

Paid

DOCUMENTATION · ACCOUNTING

Record a payment against an invoice

When a customer pays — in full, in part or months late — record it against the invoice and Filantis issues the receipt, updates the balance and posts the books.

At a glance

- A payment is recorded against an issued invoice — never against a draft.
- Part payments are fine. The invoice moves to Part paid, then Paid when the balance is nil.
- Each payment gets its own numbered receipt.
- You cannot record more than is owed on the invoice.
- Who owes you lists every unpaid bill by how long it has been outstanding.

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1 Four ways to record money

They all do the same three things — reduce the invoice’s balance, issue a receipt and post the books. Use whichever screen you are already on.

WHERE	WHEN TO USE IT
On the invoice — Record a payment	The everyday way. You have the invoice open and the money in hand.
On the draft — Issue and mark paid	The customer pays as the bill is raised: issue and settle in one step.
Who owes you → Take payment	Chasing old bills: work down the list of what is outstanding.
Day Book → Receipt voucher	Money received against an older bill, entered from the books side.

2 Record a payment

- 1 Open the invoice from **Accounting** → **Invoicing**. It must be **Issued** or **Part paid**.
- 2 In the **Record a payment** card, type the **Amount**. It starts at the balance still due.
- 3 Choose the **Method** — cash, card, bank transfer, cheque and so on.
- 4 Add a **Reference**: the cheque number or the bank's transaction reference.
- 5 Click **Record**. The page confirms with the receipt number.

Record a payment

Amount

35,400.00

Method

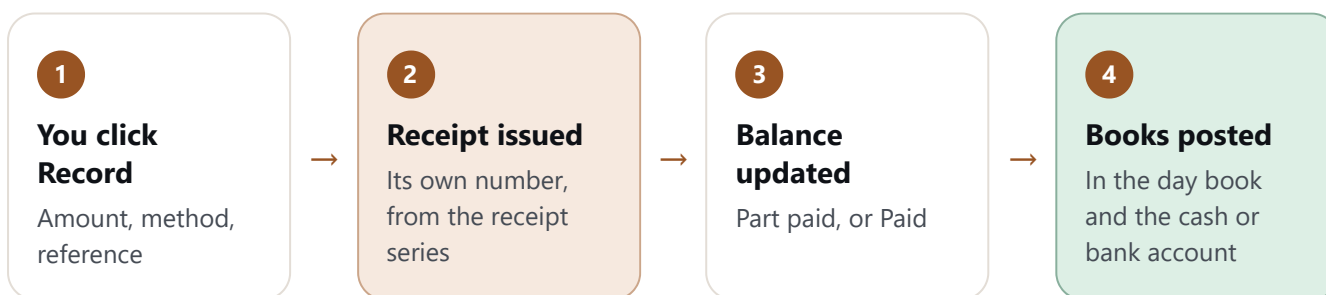
Bank transfer

Reference

UTR 4471 0092 3381

Record

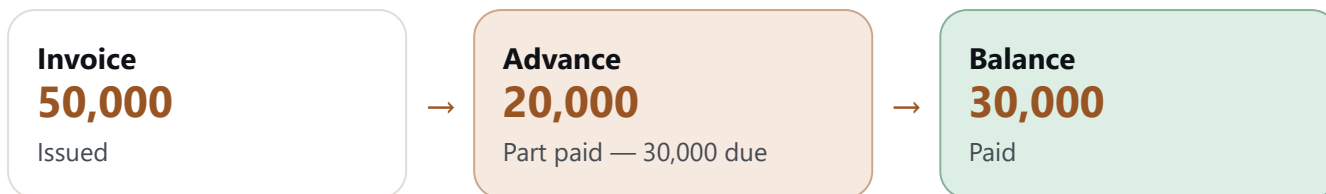
The payment then appears under **Payments** on the invoice, with its amount, method, reference and time.



One click, four results. Nothing has to be entered twice.

3 Part payments

Type less than the balance and the invoice becomes **Part paid**. Record the rest when it arrives; each instalment gets its own receipt.



The status follows the money. You never set it by hand.

A payment larger than the balance is refused, with the figure still owed. If a customer has genuinely overpaid, record what the invoice is owed here and enter the rest as a receipt voucher — see [Vouchers, ledger and day book](#).

4 Issue and mark paid

Most bills are settled as they are raised. On a draft, instead of **Issue**, choose how the money was **Taken as**, add a **Reference**, and click **Issue and mark paid**.

It is a real payment, not just a label: the full amount is recorded by the method you chose, so it reaches the receipt, the day book and the till count exactly as any other payment does.

5 Who owes you

Accounting → **Who owes you** is the list to chase from: every bill raised and not yet paid, by how long it has been owed.

- Each row shows the customer, the document, when it was issued, the **Days** outstanding and the amount **Owed**.
- **Take payment** opens the invoice ready to record money.
- **Statement** opens that customer's whole account.
- Change **Aged as at** to see the position on an earlier date.

Receipts are never listed here — they acknowledge money already received. Anything credited by a credit note comes off the amount owed.

6 Send a statement

A statement of account shows a customer everything they have been billed, what they have paid and what is left. It is not a bill — it is sent to be agreed.

- 1 Open **Accounting** → **Statement**, or click **Statement** on any of the customer's invoices.
- 2 Choose **Whose account** and the dates.
- 3 Read down the running balance: **Brought forward**, each charge, each payment or credit, and the **Balance due**.
- 4 Download it as a PDF or email it to the customer.

Drafts and proformas are not on a statement — nobody has been billed for them yet.

7 Ask for payment online

If you have switched on a payment gateway of your own, an unpaid invoice shows **Ask for payment**. Click **Get a payment link** and send the link to your customer. The button disappears once nothing is outstanding, so nobody can pay the same bill twice.

8 Questions

- The page says “Issue the document before recording payment against it”.

The invoice is still a draft. Issue it first — or use **Issue and mark paid** to do both together.

- One cheque covers three invoices. How do I record it?

Record a payment on each invoice for its share, with the same cheque number as the reference on all three.

- Does the customer get the receipt?

Each payment issues a numbered receipt, listed under **Accounting** → **Invoicing** with the kind set to Receipt. Open it to download or email the PDF.

- Why is an old unpaid bill not in my profit and loss?

Your books may be on the **cash** basis, where revenue is recognised when the money arrives. Who owes you still lists the bill either way — see [Accrual or cash](#).

Know who has paid, without a spreadsheet

Every payment is one entry: the receipt is issued, the invoice balance drops, the debtor list shrinks and the books are posted. Ask Filantis who owes you and it already knows.

Receipts issued

Numbered, one per payment.

Debtors, aged

By how long each bill is owed.

Statements

PDF or email in a click.

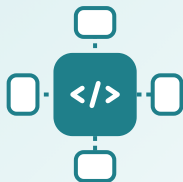
Create my free workspace

See accounting

What to do next

See where each payment lands in [Vouchers, ledger and day book](#), then check the year so far in [Profit & loss, ageing and tax reports](#).

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