# Payment estimate – general information

Payment estimate provides information regarding statuses of patyments and available financial resources.

The list of payment estimate is available from the level of menu *Finances,* upon clicking [**Payment Estimate**] button. It is composed of two tabs – *Payment Estimate* and *Calendar*



Payment Estimate list

The visibility of data in the payment estimate depends on the center to which an operator is logged-in. Payments are displayed basing on the owner of the source document. The document is presented in the list, if:

- it was added by a current center (center to which the operator is logged-in)
- it was added by a center which is subordinate to the current center
- it was added by a center which makes it available (by

specifiying its visibility for document types) for the current center or its child center

Note
All payments are displayed in a payment estimate, regardless of whether accounts indicated on those payments are available in a current center. If an account which is not available in a given center, is indicated on a payment, such a payment can be edited only in the preview mode.

Note
Only transactions entered to accounts available in a current center are displayed in a payment estimate.

Note
In a document, the system currency of the company in which the document has been issued, is always presented.

# Tab Calendar

Information provided in the *Calendar* tab refer to a financial situation of a company by time ranges. The *Calendar* tab presents information in accordance with the criteria selected in tab *Payment Estimate*.

Note
If the option *<All in system currency>* is selected in filter pane of a payment estimate, then when proceeding to tab Calendar, the system controls whether all the objects are expressed in the same system currency. In case of various currencies, the message: *"Impossible to display the calendar for all currencies. Select different value in the filter."* will be displayed when attempting to open the tab *Calendar*.

Tab Calendar in the payment estimate window

The tab *Calendar* has a tree structure and its layout is the following:

- **Level 1** – Analysis Period
- **Level 2** – receipts and expenses structure elements:
    - *Resources* – cash/bank transactions value
    - *Payments* – payments associated with documents
    - *Planned* – entered directly from the level of payment estimate or the list of payables/receivables

Level 2 is displayed only if the parameter *By receipts and expenses structure* has been checked in the filter.

- **Level 3** – Document

The list *Calendar* is composed of the following columns:

- **Period/Document Number** – for the level 1 it presents the period, for the level 2 it presents the names of the elements of elements of receipts and expenses structure and for the level 3 it presents the system number of a document. The period depends of the value of the

parameter *Group* which is available in the filter.

- **Reference Number** – presented for the level 3
- **Entity Code** – presented for the level 3
- **Receipts** – on the third level the amount of receivable or receipt for a given document is presented, whereas on the first and the second level the total value of all the amounts from the third level is presented.
- **Expenses** – on the third level the amount of receivable or expense for a given document is presented, whereas on the first and the second level the total value of all the amounts from the third level is presented.
- **Balance** – presented on the first and second level. It is calculated as a difference between receipts and expenses.
- **Current Balance** – current balance of the account at the end of a given period, presented on the first level

and columns hidden by default:

- **Cash Register/Bank**
- **Description**
- **Document Description**
- **Amount Remaining**
- **Applied**
- **Value**
- **Owner**
- **Affects Balance**

Detailed description of hidden columns can be found in article *<<Tab Payment Estimate>>.*

# Filtering on *Payment Estimate* tab

The *Calendar* list has general filter which allows for filtering by the following parameters:

- **By inflows and outflows structure** – parameter unchecked by default; if the parameter is checked, the level 2 is displayed

- **Group** – parameter determines the method of presenting values on the list:
    - *Daily* – default value
    - *Weekly*
    - *Monthly*
    - *Quarterly*
    - *Yearly*
- **Skip periods without sales** – parameter checked by default

Detailed description of functioning of the filters can be found in category <<Searching and filtering data>>>

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# Tab Payment Estimate

Tab *Payment Estimate* allows for analyzing status of payments and cash/bank transactions, as well as for making payments.

Tab Payment Estimate

- [**Add**] – opens a drop-down list with payment types: *Credit, Debit* Payments added from the level of a payment estimate are not subject to completion.
- [**Source Document**] – allows for previewing the source document of a payament selected in the list
- [**Combine Selected**] – completes selected payments
- [**Complete**] – allows for completing a given payment
- [**Compensate**] – allows for compensating a given payment
- [**Pay**] – opens a form *Payment Confirmation,* by means of which it is possible to make a payment by automatic creation of a cash/bank transaction
- [**Compensations**] – generates a compensation document for selected payments
- [**Payments**] – allows for making batch changes for selected payments. The button is active only if the operator belongs to a group with granted permission *Batch changes to payments,* which is available in the tab *Other permissions.* The user can decide about details contained in log displayed during the change.

The same rules apply for batch changes as in the case of payment edition. The following elements can be changed:

- *Payment form*
- *Due date*
- *Account*
- *Payer*
- *Payer's bank account*
- *Deleting of settlements and compensations (permissions Application of payments/Making compensations are required)*



Window with batch change to payments parameters

- [**Transactions**] – allows for making batch changes for selected operations. The button is active only if the operator belongs to a group with granted permission *Batch changes to transactions,* which is available in the tab *Other permissions.* The user can decide about details contained in log displayed during the change.

The same rules apply for batch changes as in the case of payment edition. The following elements can be changed:
- *Payment form*
- *Due date*
- *Account*
- *Payer*
- *Payer's bank account*
- *Deleting of settlements and compensations (permissions Application of payments/Making compensations are required)*

In the upper right corner of the list, parameter *Show days of delay* is available. Checking it results in showing an additional column *Days of Delay* in the list of payments. The column presents number of days passed since the due date of an unpaid credit/debit.

[**Attributes**] – allows for batch update of attributes for selected payments. After clicking on this button, a window where it is possible to specify batch change parameters, is displayed.

The list *Payment Estimate* is composed of the following columns:

- **Document number**
- **Reference Number** – number entered by a user for providing an additional identification
- **Entity Code** – payer's code and code of entity for transaction
- **Receipts** – amount of credit or revenue
- **Expenses** – amount of debit or expense
- **Due Date/Date** – payment due date or date of document for c/b transaction
- **Currency** – document currency, depends on the settings in the filter
- **Payment Form**
- **Status**

- *C* – Completed
- *U* – Uncompleted
- *NS* – Not Subject

and columns hidden by default:

- **Document/Transaction Date** – in the case of payment, it is the date of document from the form of registered payment and in the case of transaction, it is the date from a transaction from
- **Days of Delay** – number of days passed from the due date of an uncompleted credit/debit. After selecting parameter *Show days of delay* the column appears automatically in the list.
- **Cash Register/Bank** – number of account indicated in the document
- **VAT Amount** – displayed only for payments and bank transactions with checked parameter *Split Payment*
- **Receivable** – amount of a payment of *Receivable* type or of an expense transaction
- **Receivable – To Be Applied** – receivable amount to be applied
- **Entity Code** – payer's name indicated on payment and entity's name indicated on transaction
- **Entity's TIN**
- **Voucher Number** – number of voucher indicated on payment or transaction
- **Description** – description of payment for payment and value of the field *For* for cash/bank transaction
- **Document Description** – description of payment source document and description of transaction for cash/bank transaction
- **Transfer Orders** – number of the SRO document in which a given payment has been included
- **To Be Applied** – transaction/payment amount remaining to be applied. Receivables are presented with plus signs and payables with minus sings, according to the data

presented in the following table:

| Object Type | Amount Type | Sign |
|---|---|---|
| Planned payment (of a source document | Receivable > 0 | Receivable, plus sign |
| Planned payment (of a source document) | Payable > 0 | Payable, minus sign |
| Cash/bank transaction | Revenue > 0 | Payable, minus sign |
| Cash/bank transaction | Expense > 0 | Receivable, plus sign |

- **Voucher Sort** – sort of voucher indicated on payment or transaction
- **Applied** – amount cleared by now
- **System currency** – currency of the company in which the document was issued
- **Value** – value of payment or c/b transactions from the payment's point of view (a receivable with plus sign and a payable with minus sign)
- **Debt Collection** – number of debt collection document in which a given payment is included
- **Owner** – center of the company structure which is the issuer of a document
- **Affects Balance** – indicates whether a given payment affects the balance of the account
- **Arrears** – if a given payment (days of delay > 0), an exclamation mark will be displayed in this column
- **Payable** – amount of a payment of *Payable* type or of a revenue transaction
- **Receivable – To Be Applied** – receivable amount to be applied

Note
In columns *Revenues* and *Expenses,* for payments, there are amounts remaining do be applied and for cash/bank

transactions, there is document value.

# Filtering on *Payment Estimate* tab

The tab *Payment Estimate* contains the following filtering areas:

- **General** – allows filtering by:
    - **Entity indicated on payment/transaction** – *All, Customer, All customers, Employee, All employees, Institution, All institutions, Bank, All banks, None*
    - **Currencies** – *<All>, <All in system currency>* and active currencies defined from the level of *Configuration →*
    - **Payment forms** – active payment forms
    - **Tax correction** – *VAT, Income tax, None.* After selecting *VAT* value and filtering the list, only payments will be displayed and the following additional columns will appear: *VAT Due Date* and *VAT Days of Delay* (value with minus sign indicates the number of days remaining to apply payment, and with plus sign, indicating the number of days after due date, respectively). It allows to obtain information about payments which should be completed in order to avoid the adjustment of input tax or about those payments, which have not been completed by customers/vendors and, hence, grant the right to decrease the output tax. After selecting in selecting the value *Income Tax*, only payments of *Payable* type will be displayed and the following two additional columns will appear: *Income Tax Due Date* and Income *Tax Days of Delay* (values with minus sing indicates the number of days remaining to apply payment, and with plus sign, indicating the number of days after due date, respectively).

- **Range of Dates** – allows for filtering by due date for payments and by document date for c/b transactions. The following values are available within the filter: *Any, Day, Month, Range of Dates, Previous Month, Current Month.* The range of dates allows for selecting a specific time interval.
- **Payments** – allows for filtering by:
    - **Payment type** – *<All>*, *Account Receivable, Account Payable*, *None*
    - **Payment settlement status** – *uncompleted, completed, not subject*
    - **Document status** – *<All>, Posted, Unposted*
    - *Split payment* **parameter on paymen**t – filter visible only if in the definition of a relevent center of the *Company* type, for the parameter *Split payment according to Polish regulations,* value *In accounting module* or *In accounting and trade modules* is specified.
    - **Timeliness** – *<All>, Not overdue, Overdue, Today's*
- **Transactions** – allows for filtering by:
    - **Transaction type** – *<All>, Deposits, Withdrawals, None*
    - **Transaction settlement status** – *uncompleted, completed, not subject*
    - **Document status** – *<All>, Posted, Unposted*
    - *Split payment* **parameter on transactio**n – filter visible only if in the definition of a relevent center of the *Company* type, for the parameter *Split payment according to Polish regulations,* value *In accounting module* or *In accounting and trade modules* is specified. Values available within the filter: *<All>, No, No + Payments, Payments, VAT Transactions, Payments + VAT Transactions.*
    - **Account Type** – all accounts available in a given center are displayed. The value *All* indicates all accounts available in the current center, whereas

the values *<Cash>, <Bank>* indicate all accounts of a given type in the current center.

Note
Totaling on the payment estimate list is possible only after selecting a specific currency in the filter or the option *All in system currency.* If system currency of displayed payments is different, value 0 is displayed in the summary.
Detailed description of functioning of the filters can be found in category *Searching and filtering data>*

# Reference to the payment estimate from the level of the list of customers/customer form

From the level of the list of customers or of the form of a given customer, by means of the [**Payment Estimate**] button, it is possible to open the payment estimate window, where payments and transactions are displayed for a given customer. A user can freely modify the list of payments and make settlements and compensations.

Reference to the payment estimate from the level of the list of customers/customer form