Finances

- Accruals
- Payments

Accruals

Overview

The following filters are found at the top of the page:

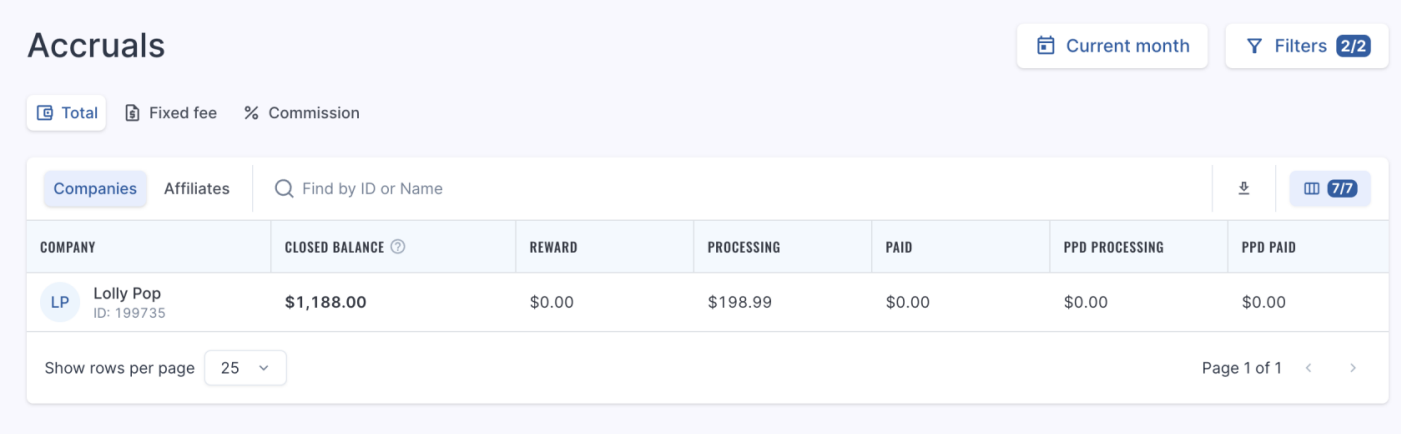
- Total
- Fixed fee
- % Commission

They display the following columns:

- Company
- Closed balance
- Reward
- Processing
- Paid

> - **Closed balance** - the total amount for the closed period.
> - **Reward** - the total amount due, calculated as the sum of closed and open periods.
> - **Processing** - the amount that is currently in payment processing.
> - **Paid -** paid amount.

This page will only show if you have logged in as a master account in the company. You may extract the current accrual but there are no other actions in this page.



Payments

The area is to provide management of payment transactions created either from Accruals or from the current page. Various statuses are available for visibility and better understanding of the payment process.

Overview

The following tabs are available at the top of the page:

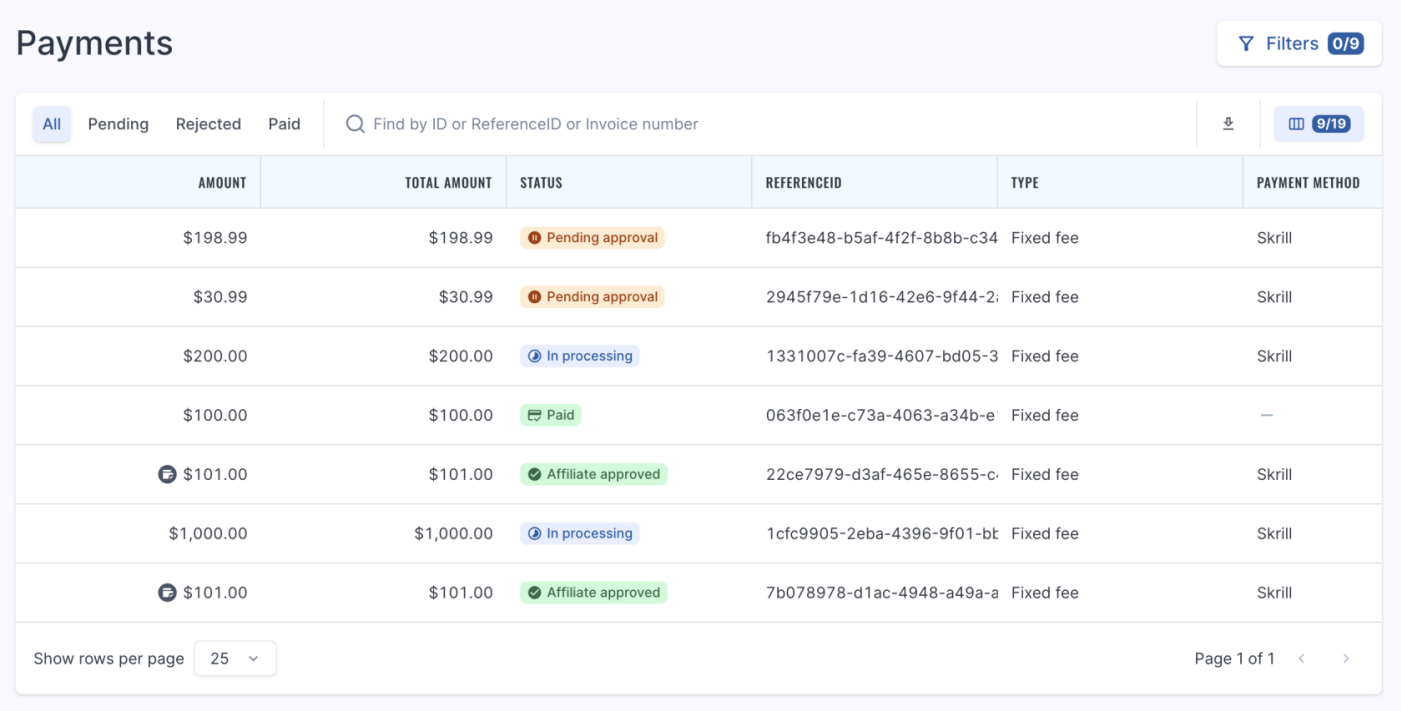
- All
- Pending
- Rejected
- Paid

You will see the following information on the page:

- ID
- Status
- Type
- Company
- Affiliates
- Amount
- Payment method
- Payment details
- Invoice (once uploaded, these can be downloaded upon clicking the hyperlink)
- Referenceid
- PMC (payment confirmed)
- POP (proof of payment)
- Modified by
- Modified date
- Payment date
- Approved by
- Approval date
- Created by
- Creation date

Once a payment is created from the admin side, it will show as 'Pending approval'. At this stage you may upload your invoice via the invoice upload function and you may also choose to Verify; putting the status as 'Affiliate approved'. This will be shown to admin as well.

As the payments proceeds through the flow, you will see 'In Processing', 'Cancelled' or 'Paid'.



Invoice Generation - OPTIONAL

If the operator has the invoice generator function enabled, when uploading the invoice you may instead choose to generate and a Referon designed template will appear instead.

Video