

Make a payment.

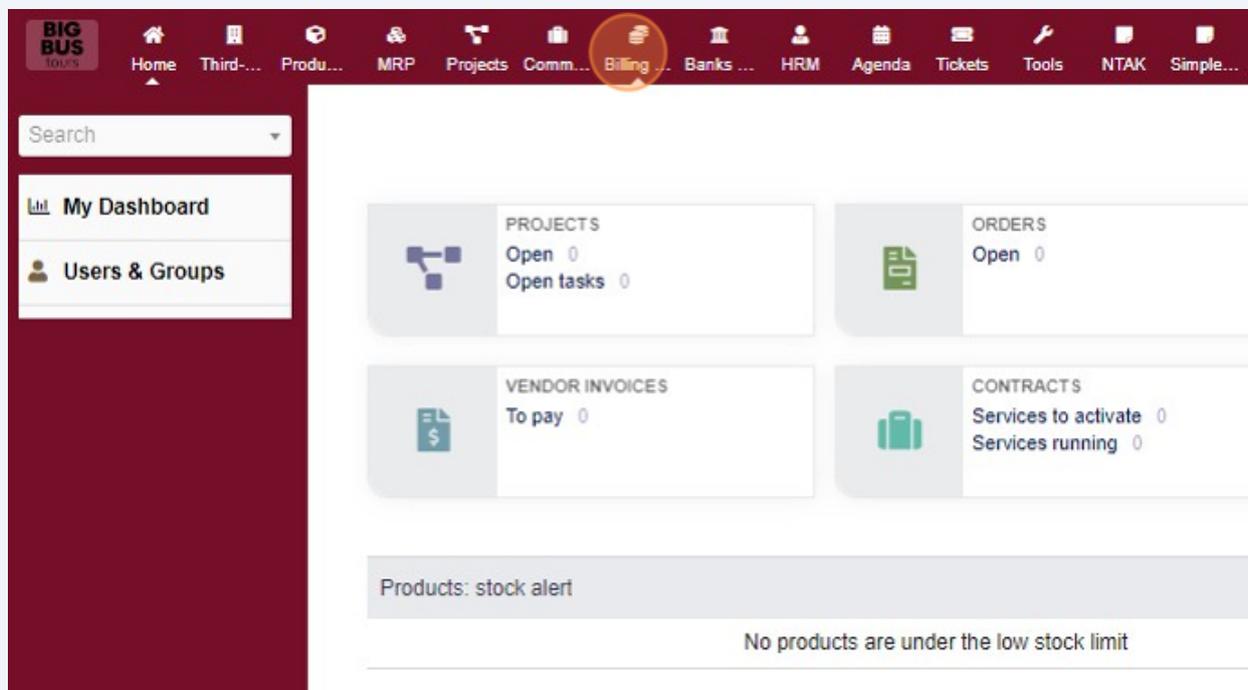


1

Navigate to <https://staging.hoponticket.com/index.php?mainmenu=home&leftmenu=home>

2

Click "Billing | Payment"



3 Click "List"

Customer invoices

- New invoice
- List
- List of templates
- Payments
- Statistics

Vendor invoices

- New invoice
- List
- List of templates
- Payments
- Statistics

Billing and payment area

Number of open invoices - Customer invoice

Category	Count
Late (> 30 days)	170
Late (15 to 30 days)	0
Late (< 15 days)	0
To be collected (< 15 days)	5
To be collected (15 to 30 days)	0
To be collected (> 30 days)	0

Number of open invoices - Vendor invoice

4 Choose and click the receipt or invoice you want to work with.

Customer invoices (19)

Third parties with sales repre... | Linked to a particular user contact

From: [] to: [] Before: [] Alert: []

Ref.	Type	Invoice date	Due date	Project ref.
FA2405-0007	Receipt	2024/05/27	2024/06/26	
FA2405-0006	Standard inv...	2024/05/27	2024/06/26	
FA2405-0007	Standard inv...	2024/05/27	2024/06/26	
FA2405-0007	Standard inv...	2024/05/27	2024/06/26	
FA2405-0007	Standard inv...	2024/05/27	2024/06/26	
FA2405-0003	Standard inv...	2024/05/27	2024/06/26	
AV2405-0001	Credit note	2024/05/27	2024/05/27	

Invoice Details:

- Ref.: FA2405-0007
- Date: 2024/05/27
- Amount (excl. tax): 36,992 Ft
- Amount VAT: 9,988 Ft
- Amount (inc. tax): 46,980 Ft

5 Click "ENTER PAYMENT"

Payment Tranz. id _____
Group _____

Description	VAT	U.P. (net)	Qty
bcard96huf - Budapest card 96h (HUF)	27% (27)	22,826.7716	
DiscountHours			
DiscountPercent			
bcard48huf - Budapest card 48h (HUF)	27% (27)	14,165.3543	
DiscountHours			
DiscountPercent			

MODIFY **SEND EMAIL** **ENTER PAYMENT** **CLASSIFY 'ABANDONED'** **CREATE CREDIT NOTE** **CREATE RECEIPT CREDIT NOTE**

Linked files

Doc template	crabe	English (United ...	GENERATE
FA2405-0007.pdf		212 Kb	2024/05/27 14:57

Actions on invoice

Ref.	By	Type	Title
79882	Test	Automatically ...	Invoice

Related Objects [Link to...](#)

Type	Ref.	Date	Amount (excl.)	Status
None				

6 Type the date or click "Now".

RP Projects Comm... Billing ... Banks ... HRM Agenda Tickets Tools NTAK Simple... Group ... Storage BBus Financ...

Enter payment received from customer

Company: **Általános Vevő / General Customer**

Date: Now - Invoice date

Payment method: **KP / Cash**

Account to credit:

Number (Cheque/Transfer N°): _____

Sender (Check/Transfer sender): _____

Bank (Bank of Cheque): _____

Comments: _____

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Click "Account to credit" to choose the bank account.

MRP Projects Comm... Billing ... Banks ... HRM Agenda Tickets Tools NTAK Simple... Group ... Storage BBus Financ...

Enter payment received from customer

Company **Általános Vevő / General Customer**

Date 2024/05/27 Now - Invoice date

Payment method KP / Cash

Account to credit  

Number (Cheque/Transfer N°)

Sender (Check/Transfer sender)

Bank (Bank of Cheque)

Comments

Invoice	Date	Payment due on	Currency	Amount (inc. of tax), original currency	Received, original currency	Remaining amount, original currency	Payment amount
 FA2405-0004	2024/05/27	2024/06/26	HUF				

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Choose an account from the list.

Company **Általános vevő / General Customer**

Date 2024/05/27 Now - Invoice date

Payment method KP / Cash

Account to credit  

Number (Cheque/Transfer N°)

Sender (Check/Transfer sender)

Bank (Bank of Cheque)

Comments

Gránit_EUR

Gránit_HUF

Invoice	Date	Payment due on	Currency	Amount (inc. of tax), original currency	Received, original currency	Remaining amount, original currency	Payment amount
A2405-0004	2024/05/27	2024/06/26	HUF				
A2405-0007	2024/05/27	2024/06/26	HUF				

9 Type in or click autofill arrow to fill the Payment amount field.

Original amount, original currency	Payment amount, original currency	Amount (inc. tax)	Received	Remaining amount to take	Payment amount
		29,990	0	29,990	↔
		46,980	0	46,980	↔
		76,970	0	76,970	

Replacement invoices as "Paid" when payment is done entirely.

PAY

10 Click on the "PAY" button.

Original amount, original currency	Payment amount, original currency	Amount (inc. tax)	Received	Remaining amount to take
		29,990		
		46,980		
		76,970		

Classify automatically all standard, down payment or replacement invoices as "Paid" when payment is done entirely.

PAY

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Choose "yes" and click on the "VALIDATE" button to finish the process.

29,990	0	29,990	<input type="text"/>
46,980	0	46,980	46980
76,970	0	76,970	

Yes