Transfer payments between sales contracts

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Project
2010007 Country Model Improvement

Prepared by
Zepter IT International

Revision Log

Change Record

Version	Date	Editor	Revision Notes
1.00	2010-09-17	Artur Marciniak	Document created
1.01	2010-10-08	Artur Marciniak	Template change
1.02	2010-10-27	Artur Marciniak	Template change (Introduction, name of chapter 2)
1.03	2014-05-28	Kamila Dura	Screenshots, paths update

Related Documents

Date	Version	Document Name

Table of Contents

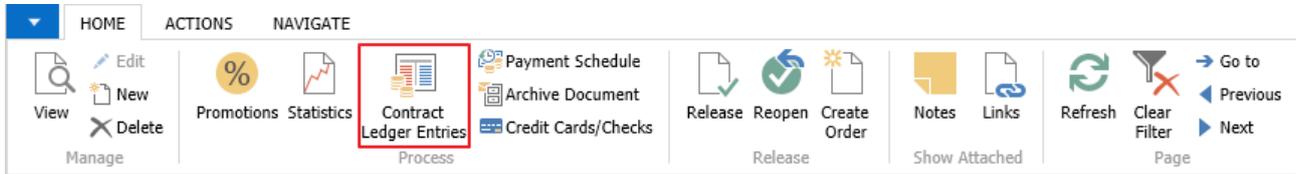# 1. Transfer payments between Sales Contracts

1.1. Introduction

This document explains how to transfer payments between sales contracts.

<u>Following conventions are used in the manual</u>

- texts in the quotation marks (for example: „Functions") are names of the forms, tables and the names
of the buttons

- texts in the quotation marks with '->' inside (for example: "Zepter Soft -> Contract Processing -> Sales Contracts") are menu paths

- bold texts (for example **Sales Contract No.**) are names of the fields/columns in forms

- Texts in italic (e.g. *New*) are field values

- Paragraphs preceded with the headline **<u>IMPORTANT</u>** and framed, contain the key information.

1.2.   Step-by-Step Guide

1. To do payment transfer go to 'Zepter Soft -> Contract Processing -> Lists -> Sales Contracts -> Sales Contract Card'.
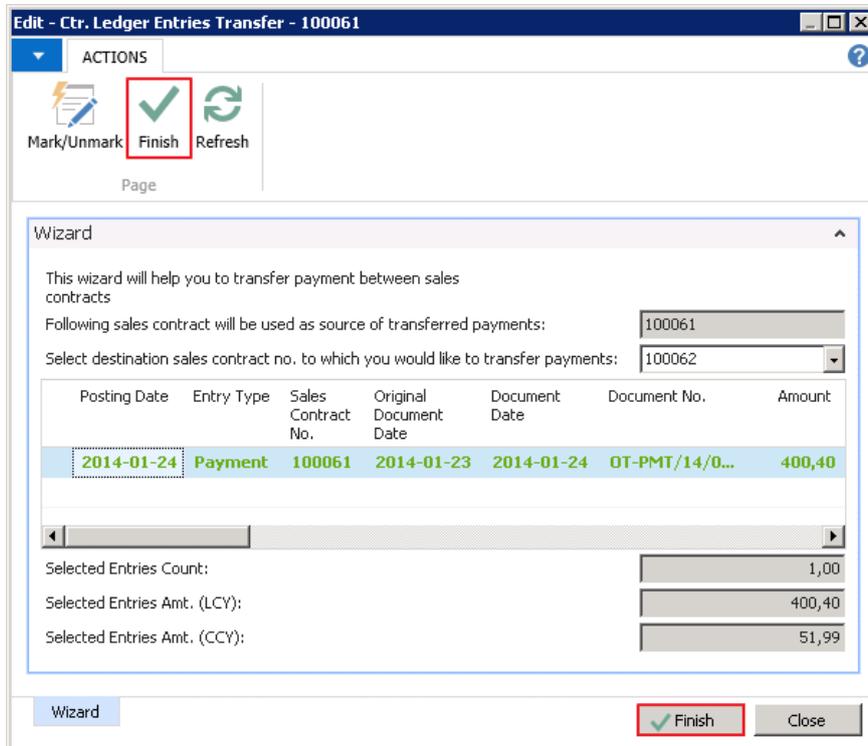2. Open 'Contract Ledger Entries' from 'Home' tab.

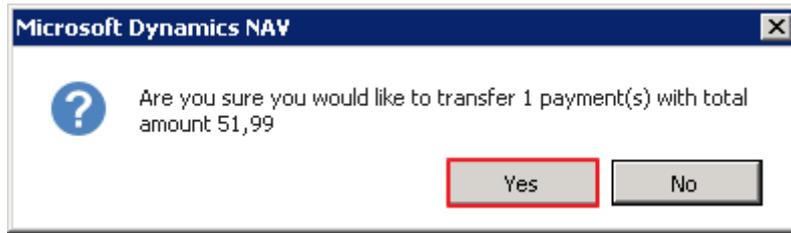3. Press 'Transfer Payments' on the 'Home' tab.
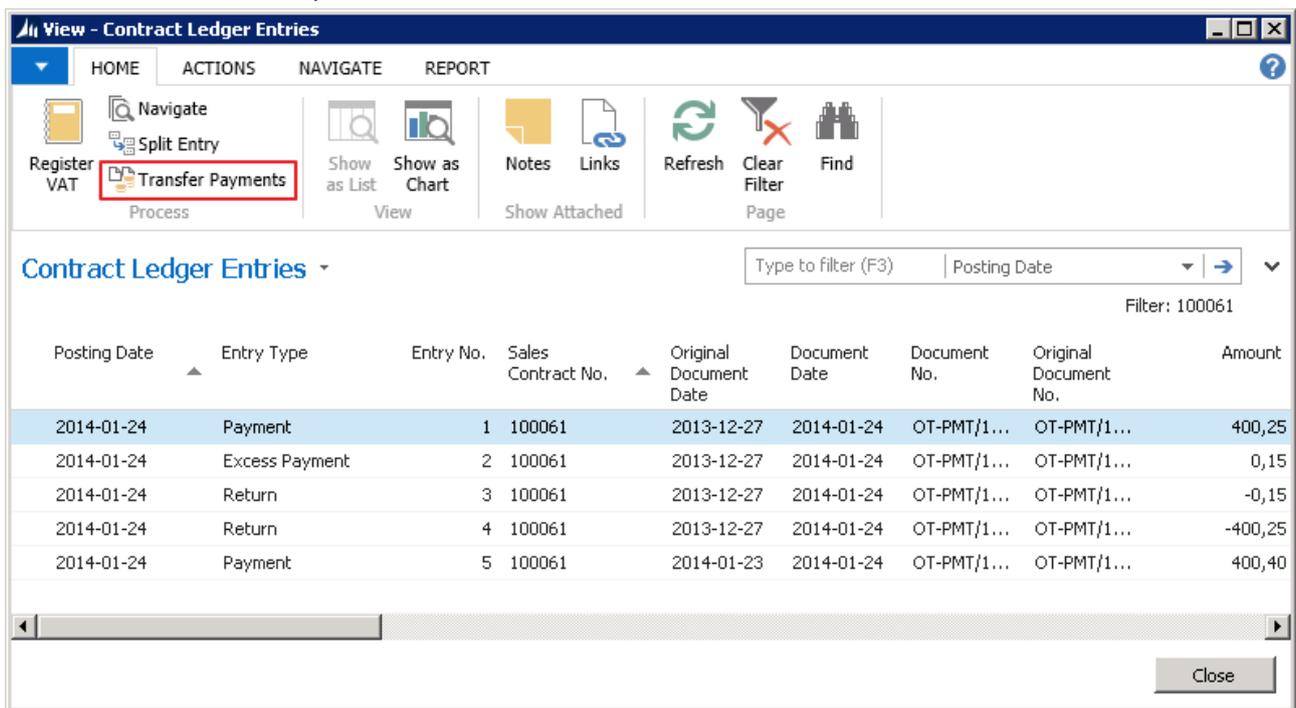
4. Select destination Sales Contract No. to which you would like to transfer payments.
5. Select payments to transfer from available and mark them by pressing 'Mark/Unmark' button on 'Action' tab.
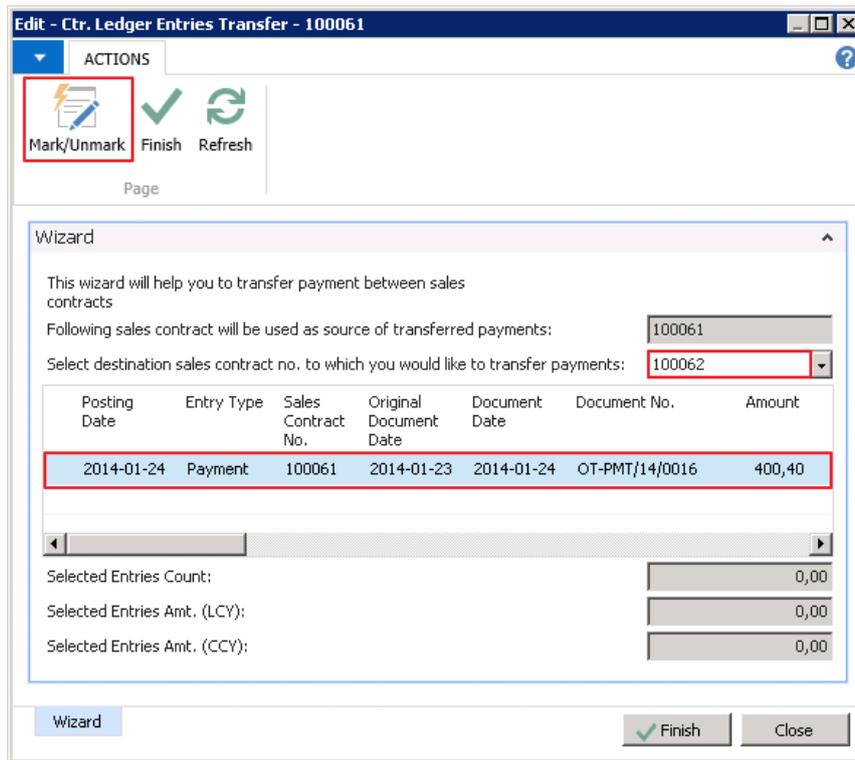
6. Transfer payments by pressing 'Finish' button.

7. Confirm by pressing 'Yes' button

2. Advanced Guide

2.1.   Setup Process / Administrators

2.2.   Periodic Activities

2.3.   Exception Handling

2.4.   Glossary

Term	Description