

# Payments

## Overview

The **Payments** tab shows all installments that are due to be collected across all units in all projects. This is the main daily working screen for the finance team.

## What You See

Column	Description
#	Installment number.
Type	Payment type (e.g., Down Payment, Quarterly, Monthly, Reservation Fees, Maintenance).
Amount	Installment amount.
Client	Client name — clickable to open their profile.
Unit Details	Unit code, Building, Project.
Delivery Date	Due date for this installment.
Pay Option	Payment method used (e.g., Cheque, Cash, Transfer).
Cheque	Cheque number if applicable.
Bank	Bank name if applicable.
Status & Note	Current status of the payment and any notes.
Actions	PAY or ATTACH buttons.

“  Payments highlighted in **red/pink** are delayed — their due date has passed.

Payments Filters										
<b>PAYMENTS</b>		SELECT SORTING METHOD		Search...		EXPORT		PRINT PDF		
Count: 12 Total: 19,046,904.00										
Payments										
#	Type	Amount	Client	Unit Details	Delivery Date	Pay Option	Cheque	Bank	Status & Note	Actions
	Monthly	1,497,992	handy mass	Unit: 801-G-107 Building: B1 Project: Elite Living	2026-07-01	Cheque	4365485	CIB		PAY ATTACH
	Monthly	1,175,520	مستقلين	Unit: 801-G-108 Building: B1 Project: Elite Living	2026-07-01					PAY ATTACH
	Quarterly	375,000	sara ali	Unit: G-14 Building: Ground Project: Profit Mall	2026-07-02					PAY ATTACH
	Monthly	1,344,000	vela athen	Unit: 803-1-208 Building: B3 Project: Elite Living	2026-07-04	Cheque	6685	CIB		PAY ATTACH

## Filters

Filter	Description
<b>Date</b>	Filter by payment due date (From / To).
<b>Project</b>	Filter by project.
<b>Client</b>	Filter by client name.
<b>Paying Option</b>	Filter by payment method (Cheque, Cash, Transfer, etc.).
<b>Payment Type</b>	Filter by installment type.
<b>Payment State</b>	Filter by payment state (Late Payment Status values from Finance Settings).
<b>Payment Status</b>	Filter by status.

## How to Collect a Payment (PAY)

1. Find the installment in the Payments tab.
2. Click **PAY**.
3. The pay screen shows:

Field	Description
<b>Pay</b>	Full payment option (selected by default).
<b>Pay Partially</b>	Enable to collect a partial amount. Enter the amount in the field next to <b>Pay Partially</b> . You can add <b>multiple partial payments</b> using the <b>Add Payment</b> button — each with its own date and amount. Example: split one installment across two payments on different dates.
<b>Total</b>	Shows the total being collected.

Field	Description
<b>Diff</b>	The difference between the installment amount and what's being collected.
<b>Is Penalty</b>	The <b>Diff</b> field shows the difference between the installment amount and what's being collected. If you collected <b>less</b> than the installment amount: leave <b>Is Penalty</b> unchecked → the difference is recorded as a <b>Client Benefit</b> (goes to Client Benefits tab). If you collected <b>more</b> and check <b>Is Penalty</b> → the extra amount is recorded as a <b>Penalty</b> (goes to Penalties tab).
<b>Note</b>	Free text note.
<b>Paying Options</b>	Select the payment method (Cheque, Cash, Transfer, Deposit, etc.). These options are configured in <b>Finance Settings</b> → <b>Paying Options</b> .
<b>Collection Date</b>	The date the payment was actually received. Use this when the physical payment (e.g., cheque) was received on a different date than when it's being entered. Example: client gave you a cheque on Thursday at 6PM but you're logging it on Sunday — set Collection Date to Thursday.

4. Click **PAY** to confirm.

Pay

Total : 1,497,932.00<sup>x</sup>

Pay

Pay Partially

0

ADD PAYMENT

2026-07-01

0

Delete

Total :

Diff :

Is Penalty

Note

Paying Options

Select

Collection Date

Collection Date

PAY

# ATTACH Button

Use **ATTACH** to upload a document or file related to a specific payment (e.g., cheque scan, transfer receipt).

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