Payment — Edit

The **Payment** form in Manager.io allows you to record new payments from either a bank account or a cash account. This guide provides a detailed explanation of each field within the payment form to help you accurately log your transactions.

Date

Enter the date when the payment was made.

Reference

Optionally, enter a reference number for the payment. This could be a check number, transaction ID, or any unique identifier you use to track payments.

Paid from

Select the **Bank Account** or **Cash Account** from which the payment was made.

Cleared

If this is a bank payment:

- **Cleared**: Select if the bank has already processed the payment and it appears on your bank statement.
- **Pending**: Choose if the payment has not yet been processed by the bank.

Exchange rate

If you selected a foreign currency bank or cash account in the **Paid from** field, provide the exchange rate for this payment.

Payee

Optionally, specify who received the payment. Choose from:

- **Customer**
- **Supplier**
- **Other payee**

Description

Enter an optional description for the payment to provide additional details or context.

Lines

This section is where you input additional details about the payment in a table format. The table includes the following columns:

Item

Select an item if applicable:

- **Inventory Item**: If the payment involves inventory.
- **Non-inventory Item**: For services or goods not tracked as inventory.
- **Blank**: Leave empty if not applicable.

Account

Specify where the payment is allocated by selecting an account from your Chart of Accounts. If you selected an **Item**, the **Account** field is automatically populated based on that item. You can categorize the payment by choosing from almost any account:

- **Expenses**: For example, if paying for electricity, select the **Electricity** expense account.
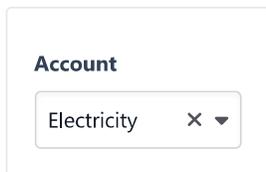
  Account

  | Electricity | ✕ ▾ |

- **Accounts payable**: If paying a purchase invoice, choose **Accounts payable** and select the **Supplier**.
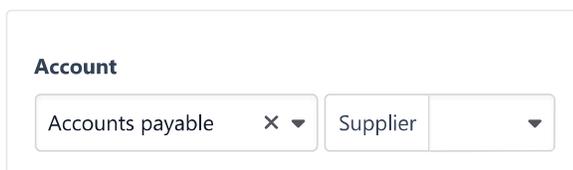
  Account

  | Accounts payable | ✕ ▾ | Supplier | ▾ |

- You can select a specific purchase invoice. If you do not, the payment will automatically apply to the oldest unpaid invoice from that supplier. If there are no outstanding invoices, it will be allocated to future invoices for that supplier.

- **Fixed assets, at cost**: If purchasing a fixed asset, select this account and choose the specific **Fixed Asset**.

Account

| Fixed assets, at cost | ✕ ▼ | Fixed Asset | ▼ |

- **Billable Expenses**: If making a payment on behalf of a customer who will reimburse you, select this account and choose the **Customer**.

Account

| Billable Expenses | ✕ ▼ | Customer | ▼ |

- **Employee clearing account**: If paying an employee after issuing a payslip, select this account and choose the specific **Employee**.

Account

| Employee clearing account | ✕ ▼ | Employee | ▼ |

Description

Enter a description for the line item. This column is visible only if the **Column — Description** option is checked.

Qty

Enter the quantity of the item. This column appears only when the **Column — Qty** option is selected. Useful for specifying quantities when purchasing inventory items.

Unit price

Enter the unit price of the item.

Inventory Location

If you have selected an inventory item and are using inventory locations, a field will appear to select the desired inventory location.

Additional Options

Below the line items, you have several options to customize how the payment is recorded:

Column — Line number

Select this option to display line numbers on line items.

Column — Description

Check this option to display a **Description** column for line items. This is helpful when splitting payments and providing details for each separate payment.

Column — Qty

Select this option to display a **Quantity** column for line items. Beneficial for items that can be measured, like inventory items or investments.

Column — Discount

Choose this option to display a **Discount** column for line items.

Amounts are tax exclusive

If you're using tax codes:

- **Tax Exclusive**: Select this option if the amounts entered exclude tax. Tax amounts will be added to the entered figures.
- **Tax Inclusive**: If not selected, amounts are considered to include tax.

Fixed total

Use this field to ensure that the sum of line items matches the actual total of the transaction when splitting it into multiple lines. If the sum of line items does not match the **Fixed total** amount, the transaction amount will still be the **Fixed total**, and the difference will be posted to the **Suspense** account.

Custom title

If you're utilizing tax codes, select this option if the amounts exclude tax. In tax-exclusive situations, tax amounts are added to the entered figures.

*Note: The description for **Custom title** appears to be a duplicate of the **Amounts are tax exclusive** section.*

Show tax amount column

Select this option to display the tax amounts for each line item. This feature is helpful if you are unsure about how the total tax amount was calculated. Tax amounts for each line item are calculated and rounded up before being summed total.

Footers

Choose this option to add custom footers to this payment.

By thoroughly understanding each field and option in the payment form, you can accurately log payments in Manager.io, ensuring your financial records are precise and up-to-date.