

Saned | دليل استخدام المدفوعات - Payment Guide

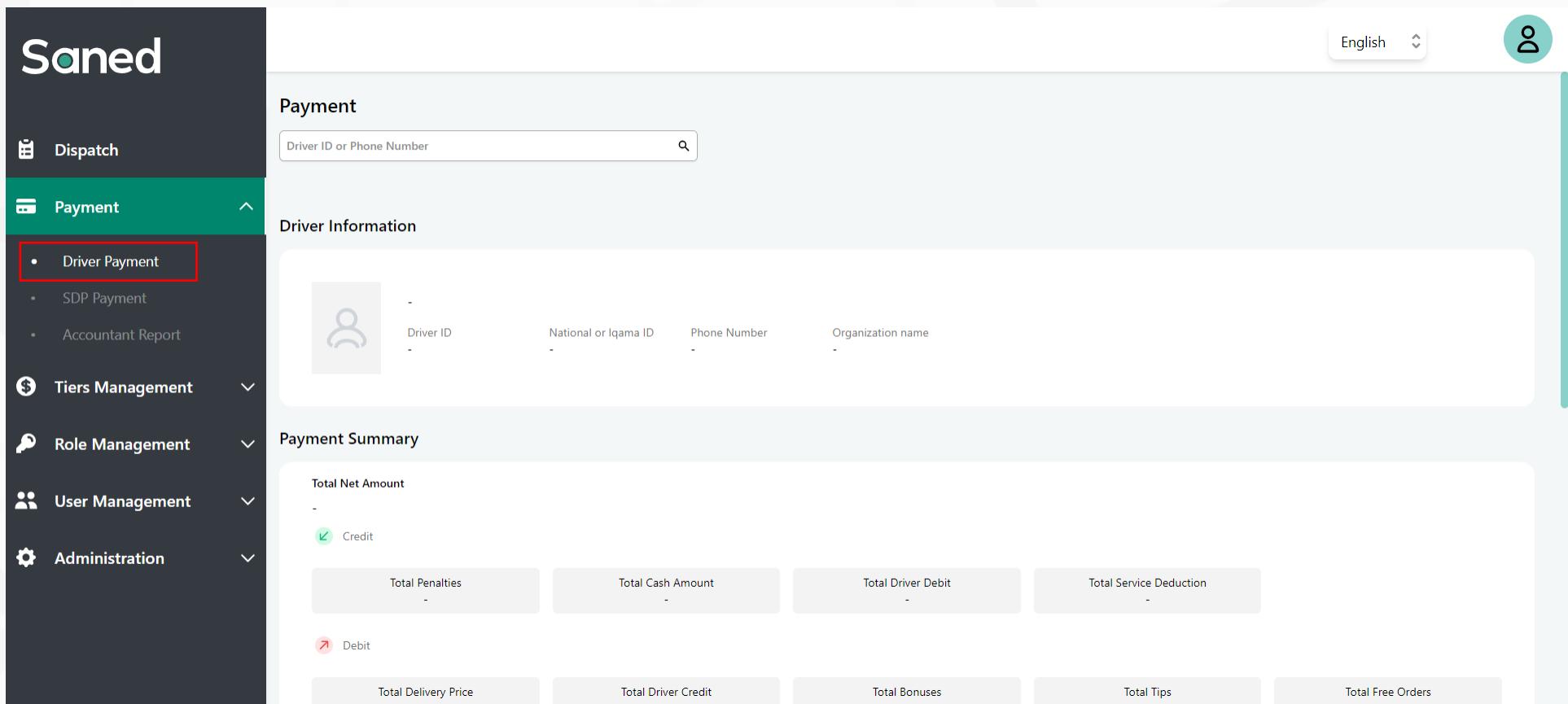
Driver Settlement

تصفيه المندوب

Step 1

Navigate to
Driver Payment

من القائمة اختر
Driver Payment

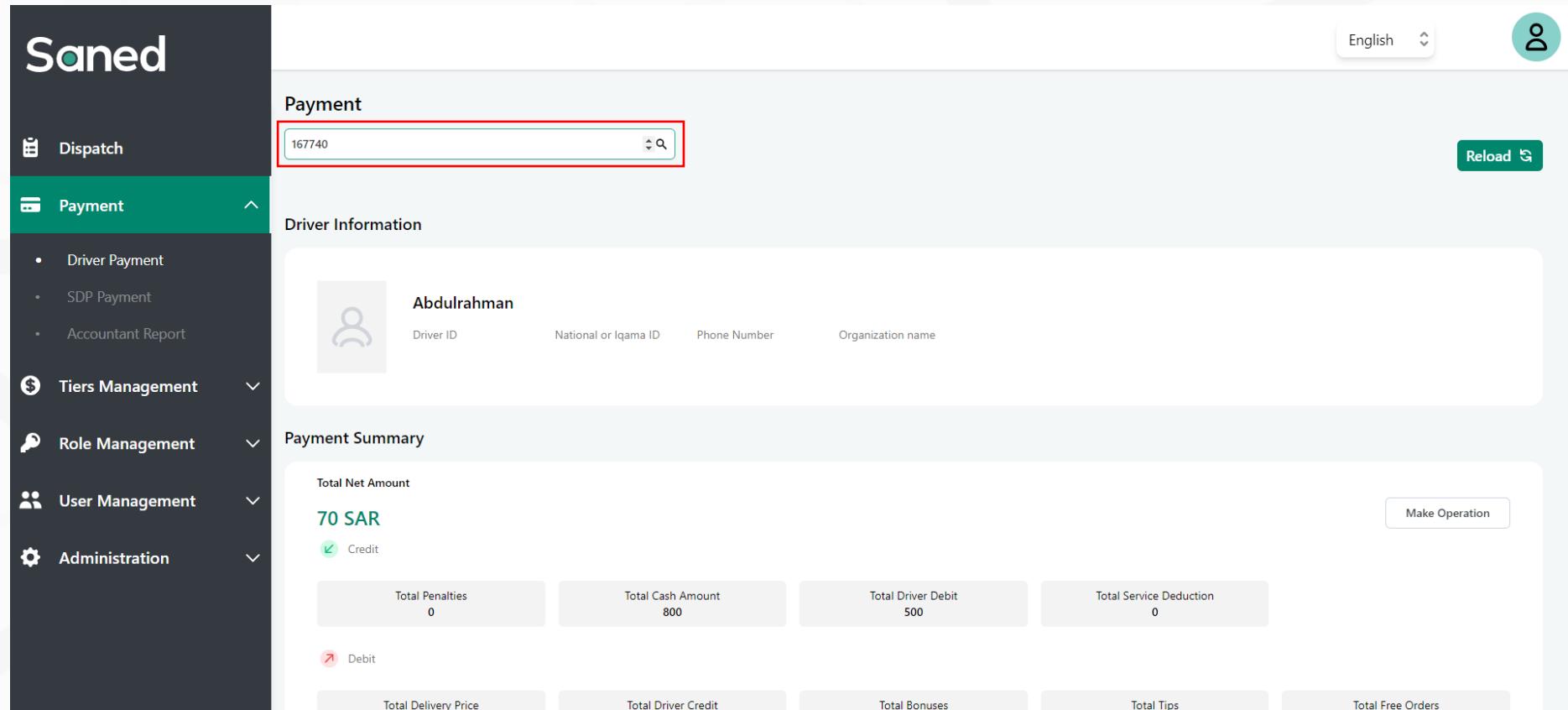


The screenshot shows the Saned application interface. The left sidebar has a dark background with white text and icons. The 'Payment' section is expanded, showing 'Driver Payment' (which is highlighted with a red box), 'SDP Payment', and 'Accountant Report'. Other sections like 'Tiers Management', 'Role Management', 'User Management', and 'Administration' are collapsed with a downward arrow icon. The main content area has a light gray background. At the top, there is a search bar labeled 'Payment' with the placeholder 'Driver ID or Phone Number' and a magnifying glass icon. Below the search bar is a section titled 'Driver Information' with a placeholder icon of a person. To the right of the icon are fields for 'Driver ID', 'National or Iqama ID', 'Phone Number', and 'Organization name'. Below this is a section titled 'Payment Summary' with a sub-section 'Total Net Amount'. Under 'Credit', there is a green checkmark icon and a 'Total Penalties' button. Under 'Debit', there is a red minus sign icon and a 'Total Delivery Price' button. To the right of these are buttons for 'Total Cash Amount', 'Total Driver Debit', 'Total Service Deduction', 'Total Driver Credit', 'Total Bonuses', 'Total Tips', and 'Total Free Orders'.

Step 2

Type driver's **Driver ID** or **Phone Number** then click **Enter**

ابحث عن معرف
المندوب أو رقم الجوال
ثم **Enter**



The screenshot shows the Saned software interface. The left sidebar has a dark theme with white text and icons. The 'Payment' section is selected. The main area has a light gray background. At the top, there is a search bar with the number '167740' inside, which is highlighted with a red box. Below the search bar, the heading 'Driver Information' is displayed, followed by a card for 'Abdulrahman' with fields for Driver ID, National or Iqama ID, Phone Number, and Organization name. Underneath this, the 'Payment Summary' section is shown with a total net amount of '70 SAR'. Below the summary, there are four boxes: 'Total Penalties 0', 'Total Cash Amount 800', 'Total Driver Debit 500', and 'Total Service Deduction 0'. At the bottom of the summary section, there are several buttons: 'Total Delivery Price', 'Total Driver Credit', 'Total Bonuses', 'Total Tips', and 'Total Free Orders'. On the far right of the summary section, there is a button labeled 'Make Operation'. The top right corner of the interface shows 'English' and a user profile icon.

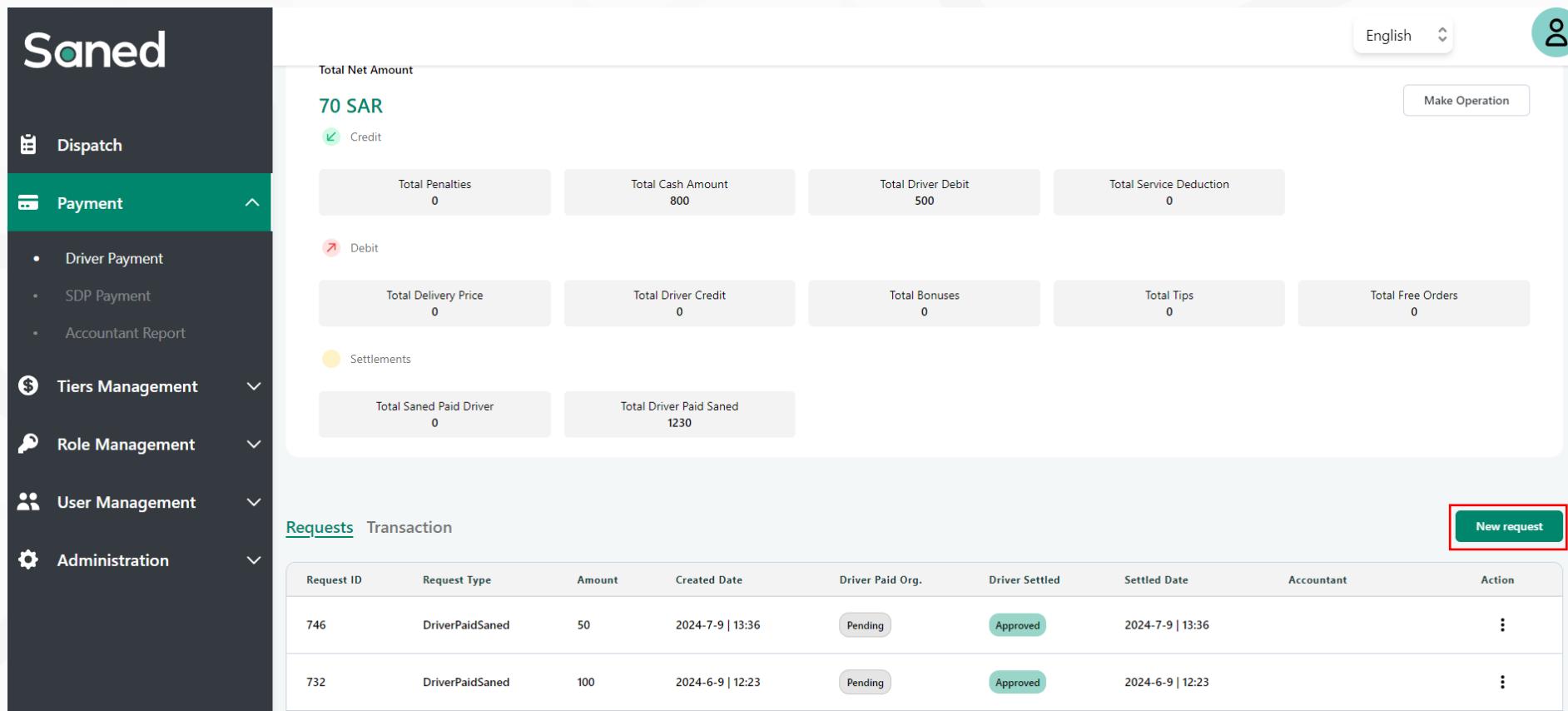
*Review driver's information
and payment summary

*راجع بيانات المندوب وملخص محفظته

Step 3

Click on **New Request** to make a new settlement request

إنشاء طلب
تصفية جديدة
New Request



The screenshot shows the Saned payment interface. The left sidebar has a dark theme with white text and icons. The 'Payment' section is currently selected. The main area displays financial metrics: Total Net Amount (70 SAR, Credit), Total Penalties (0), Total Cash Amount (800), Total Driver Debit (500), Total Service Deduction (0), Total Delivery Price (0), Total Driver Credit (0), Total Bonuses (0), Total Tips (0), and Total Free Orders (0). Below these, under 'Settlements', it shows Total Saned Paid Driver (0) and Total Driver Paid Saned (1230). At the bottom, there is a table for 'Requests Transaction' with columns: Request ID, Request Type, Amount, Created Date, Driver Paid Org., Driver Settled, Settled Date, Accountant, and Action. Two entries are listed: one for Request ID 746 (Amount 50, Status Pending) and one for Request ID 732 (Amount 100, Status Pending). A red box highlights the 'New request' button in the bottom right corner of the interface.

Request ID	Request Type	Amount	Created Date	Driver Paid Org.	Driver Settled	Settled Date	Accountant	Action
746	DriverPaidSaned	50	2024-7-9 13:36	Pending	Approved	2024-7-9 13:36		⋮
732	DriverPaidSaned	100	2024-6-9 12:23	Pending	Approved	2024-6-9 12:23		⋮

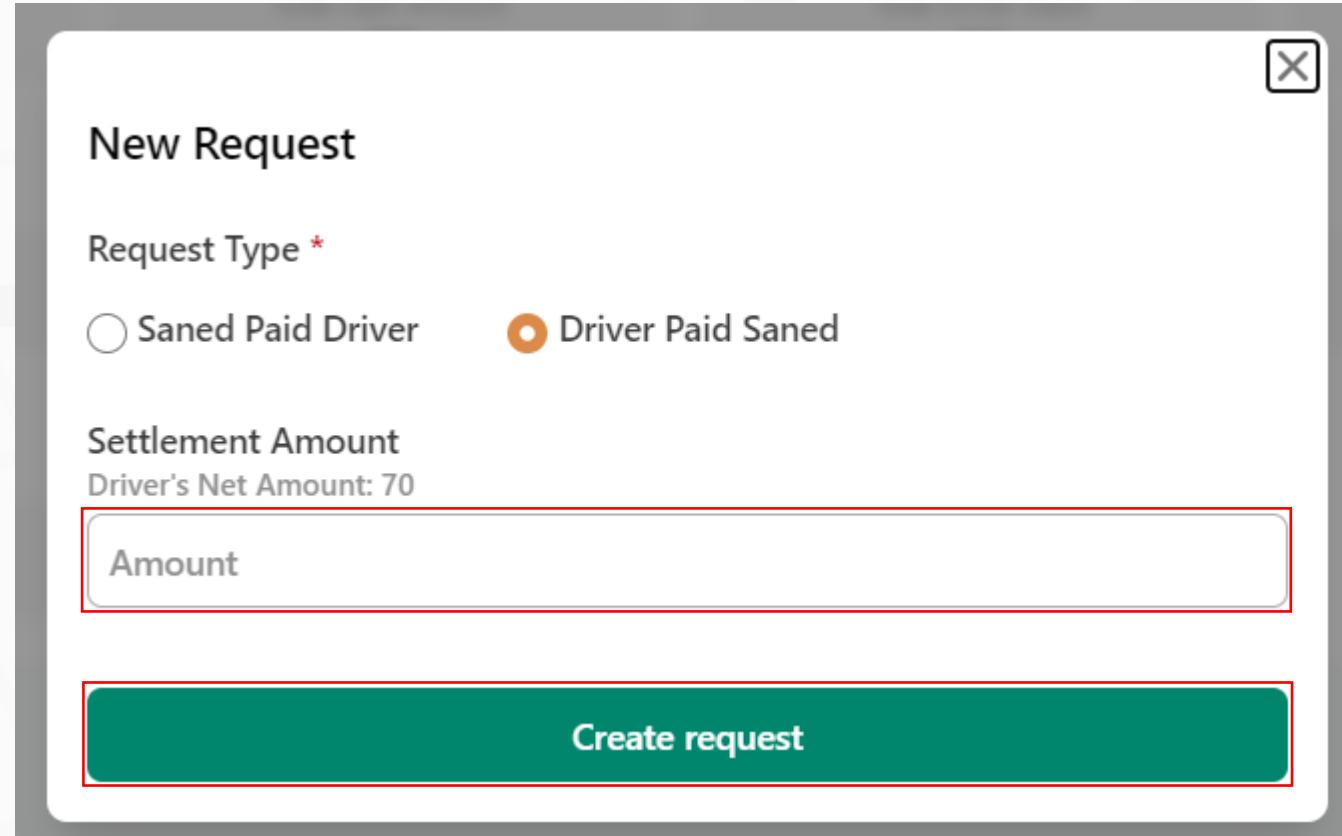
*Make sure there's no pending settlement request, if there's one, you can cancel it then create new one

*تأكد أنه لا يوجد طلب تصفية معلق (لم يتم الموافقة عليه) لإنشاء طلب تصفية جديد، يمكنك إلغاء الطلبات المعلقة بتحديد الطلب ثم اختيار Cancel

Step 4

Enter **Settlement Amount** then
Click on **Create Request**

أدخل المبلغ المراد تصفيته ثم
Create Request
اختر



New Request

Request Type *

Saned Paid Driver Driver Paid Saned

Settlement Amount

Driver's Net Amount: 70

Amount

Create request

*You don't need to select the Request type, it is preselected based on the driver's net amount

*You can either settle driver's full net amount or only part of it, you can see the driver's net amount before entering it

*After this step, the driver is not settled yet, only a request is created, check step 5

* لا تحتاج لتحديد نوع التصفية، يتم تحديدها من النظام مباشرةً اعتماداً على المبلغ في حساب المندوب

* بإمكانك تصفية كامل المبلغ في حساب المندوب أو تصفية جزئية لمبلغ معين أقل من كامل المبلغ لتطبيق التصفية في حساب المندوب أكمل للخطوة القادمة Step 5

Step 5

Find the settlement you just created and Click on **Approve Driver Settled and confirm**

حدد طلب التصفية المضاف مؤخراً ثم
اختر **Approve Driver Settled** ثم **Approved**

The screenshot shows the Saned app's settlement summary and a list of requests. At the top, the total net amount is 70 SAR, with a credit of 700 SAR. Below this, various financial metrics are displayed: Total Penalties (0), Total Cash Amount (800), Total Driver Debit (500), Total Service Deduction (0), Total Delivery Price (0), Total Driver Credit (0), Total Bonuses (0), Total Tips (0), and Total Free Orders (0). The 'Settlements' section shows Total Saned Paid Driver (0) and Total Driver Paid Saned (1230). Below this, a table lists two requests:

Request ID	Request Type	Amount	Created Date	Driver Paid Org.	Driver Settled	Settled Date
747	DriverPaidSaned	50	2024-7-9 15:59	Pending	Pending	Not Settled
746	DriverPaidSaned	50	2024-7-9 13:36	Pending	Approved	2024-7-9 13:36

A context menu is open over the second request (ID 746), with options: Approve "Driver Settled", Approve "Approved Settled Initialization", and Cancel Request. The 'Approved' button is highlighted with a red border. A confirmation dialog box is overlaid on the screen, asking 'Are You Sure To Approve Settled for this 747 ?' with 'Cancel' and 'Approved' buttons. The 'Approved' button is also highlighted with a red border.

*Now the settlement is approved and settlement amount is reflected on driver's account

*بعد إكمال هذه الخطوة تم تصفية المندوب وتحديث المبلغ في محفظة المندوب بعد التصفية

SDP Report

تقرير الشركة المشغلة

Step 1

Navigate to
SDP Payment

من القائمة اختر
SDP Payment

Saned

Driver Management

Payment

- Driver Payment
- SDP Payment**
- Accountant Report

Registration Management

Tracking Page

Delivery Provider Payment Report

Tue Jul 09 2024 → Wed Jul 10 2024

Delivery Provider Information

	Organization ID	Country	is Logi ?	Phone Number	CR	VAT
	Saudi Arabia	No	966123456789	-	-	-

Payment Summary

Total Net Amount
1018.33 SAR

Total Delivery Fees -35	Total Adjustment 3	Total Cash Collection 1050.33
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Payment Details

Export as Excel

Step 2

Select the **time range** and view the total **payment** transactions **summary** and the breakdown for the SDP drivers

حدد المدة وراجع كامل العمليات لمناديب الشركة المشغلة على مستوى الشركة أو المندوب (في الجدول بالأأسفل)

The screenshot shows the Saned application interface. The left sidebar has a dark theme with the Saned logo and navigation options: Driver Management, Payment (selected), Registration Management, and Tracking Page. The main content area has a light theme. At the top, a red box highlights the date range "Tue Jul 09 2024 → Wed Jul 10 2024". Below it is a section for "Delivery Provider Information" with fields for Organization ID (Saned), Country (Saudi Arabia), is Logi? (No), Phone Number (966123456789), CR, and VAT. A "Payment Summary" section shows a total net amount of 1617.63 SAR, with breakdowns for Total Delivery Fees (-35), Total Adjustment (3), and Total Cash Collection (1649.63). At the bottom right, a red box highlights the "Export as Excel" button. A table below shows payment details for one driver:

Driver Id	Date	Delivery Fees	Cash Collection	Adjustment	Net Amount
	2024-7-10 07:27 AM	-35	1649.63	3	1617.63

*You can download the table as **Excel** file

*يمكنك تنزيل الجدول بصيغة ملف **Excel**

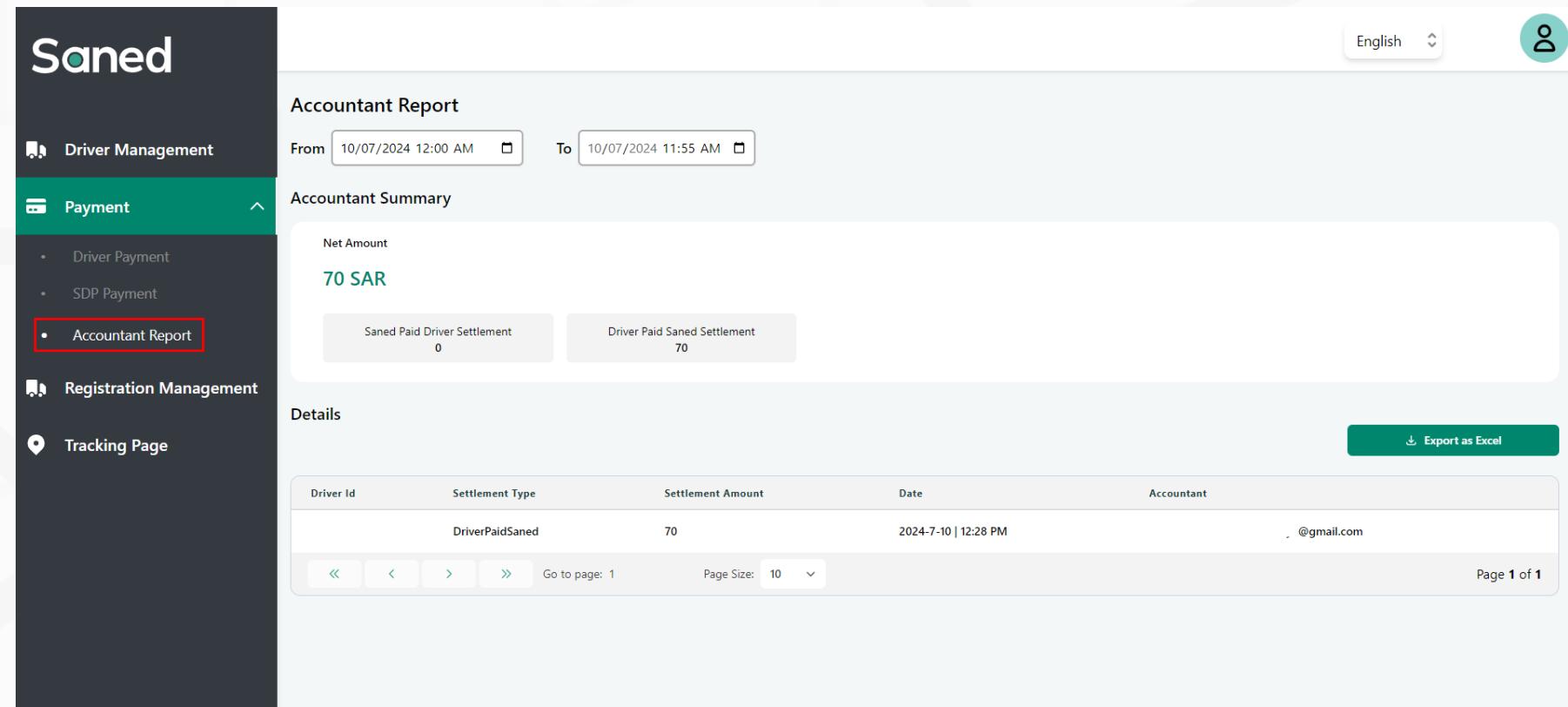
Accountant Report

تقرير المحاسب

Step 1

Navigate to
Accountant Report

من القائمة اختر
Accountant Report



The screenshot shows the Saned software interface. On the left is a dark sidebar with the Saned logo at the top. Below the logo are four menu items: 'Driver Management' (with a car icon), 'Payment' (with a credit card icon, currently selected and expanded), 'Registration Management' (with a clipboard icon), and 'Tracking Page' (with a location pin icon). Under the 'Payment' menu, there are three sub-options: 'Driver Payment', 'SDP Payment', and 'Accountant Report'. The 'Accountant Report' option is highlighted with a red box. The main content area is titled 'Accountant Report' and shows a date range from '10/07/2024 12:00 AM' to '10/07/2024 11:55 AM'. Below this is a section titled 'Accountant Summary' with a 'Net Amount' of '70 SAR'. It includes two buttons: 'Saned Paid Driver Settlement' (0) and 'Driver Paid Saned Settlement' (70). A 'Details' table is present with one row. The table has columns: 'Driver Id', 'Settlement Type', 'Settlement Amount', 'Date', and 'Accountant'. The data in the table is: DriverId: DriverPaidSaned, Settlement Type: DriverPaidSaned, Settlement Amount: 70, Date: 2024-7-10 | 12:28 PM, Accountant: @gmail.com. At the bottom of the table are navigation buttons (double arrows, single arrows, double arrows) and a 'Page Size: 10' dropdown. On the far right of the table is a green 'Export as Excel' button. The top right corner of the interface shows 'English' and a user profile icon.

Driver Id	Settlement Type	Settlement Amount	Date	Accountant
	DriverPaidSaned	70	2024-7-10 12:28 PM	@gmail.com

Step 2

Select the **time range** and view the total **Settlements** approved by your user account and the breakdown for each settlement

حدد المدة وراجع كامل التصفيات التي تمت في حسابك، ويمكنك عرض كامل التصفيات (في الجدول بالأسفل)

Accountant Report

From 10/07/2024 12:00 AM To 10/07/2024 11:55 AM

Accountant Summary

Net Amount
70 SAR

Saned Paid Driver Settlement 0 Driver Paid Saned Settlement 70

Details

Driver Id	Settlement Type	Settlement Amount	Date	Accountant
	DriverPaidSaned	70	2024-7-10 12:28 PM	@gmail.com

Export as Excel

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Thank You