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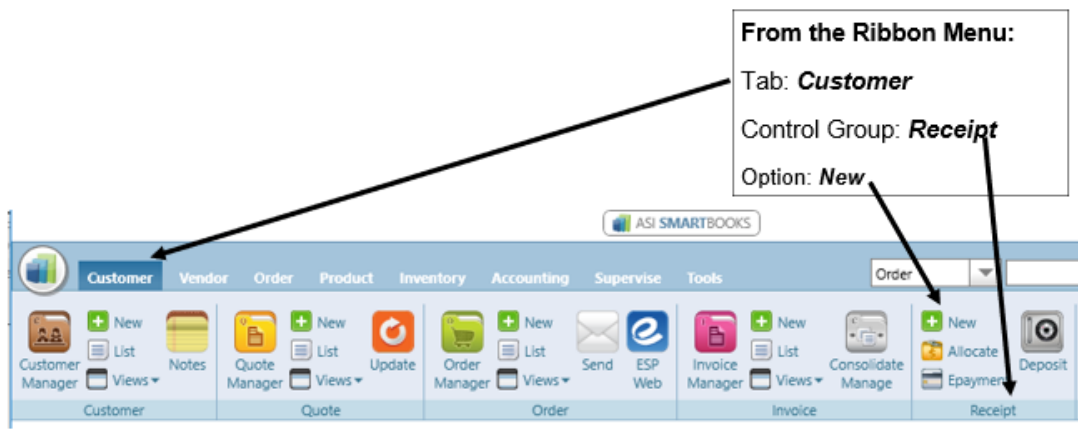
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## How Do You Record a Payment Received from a Customer?

Tammy Mason - 2022-07-18 - in Customers

### How Do You Record a Payment Received from a Customer?

**Short answer: As a New receipt.**



**NOTE: To fully process a customer's payment there are three steps (New, Allocate and Deposit)**

**New:** "New" is always the first required step. Once this is completed, the funds remain on the customer's account and are posted to ledger accounts unallocated receipts and un-deposited funds. **The check number should be put in the Reference field and the Invoice number this check pays should be put in the Memo field.** This will allow you to later see this information on the Deposit Report.

Home Receipt - New Allied I..

Process Cancel Close

Customer 1230 Allied Insurance

Posting Date 10/26/2018 Receipt Type Check

Reference Input Check Number Amount \$400.00

Memo Input Invoice number this check pays

Allocate Receipt

Receivables and Orders

General Ledgers

Reference = Check number  
Memo = Invoice number

**Receipt New** allows you to allocate a customer's payment when you record the receipt of the payment. It is, however, not required that you **allocate** all or any of the **Receipt New** at this time. Not allocating the amount at this time will leave the amount "on account".

**Receipt Allocate** can be completed at the same time the **Receipt New** is entered, OR you have the flexibility to allocate receipts using the icon in the Receipt Group, which allows for a) division of duties, and b) complete deposits before you allocate.