a '+ New Payment' button. Below it, there are filters for 'From' (01/01/2019), 'To' (08/31/2019), and 'Filter' (ALL). A 'Search' field is also present. The main table displays payment transactions with columns: Receipt #, Customer, Method, Remarks, Posted by, Date Paid, Amount, Status, and Action. One transaction is shown: REC02, Customer Name, Cash, Payment for Credit Sales, System Administrator, 07/29/2019, 10,175.00, with a green checkmark status. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons for 'Previous', '1', and 'Next'.

Receipt #	Customer	Method	Remarks	Posted by	Date Paid	Amount	Status	Action
REC02	Customer Name	Cash	Payment for Credit Sales	System Administrator	07/29/2019	10,175.00	✓	

Change the **Date Range** (*from and to*), and **Filter** (*all, active, or cancelled payments*) to your preference to filter the shown Payment Transactions. Use the **Search Field** to search for the information from inside the table. Clicking the **X Button** will mark the payment as cancelled. Click the **New Payment Button** to create.

Figure 2

The screenshot shows the 'Collection Entry' form for creating a new payment. It includes fields for 'Receipt type' (Official Receipt), 'Payment Method' (Cash), 'Department' (Admin), 'Receipt #' (REC22), and 'Payment Date' (08/01/2019). Below these, there is a section 'Please select Customer first' with a dropdown menu. A table lists 'SERVICES' with columns: Invoice #, Due Date, Remarks, Amount due, Payment, and Action. One service is listed: SER-INV-20190730-3, 2019-07-30, Consultation of Accounting, 900.00, 900.00, with a green checkmark in the Action column. At the bottom, there is a 'Remarks' field with the text 'Full Payment for Accounting Services' and two buttons: 'Record Payment' and 'Cancel'.

Invoice #	Due Date	Remarks	Amount due	Payment	Action
<b>SERVICES</b>					
SER-INV-20190730-3	2019-07-30	Consultation of Accounting	900.00	900.00	✓
<b>Total :</b>			<b>900.00</b>	<b>900.00</b>	

Fill the Form (Figure 2). Select a **Customer** and the system will generate outstanding receivables. Enter Payment Amount on the *Payment field* or Click the **Check Button** on the right to copy the payable amount. If Method of Payment selected is **Check**, fill *Check #* and *Check Date* as well. Click **Record Payment Button** to save.

## Sales Flowchart

