Direct Sales Payment Entry

Module Guide: Direct Selling Payment Entry

Module Location

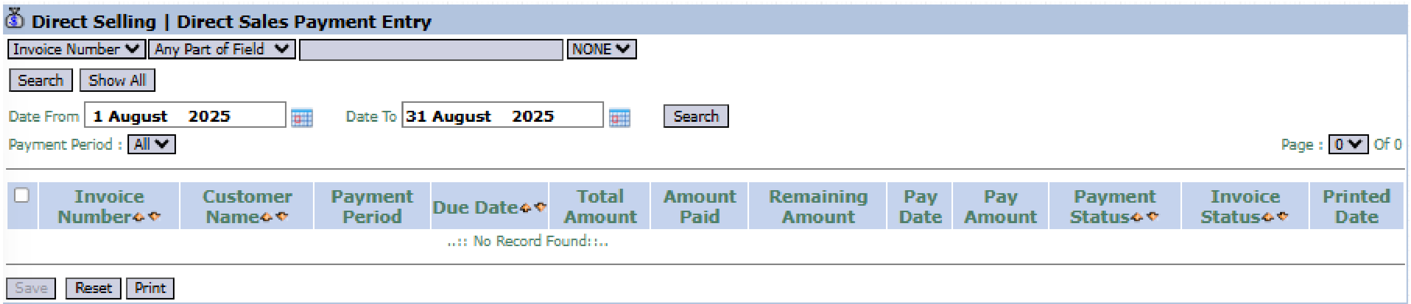
Direct Selling > Direct Selling Payment Entry

Module Objective

The **Direct Selling Payment Entry** module is used to record and apply payments received from customers against their outstanding direct selling invoices or receipts. This module is the primary tool for managing the settlement process of receivables from the direct selling channel.

1. Main View (Invoice List)

The main page of this module displays a list of direct selling invoices for which you can process payments.



View Explanation & Filters

This page is for finding the invoice to be paid and recording its payment.

- **Filters**: You can search for a specific invoice by **Invoice Number** or a date range (**Date From / Date To**).

- **Invoice List**: The table below will display all invoices that match the filters.

Column Explanation

- **Invoice Number, Customer Name**: Invoice and customer details.
- **Total Amount**: The total value of the invoice.
- **Amount Paid**: The amount that has been previously paid.
- **Remaining Amount**: The outstanding balance.
- **Pay Date**: The column to input the payment date.
- **Pay Amount**: The column to input the amount being paid.
- **Payment Status**: The payment status (e.g., Paid, Unpaid).

Button Functions

- **Save**: The main action button to save the payment data you have input.
- **Reset**: To clear the input.
- **Print**: To print proof of payment.

2. Steps to Record a Payment

Step 1: Find the Invoice

Use the available filters, especially the **Invoice Number** search bar, to find the invoice that is being paid by the customer. 

Step 2: Enter Payment Details

After the correct invoice appears in the list, focus on that row and fill in the following columns:

- In the **Pay Date** column, enter the date the payment was received.

- In the **Pay Amount** column, enter the amount of money paid by the customer.

Step 3: Save the Payment

1. Check the box in the leftmost column of the corresponding row.

2. Click the **Save** button in the bottom-left section of the page.
   

3. The system will process the payment, updating the **Amount Paid**, **Remaining Amount**, and **Payment Status** columns.

Tips & Important Notes

- This is the main work tool for the **Direct Selling Admin** or **AR team** to record the settlement of receivables from the direct selling channel.

- To maintain data accuracy, ensure the **Pay Amount** and **Pay Date** entered match the customer's proof of payment.

- Payments recorded here will be automatically linked to the next financial module, **Direct Selling Bank Receipt**.

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