Settlement Inbox

Module Guide: Settlement Inbox (Deposit Settlement)

Module Location

Finance > Settlement > Settlement Inbox

Module Objective

The **Settlement Inbox** module serves as the approval center for all **Settlement** documents that have been created. This module is used by a superior or manager to conduct a review and provide approval before the settlement process (application of a deposit to an invoice) is considered final and booked.

1. Main View (Settlement List)

The main page of this module is an "inbox" that displays all Settlement documents requiring your action.

View Explanation & Filters

This page provides a summary of all settlement transactions that are awaiting approval.

- **Filters**: You can search for a specific document by **Settlement Number** or a date range (**Start Date / End Date**).

- **Request List**: The table below will display all settlement documents awaiting action. The table currently shows "...No Data Available...".

Column Explanation

- **Settlement Number**: The unique number of the settlement document.
- **Account Name**: The name of the related customer or party.
- **Settlement Date**: The date the settlement document was created.
- **Amount**: The total value of the settlement transaction.
- **Document Status / Approval Status**: Icons that indicate the document's status and the approval process status.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Settlement Inbox** module to see the list of transactions that require approval.

Step 2: Review the Settlement Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information, such as which deposit document was used to pay which invoice document.

Step 3: Provide Approval

After you open and review the settlement details in Step 2, you will find the buttons to grant approval (e.g., **"Approve"** or **"Reject"** buttons) **within that detail page**. Click the appropriate button to complete the review process.

3. Workflow & Integrated Business Process

1. **Submission**: A user (e.g., an AR staff) creates a document in the **Settlement** module and clicks **[Confirm]**.

2. **Entering the Queue**: The confirmed document automatically enters the queue in this **Settlement Inbox** module.

3. **Review & Approval**: A manager or approver opens this module, reviews, and provides approval.

4. **Finalization**: After approval, the accounting journal for the settlement (**Debit Down Payment, Credit Receivables**) is officially posted to the General Ledger.

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