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How Do You Distribute a Payment to Multiple Customers?

Angie K - 2023-07-11 - in Customers

How Do You Distribute a Payment to Multiple Customers?

Within Receipt New or Receipt Allocate, an expander has been added allowing for “Additional Customer Payments.”

Clicking Add Customer Payment allows you to post part of the payment to additional customers.

The screenshot shows the 'Receipt - New Covenant...' form. The 'Additional Customer Payments' section is expanded, showing a table with columns for Customer, Name, and Payment. A red arrow points to the '+ Add Customer Payment' button.

Customer	Name	Payment
Receipt	\$250.00 Previously Allocated	0.00 Allocating \$107.22 Adjusted 0.00 Balance \$142.78

Enter the amount to apply.

The screenshot shows the 'Additional Customer Payments' section with a red box around the 'Customer', 'Name', and 'Payment' fields. The 'Customer' field contains '1002', the 'Name' field contains 'Covenant Clinic', and the 'Payment' field contains '\$142.78'.

Customer	Name	Payment
1002	Covenant Clinic	\$142.78

Payment amounts entered for the additional customers will be posted as “on account.”

The screenshot shows the Receipts table with the 'Type' column highlighted in red. The 'Type' is set to 'On Account'.

Invoice Date	Invoice	Order	Amount	Paid	Balance	Due On Date	Age	Past Due	Terms	Type	Consolidated
08/03/2021		0	\$0.00	\$142.78	(\$142.78)	09/02/2021	0	0	Net 30	On Account	<input type="checkbox"/>

In Receipt Allocate, distribute the unallocated amount to orders, invoices, or general ledger accounts. You may also move all or part of the balance to a different customer account using Add Customer Payment.

Home Receipt - Allocate - Covenant..

Search [] Lists Receipts Allocate

Name	Code	Receipt Type	Receipt Reference	Unallocated	Memo	State/Province	City	Zip
Central City Mercedes	CCM001	Check	multiple	\$200.00		IA	Lincoln	5066
Central State University	CSU			\$0.00		IA	Capital City	5075
Covenant Clinic	1002	Check	5268741	\$142.78		IA	Waterloo	5070

Process Cancel Close

Customer 1002 Covenant Clinic

Posting Date 8/3/2021

Receivables and Orders

Type	Invoice	Order	Due Date	Amount Due	Payment	Balance	Reason	Memo
Invoice	10014	124	9/2/2021	\$2,210.00	0.00	\$2,210.00	(Select)	

General Ledgers

General Ledger	Description	Payment	Memo
+ Add General Ledger			

Additional Customer Payments

Customer	Name	Payment
+ Add Customer Payment		

Receipt	Amount	Previously Allocated	Allocating	Adjusted	Balance
	\$100.00	0.00	0.00	0.00	\$100.00

ASI COMPUTER SYSTEMS 10 Records

Angie (1)