

How do I handle deposits received from customers or payments on account?

- A. You can either create an invoice for the deposit and record the money received as a payment. This will update your VAT for the deposit immediately.
- B. You can record the deposit as a payment on account. One thing to note about payments on account, until you apply them to an invoice they will not be taken into account for VAT. You will be reminded of these payments on account on your dashboard when you login.

To add a deposit or payment on account, go to Sales, Customers, select your customer and click Add Payment under Payment to Account.

The screenshot shows the SortMyBooksOnline.com web application. The top navigation bar includes 'Home', 'Sales', 'Purchases', 'Accounts', and 'Tools'. The 'Sales' menu item is highlighted with a red box. Below the navigation bar is a row of icons for 'Retailer', 'Quotes', 'Invoices', 'Lodgements', 'Timesheets', 'Time Summary', and 'Customers'. The 'Customers' icon is also highlighted with a red box.

The main content area is titled 'Customers and other Sources of Money'. It features a table with columns for 'Name', 'Type', 'Total Due', and 'Email'. Below the table is a 'Financial' tab with options for 'Quick Edit', 'Details', 'Merge', 'Opening Balance', and 'Delete'. The 'Details' view for a customer named 'Bay Computers' is shown, with fields for 'Name', 'Registration Number', 'Country' (Ireland), 'Type' (Customer), 'VAT Exempt' (unchecked), 'VAT Registered' (checked), 'VAT Number', 'National Currency' (Euro), and 'Credit Terms' (30).

At the bottom of the page, a red box highlights the 'Payments to account' section, which includes an 'Add Payment' button.

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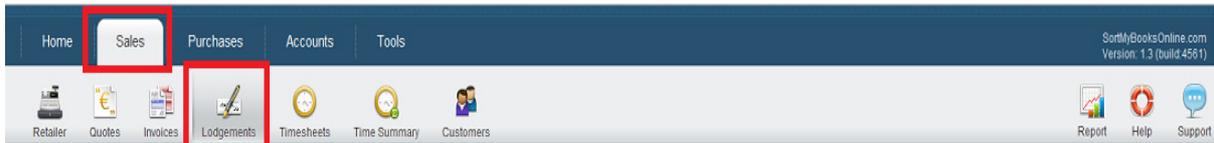
Fill out the Payments on account screen.

Payments to account

Add Payment

Invoice No	Date	Amount	Overpaid	Type	Slip No	Bank Account
<p>Customer Payments on Account</p> <p>Use this section to add any Lodgements made on account by a Customer that weren't for an Invoice that is on the accounts at the time.</p> <p>Examples of such Lodgements might be deposits made by the Customer that will be taken into account at a later date, say when the Goods or Services are delivered. Lodgements entered here can be allocated by clicking on the "Lodgements" icon at the top</p>						
Date:	Type:	Gross:	Bank Account:	+	Reference:	Cheque:
23/02/2012	Cheque	100	AIB Account		Deposit for Furniture	100101
						Save Cancel

You will be able to select this deposit later to allocate to an invoice by clicking on Sales Lodgements
At this point, it will update your VAT liability.



It's great to get paid! Record it here.

Select the customer, the date and enter the amount of money received - the date selected denotes which unpaid or partially paid invoices for the selected customer you will see.

Important Note! Tick the payment on the left that you want to allocate and then tick the invoice(s) on the right that you want to allocate the payment to. Any overpayment or underpayment will be held over for the next time.

There are a range of various How-To's on Lodgements [here](#).

Payments will not be recorded against an invoice unless allocated properly.

Customer: Bay Computers End Date: 23/02/2012

Payments

Add New Payment

selected	Date	Type	Ref	Cheque	Total	Unallocated
<input checked="" type="checkbox"/>	23/02/2012	payment	Deposit for Furniture	100101	100.00	100.00
Total Selected:						0.00

Invoices

selected	Invoice No	Sequence	Date	Due	Gross	Amount Due
<input type="checkbox"/>	54		23/11/2011	23/12/2011	5,675.00	675.00
<input type="checkbox"/>	64		02/01/2012	01/02/2012	242.00	242.00
-	-	-	-	-	5,917.00	917.00

Total Selected: 0.00