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## 2.04.13 Incoming Payments

The **incoming payments** mask manages the invoiced invoices for which an incoming payment is still outstanding or the incoming payment is specified. The document category includes fields for invoice number, invoice revenue, cash discount, total amount, date of receipt of payment, amount of receipt of payment, status of receipt of payment, and remarks.

### General Data



- **Basic Information:**

- **Invoice/Number:** This field identifies the number of the invoice. An invoiced invoice is copied to the incoming payment with the invoice number, its description, and the invoice amount as a data record.
- **Project:** This field identifies the project of the invoice. Projects can be defined and changed in the [project](#) mask.
- **Estimated Invoice Arrival:** In this field, the date of the expected invoice arrival is defined.
- **Invoice Amount:** This field indicates the invoice amount from the Invoice mask, invoiced to the customer.
- **Cash Discount:** This field indicates the reduction of the invoice amount by cash discount from the Invoice mask. This can also be entered later.
- **Total Amount:** This field indicates the total invoice amount (difference between the invoice amount and the cash discount deduction).
- **Comment:** This field enables you to enter remarks regarding the incoming payment.

- **Incoming Payment:**

- **Date:** This field allows you to enter the date of the incoming payment.
- **Payment Amount:** In this field, you enter the amount that was transferred by the customer.
- **Difference:** This field displays the difference between the invoice amount and the incoming payment.

### Misc



- **Booked Out:**

- **Status:** This field indicates the status of the incoming payment based on the actions carried out using the action function.

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