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How Do You Allocate the Customer's Payment to an Order?

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How Do You Allocate the Customer's Payment to an Order?

Short answer: As a receipt.

From The Ribbon Menu:

Tab: *Customer*

Control Group: *Receipt*

Option: *Allocate*

NOTE: To fully process a customer's payment there are three steps (New, Allocate and Deposit).
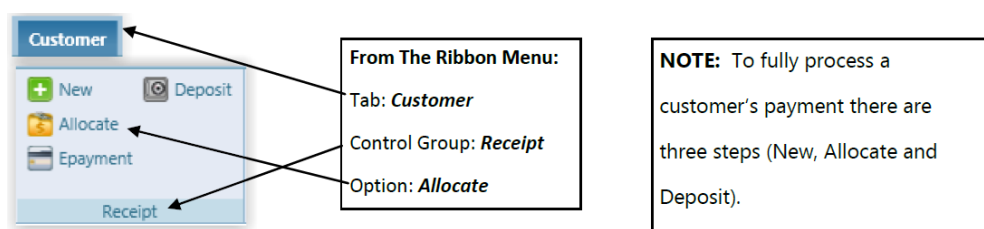
Explanation: Receipt New allows you to allocate your customer's payment (as described below). If you did not have the information available to allocate the payment in that step, following is the procedure.

Allocate:

1. Select and highlight the appropriate customer from the list of receipts yet to be allocated (top of screen).

2. In the **Receivables and Orders** expander, the allocation list will show all open orders, receivables, and finance charges for this customer. Select the open order this money is to be applied to. Once allocated, these funds flow from unallocated receipts to the general ledger for accounts receivable.

3. You can also select the General Ledgers expander and allocate directly to a specified general ledger.
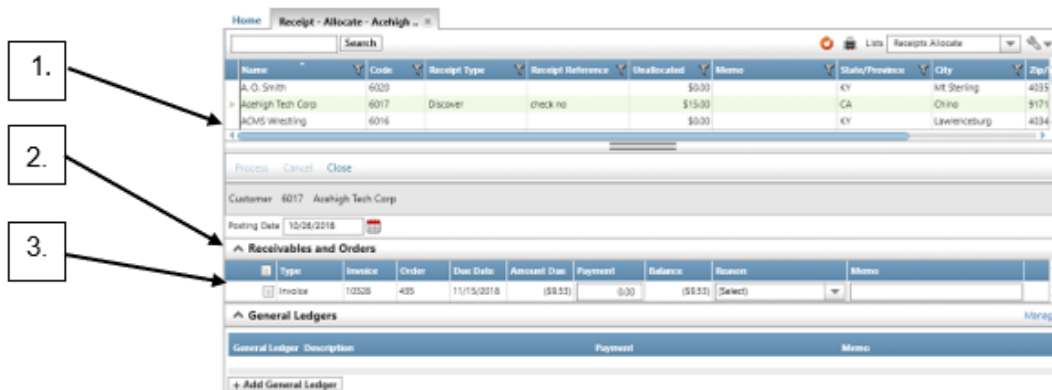
Note: ASI SmartBooks is flexible and allows you to deposit, then allocate to appropriate order/ledger or allocate and then deposit.

Tip: If you prefer to complete your deposit prior to allocating receipts, it is recommended you enter the order or in-voice numbers in the memo field.

Then when you process and print your deposit information, the invoice numbers will show on the deposit report. You can then use the deposit report to later allocate payments to the orders and invoices using the **Receipt Allocate** option.