Upload payment documents for invoice

At Invoice Search List and Details, users can upload payment documents base on invoices with payment records.

Uploaded documents can be viewed, printed and downloaded.

Enable upload payment document function

Point of sale > Setup

Upload payment document function	Upload payment document function enabled [Press here change to disable upload payment document function]

Upload/ View payment document

Point of sale > Invoice search > Invoice search list

> At Invoice Search List, base on the invoice with payment records. press <Upload Payment> to upload related documents.

Invoice sea

Invoice no	Type	← Date →	Member	Shop	Invoice amount	Paid amount	Deposit	OS amount		Upload payment
PSI-00295HK (Have installment)	Sales	18-Sep-2020	Mary (14)	CWB	$ 22,500	$ 2,500	$ 0	$ 20,000	Print	Upload payment
					$ 22,500	$ 2,500	$ 0	$ 20,000		

> Select related document, Press <Upload>.

Upload payment document (doc, xls, jpg or pdf)

Please press [browse] select file _____ 瀏覽... Upload Clear selection

Please avoid upload file name include ', !, @, $, #, %, ^, &, *, +, space.

Current payment document

Created staff	Created date	Last updated staff	Last updated	Edit payment document	Delete payment document
Ivy Lee	22-Sep-2020	Ivy Lee	22-Sep-2020	Bank Slip .jpg	Delete
Ivy Lee	22-Sep-2020	Ivy Lee	22-Sep-2020	Bank Slip 2.pdf	Delete

> After the document is uploaded, press <Details> to view, print and download the document.

> Press <Document name>, to edit the document name.

> Press <Delete> to delete the document.

When the document is uploaded, the name of the document will be displayed on the Invoice Search List.

Press <Document name>, to view, print and download the document.

Invoice search list

Invoice no	Type	← Date →	Member	Shop	Invoice amount	Paid amount	Deposit	OS amount		Upload payment
PSI-00295HK (Have installment)	Sales	18-Sep-2020	Mary (14)	CWB	$ 22,500	$ 2,500	$ 0	$ 20,000	Print	Bank Slip 2.pdf Bank Slip.pdf Upload payment
					$ 22,500	$ 2,500	$ 0	$ 20,000		

Point of sale > Invoice search > Invoice search list > Select invoice

Invoice no :	PSI-00295HK (Unpaid)	**Date :**	18-Sep-2020	
Ref Inv No :	Nil	**Prepared by :**	Ivy Lee (beauty)	
Sales :	Ivy Lee (beauty)	**Created at :**	18-Sep-2020 04:31 pm	
Shop :	CWB	**Last updated at :**	18-Sep-2020 04:31 pm / Ivy Lee (beauty)	

Code	Name	Quantity	Unit Price	Gross amount	Discount	Total amount
T01	透明質酸強效保濕療程 - 面部	10	$ 2,500.00	$ 25,000.00	10 %	$ 22,500.00
	Expiry date : 18-Sep-2021 + 1m = 18-Oct-2021 Promotion code : Nil Analysis code : Nil Sales : Ivy Lee (beauty)					
	Item remark : Nil					

Member : M...

At Invoice Details, click <Upload payment> to upload related documents.

If the document is uploaded, the document name will be displayed on the Invoice Details. Press <Document name> to view, print and download the document.

Subtotal : $ 22,500.00
al amount : $ 22,500.00
nt method :
Edit Visa : $ 2,500.00
id amount : $ 2,500.00
Bank Slip 2.pdf
Bank Slip.pdf
Upload payment

Remark :

Installment :

	Amount	Due date
1	$ 20,000.00	18-Oct-2020
Total :	$ 20,000.00	

Settlement :

	Amount	Settlement date	Settlement invoice	Upload payment
1	$ 20,000.00	19-Sep-2020	PSM-00048	Bank Slip.pdf Upload payment
Outstanding	$ 0.00			

If invoice with installments, member has already settled the installment.

At Invoice Details, you can also upload documents for settlement invoices.