

[Back Home Next](#)

## 2.04.10 Outgoing Payments

The mask **outgoing payments** manages the payment flows in relation to external invoices (incoming invoices). The outgoing payments contain information about the invoice amount, date and amount of the outgoing payment. The difference between the invoice amount and the amount of the outgoing payment is also displayed.



The mask consists of the following elements::

- **Basic Information:**
  - **Incoming Invoice/Number:** This field characterizes the external invoice for which an outgoing payment can be defined.
  - **Date Due:** In this field, you enter the date on which the outgoing payment is due.
  - **Gross Amount:** In this field, the system enters the gross amount of the foreign invoice.
  - **Notet:** Enables you to enter remarks regarding the outgoing payment.
- **Outgoing Payment:**
  - **Date:** This field indicates the date on which the outgoing payment is due. If this date is not filled, the outgoing payment has not yet been made and the corresponding foreign invoice is open.
  - **To Pay:** Here you can determine the amount of the outgoing payment in relation to the selected external invoice.
  - **Difference:** This field shows the difference between the invoice amount and the amount of the outgoing payment.

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Last update: **2021/12/02 12:49**

