Settlement

Module Guide: Settlement (Deposit Settlement)

Module Location

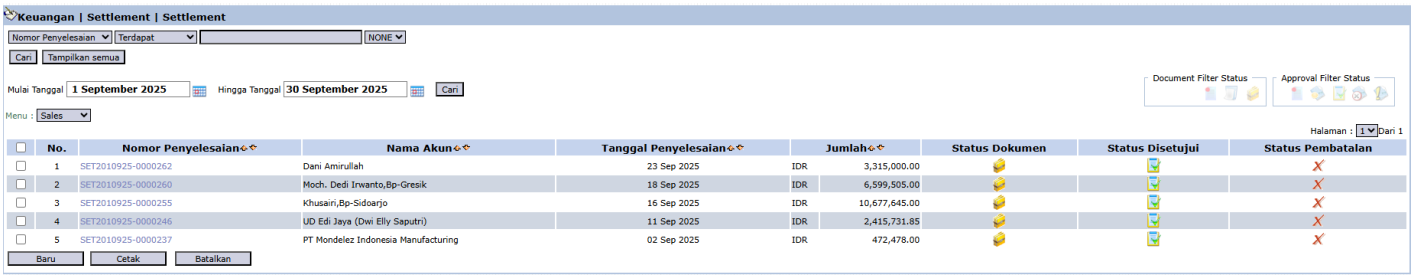
Finance > Settlement > Settlement

Module Objective

The **Settlement** module is used to perform the settlement process, which is to apply or use funds from a customer's deposit/down payment (recorded as a Guarantee) to pay off an outstanding sales invoice. This is the formal accounting process for "using" a down payment to pay a bill.

1. Main View (Settlement List)

The main page of this module displays a list of all Settlement documents that have been created.



View Explanation & Filters

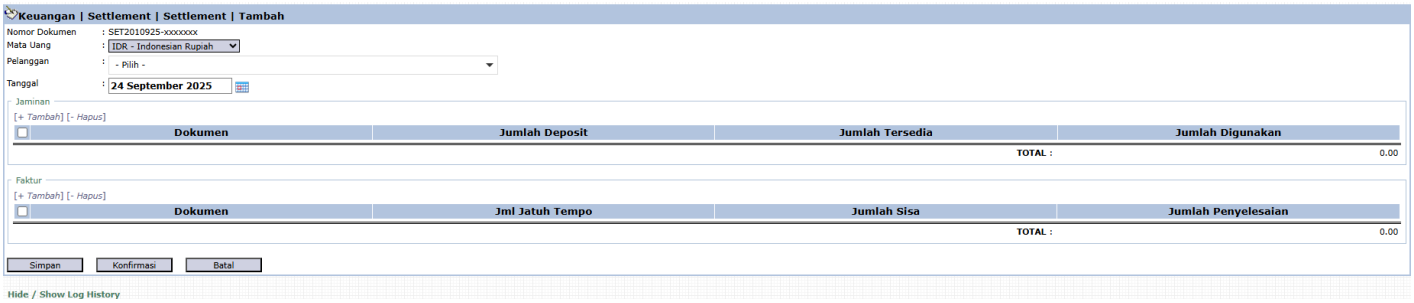
This page is for viewing the history of settlement transactions that have been performed.

- **Filters**: You can search for a specific document by **Settlement Number** or a date range (**Start Date / End Date**).
- **Settlement List**: The table below will display all documents that match the filters, with columns such as **Settlement Number**, **Account Name**, **Settlement Date**, and **Amount**.

Button Functions

- **[New]**: The primary button to create a new Settlement document.
- **[Print]**: To print the details of a selected settlement.
- **[Cancel]**: To cancel a settlement document that has already been created.

2. Steps to Perform a Settlement



Step 1: Create a New Settlement Document

From the Main View, click the **[New]** button to open the **Add Settlement** form.

Step 2: Select the Customer

On the form that appears, select the **Customer** from the dropdown. This will filter the available deposit and invoice documents for that customer only.

Step 3: Select the Deposit to be Used

In the **Guarantee** section, click **[+ Add]** then select the deposit or down payment document that will be used for payment. Enter the amount to be used in the **Amount Used** column.

Step 4: Select the Invoice(s) to be Paid

In the **Invoice** section, click **[+ Add]** then select one or more invoices that will be paid using that deposit. Enter the payment amount in the **Settlement Amount** column.

Step 5: Save and Confirm

1. Ensure the total **Amount Used** equals the total **Settlement Amount**.

2. After all data is filled in, click **[Save]** to save as a draft or **[Confirm]** to finalize the transaction.

Workflow & Integrated Business Process

- **Accounting Impact**: After confirmation, this transaction will create a journal to **reduce the down payment liability balance** and simultaneously **reduce the accounts receivable asset balance**.

- **Function**: This is an important accounting step to officially 'use' a customer's down payment to settle their bill.

Tips & Important Notes

- This is a primary work tool for the **AR (Account Receivable) team**.

- This process ensures that the customer's down payment and receivable balances are always up-to-date and accurate.

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