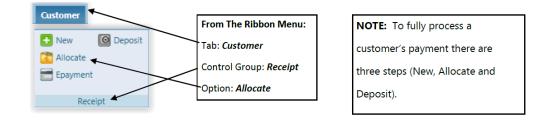
ASICOMP.COM

Portal > Knowledgebase > ASI SmartBooks Knowledgebase > Customers > How Do You Allocate the Customer's Payment to an Order?

How Do You Allocate the Customer's Payment to an Order? Tammy Mason - 2022-07-18 - in Customers

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



Short answer: As a receipt.

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.

| Home Receipt - A | locate - Acehigh " 🛎 | | | | | |
|------------------------|----------------------|-----------------------------|-------------------------|---------------|---------------------------|--------|
| | Search | | | 0 | 🚊 Lists Receipts Allocate | * 4* |
| Name | Y Code Y Re | celipt Type 🛛 🏆 Recelipt Re | levence 😵 Unallocated 👋 | Mana V | State/Province 🛛 🕅 City | Y Zer |
| A.O.Swith | 6020 | | \$0.0 | 0 | KY Mt Steri | |
| > Acehigh Tech Corp | 6017 Dis | scover check no | \$150 | 0 | CA Chine | 9171 |
| ACM5 Wrestling | 6016 | | \$0.0 | 0 | CY Lawrence | |
| 41 | | | _ | | | |
| Process Cancel C | lose | | | | | |
| Customer 6017 Ace | high Tech Corp | | | | | |
| Posting Data 10/28/201 | | | | | | |
| Receivables and | f Orders | | | | | |
| E Type | Invoice Order | Due Dete Amount Dae | Payment Balance | Renon | Mana | |
| Intoise | 10528 435 | 11/15(0018 (\$8.53) | 0.00 (\$1.5 | l) (Select) w |)[| |
| ∧ General Ledger | 5 | | | | | Manage |
| | - | | Payment | | Memo | |
| General Ledger Descri | ption | | | | | |

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 <u>memo</u> 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.