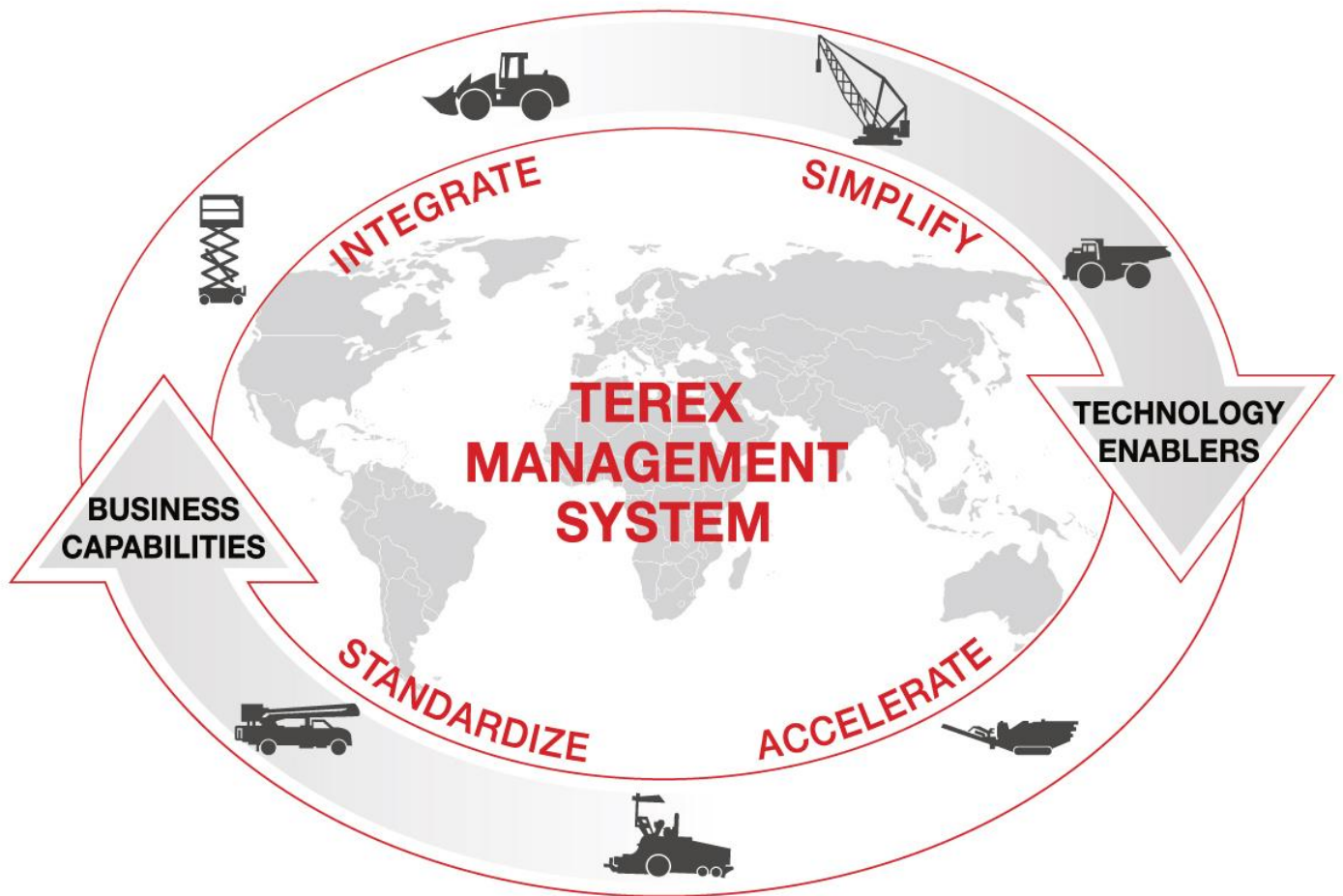


# Terex Management System (TMS)



## TMS eCommerce

Version 2.1

User Manual

Electronic Spare Parts Catalog  
and Ordering Platform

Terex Compact (Schaeff)  
Terex Fuchs





---

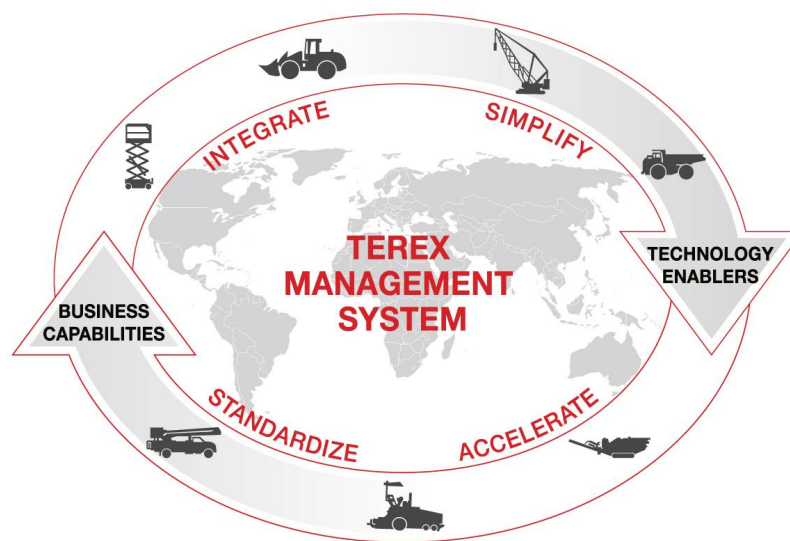
## Table of Contents

<b>Chapter: Payments</b> .....	<b>1</b>
Overview and Objectives .....	2
"Payments" screen.....	3
Searching payments .....	3
By days .....	3
By date .....	3
By payment details.....	4
Result list .....	4



## Chapter: Payments

---



# TMS eCommerce

## Chapter: Payments



---

## Overview and Objectives

This chapter describes the screen in which you can keep track of your payments. Payments for orders will only be considered after their receipt.



### Objectives

After completion of this chapter, you will have the following knowledge:

- You know how to search for already effected payments in a targeted form - by means of different search criteria
- You know how to call already effected payments for an order

## "Payments" screen

You can call the "Payments" screen via:

- Orders (1) / Payments (2)

## Searching payments

### By days

- Click on the arrow of the "Payments in last:" selection window (4) in order to restrict the time period of the search.
- Click on "Go" (5) to start the search.  
The search result will be displayed in the result list (3).

### By date

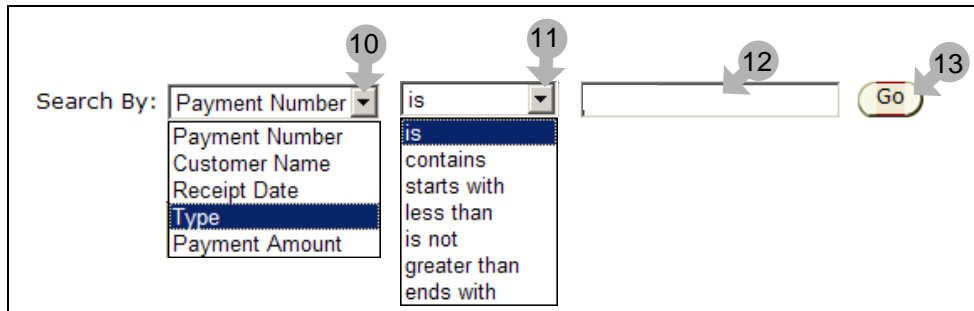
- Enter the date in the format "XX-XXX-XXXX" (e.g. 20-AUG-2010) in the entry field (6); this is the date on which the search will start.
- Enter the date in the format "XX-XXX-XXXX" in the entry field (7); this is the date on which the search will end.
- Click on "Go" (8) to start the search.  
The search result will be displayed in the result list (3).



Info

Alternatively, you can call a calendar screen using the symbol (9) in order to set the date.

## By payment details



- Click on the arrow of the selection window **(10)** in order to select the payment detail that is to be searched for.
- Click on the arrow of the selection window **(11)** in order to restrict the payment detail.
- Click in the entry field **(12)** and enter the corresponding search value.
- Click on "Go" **(13)** to start the search.  
The search result will be displayed in the result list.

## Result list



Info

You are not authorized to view all Payments for this account. If you feel this message is in error or you need access to this area, please contact the User Administrator in your organization.

The results table **(3)**, not visible, contains of following columns:

- Payment number
  - Customer name
  - Payment date
  - Type
  - Payment amount
  - Non-allocated amounts
  - Due on
- Click on the payment number to display the payment.  
The payment is displayed.



Info

If the result list cannot be displayed completely, you can scroll backward and forward using the "Previous" and "Next" buttons.