

Layby Invoices

Work Procedure (Structured Step-by-Step)

- Genre: Accounting System / Lay-by Invoice Workflow

1. Invoice Creation and Lay-by Designation

- ① In the main system, open/create the invoice.
- ② Navigate to the Action tab.
- ③ Tick the “Lay-by” checkbox to designate the invoice as a lay-by invoice.
- ④ Process/save the invoice; the system will mark it as lay-by and display a lay-by icon in the invoice column.

The screenshot shows the 'Invoice' form in an accounting system. The 'Action' tab is selected, and the 'Layby' checkbox is checked. The 'Items' table shows two stock items: 'Chicken Fence' and 'Keyboard and Mouse Wir...'.

#	Seq. No.	LS	Status	Type	Code	Description	Job Item Stat	Qty	Total Selling Ex GS	Total Selling GST
1	0		●	Stock	CHKFEN	Chicken Fence	▶▶▶▶▶	1	50.00	7.50
2	0		●	Stock	KEY/WL/0850	Keyboard and Mouse Wir...	▶▶▶▶▶	1	39.00	5.85

2. Payment Allocation

- ① When the client makes payments, go to Debtors Allocations.
- ② Locate the outstanding amounts on debit lines.

- ③ Allocate each payment to the corresponding lay-by invoice (identified by the lay-by icon).
- ④ Continue allocating until the lay-by invoice is fully allocated (paid off).

Debtors Allocations

Search Allocate All Hive Allocate Memo Functions Allocation Trail Print

Billing Group: All Refresh Grid After Allocate: ☐

Debtors: ABC0010 - ABC COMPANY Date From: 2026-02-06 Status: Partial and Unallocated

Currency: New Zealand - NZ Doll NZ Dollar (NZD) Date To: 2026-08-06 Grid View: Application

Amount: 0 Allocate Find Value Select: ☒ Next With Credit Lines ☐ Next With Debit Lines ☐ All Debtors

Credit Lines:

Page 1 of 1 Selected Credit Amount: 0.00 Line Allocate Related Transactions View Document

#	Att	Date	Doc. No.	Description	Reference	Credit	Allocated Amount	Status	Unallocated Amount	Entry Sour
1		2026-04-28	CN37	Stock Count by Credit Note	Malcolm	115.00		Unallocated	115.00	Credit Nob

Debit Lines:

Page 1 of 1 Selected Debit Amount: 0.00 ☒ Select All ☐ Select None Line Allocate Related Transac

#	Allocate	Allocat	Att	Date	Doc. No.	Description	Reference	Comment	Debit	Allocated Amount	Status
1	☐			2026-03-03	INV505	Stock Count by Invoice	Acck		4.49		Unallo
2	☐			2026-03-03	INV506	Stock Count by Invoice	Acck		2,242.50		Unallo
3	☐			2026-03-03	INV507	Stock Count by Invoice	Acck		4,514.90		Unallo
4	☐			2026-04-28	INV514	Stock Count by Invoice	Malcolm		713.01		Unallo
5	☐			2026-04-22	INV512	Stock out	Malcolm		1,253.56		Unallo
6	☐			2026-04-28	INV513	Stock out	Malcolm		713.01		Unallo
7	☐			2026-04-29	INV515	Stock out	Malcolm		1,552.53		Unallo

Layby

New Column

If yes, show icon
layby.png



1. Notification Setup and Dispatch

- ① In User Setup, specify the staff member(s) to receive “lay-by fully paid” emails.
- ② Ensure the notification option for lay-by payoff is enabled for the designated user(s).
- ③ Upon full allocation, verify that the system sends an email to the specified staff member indicating the invoice has been fully paid by the client.

User Management - User Search

Search

Add

Edit

Delete Employee

Clone User

User Leave

Lock Users

Print

Import / Export

Basic Search

Custom Field Search

Login ID:

Session Status:

Employee Name:

Active:

Time Log Group:

No Of A

Staff 37

Consultant 0

Page 1 of 1

Remove Paging

#	Att	Incid	Status	Status	Date + Time
1			✓	CheckIn	2026-07-21 20
2			✓	CheckIn	2025-08-14 10
3				All	2022-07-28 15
4				All	2026-05-06 12
5				All	2025-05-28 09
6				All	2023-06-23 15
7				All	2025-05-14 16
8			🔒	CheckIn	2025-11-24 11
9				All	2025-08-06 06
10				All	2025-08-06 06
11				All	2025-08-06 06
12				All	2025-08-06 06
13			🔒	All	
14				All	2025-08-06 06
15				All	2025-08-06 06
16				All	2025-05-28 09
17				All	2025-08-06 06
18			🔒	All	2022-03-11 12
19				All	2025-08-06 06
20				Staff	2025-08-06 06

Edit Employee Info

Employee Management

Attachments

Restrict Access

Set Password

Incident

Functions

Close

Details 1

Details 2

Module Access

Address

Account Details

User Fields

Email

Email Type:

HTML

PDF

Email Provider:

None

Email Signature:

Regards

Malcolm

Huge ERP

User Name:

Password:

No Email On Purchases:

ScanSKU Email:

Default Debtor T/L:

User Signature Image:

Use the following general email addresses from for documents.:

Debtor from Email:

Creditor from Email:

Quote:

RFQ:

Invoice:

Purchase Order:

Credit Note:

Layby paid off notification

Save

Close

Standard email sent to users who have Layby paid off notification tick on

To

Cc

Layby paid off on INV-1232 for ABC Company

Layby invoice has now been paid in full.

Company Name

Contact Person name and surname

Contact Telephone number

Invoice number

Invoice short description

Invoice Date

Key Points (Techniques / Precautions)

- Dangers:
 - Misallocating payments to non-lay-by invoices can cause reconciliation errors.
 - NG examples:
 - Creating an invoice but failing to tick the lay-by checkbox.
 - Allocating payments without verifying the lay-by icon in the invoice column.
 - Tips:
 - Use the lay-by icon as a visual confirmation before allocating payments.
 - Keep a running check of outstanding debit lines to ensure the correct invoice is targeted.
 - Common failures and reasons:
 - No email notification sent: user setup for lay-by payoff emails not configured or disabled.
 - Invoice not treated as lay-by: Action tab checkbox not ticked at creation/processing.
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Trouble Cases & Countermeasures

- Case: Payments allocated to the wrong invoice.
 - Countermeasure: Reverse or reallocate the payment in Debtors Allocations and confirm the lay-by icon before reallocation.
 - Case: Lay-by invoice not showing icon.
 - Countermeasure: Edit the invoice, confirm the lay-by checkbox is ticked in the Action tab, then save/process again.
 - Case: Staff did not receive payoff email.
 - Countermeasure: Verify User Setup for the intended recipient; ensure “lay-by fully paid” notification is enabled and email address is correct.
 - Case: Invoice not marked as fully allocated despite payments.
 - Countermeasure: Reconcile allocations; check for partial payments or unapplied amounts on debit lines and allocate remaining balances.
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