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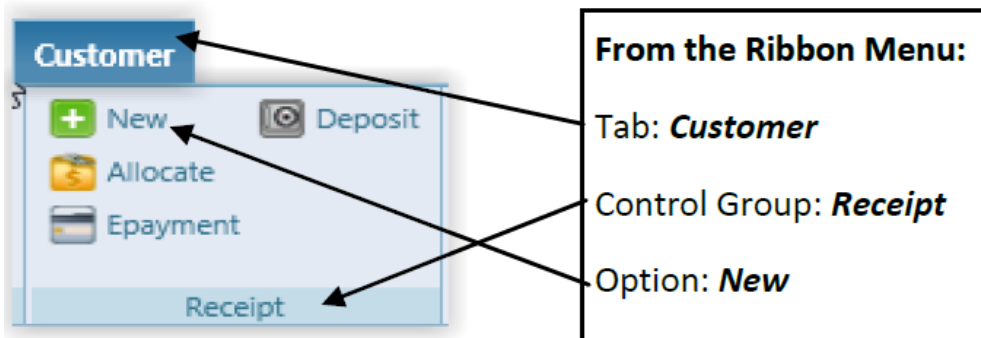
How Do You Process a Corporate Customer Payment Paying Several Customer Resources?

Tammy Mason - 2022-07-18 - in Customers

How Do You Process a Corporate Customer Payment Paying Several Customer Resources?

Short Answer: Using the Additional Customer Payments option under Receipt New.

Explanation: Within Receipt New, enter in the Payment amount in full under the customer making the payment.



Home Receipt - New Covenant.*

Process Cancel Close

Customer: CMC001 Covenant Medical Center

Posting Date: 8/3/2021 Receipt Type: Check

Reference: 5268741 Amount: \$250.00

Memo:

Allocate Receipt

Receivables and Orders

Type	Invoice	Order	Due Date	Amount Due	Payment	Balance	Reason	Memo
Order	0	109	8/3/2021	\$2,200.00	0.00	\$2,200.00	(Select)	
Order	0	120	8/3/2021	\$350.00	0.00	\$350.00	(Select)	
Order	0	122	8/3/2021	\$119.00	0.00	\$119.00	(Select)	
Invoice	10000	99	3/14/2021	\$166.72	0.00	\$166.72	(Select)	
Invoice	10005	103	3/14/2021	(\$11.58)	0.00	(\$11.58)	(Select)	
Invoice	10011	119	5/23/2021	\$107.22	\$107.22	\$0.00	(Select)	
Invoice	10012	119	5/23/2021	\$53.55	0.00	\$53.55	(Select)	

General Ledgers

Additional Customer Payments

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

Under Additional Customer Payments, click Add Customer Payment. Enter the customer and the amount to apply.

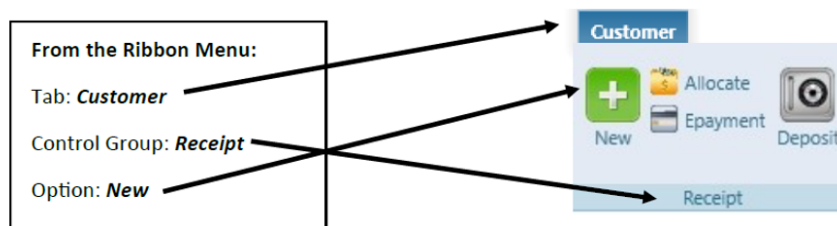
Additional Customer Payments

Customer	Name	Payment
1002	Covenant Clinic	\$142.78
+ Add Customer Payment		
Receipt	\$250.00	Previously Allocated 0.00 Allocating \$250.00 Adjusted 0.00 Balance \$0.00

Note: Payment amounts entered for additional customers will be posted as "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		Net 30	On Account	

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.

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