

## Allocating a payment to a Customer invoice.

There are two ways of adding a payment to a customer invoice.

Firstly if you have several invoices outstanding for a customer and you have received one payment to pay off these invoices you will proceed as follows:-

Go to Sales and then click on the Lodgments tab

Great Gifts Retail & Wholesale | Change | Alien | Profile | What's new? | Log out

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Retailer | Quotes | Invoices | Lodgments | Timesheets | Time Summary | Customers | Report | Accountant | Help | Support

SortMyBooksOnline.com  
Version: 2.2 (build 0)

It's great to get paid! Record it here.  
There are a range of various How-To's on Lodgments [here](#).  
Payments will not be recorded against an invoice unless allocated properly.

Customer: Classics from Cavan | End Date: 07/10/2014 | Currency: Euro

Payments							Invoices							
selected	Date	Type	Ref	Cheque	Total	Unallocated	selected	Invoice No	Sequence	Date	Due	Gross	Amount Due	
No Records Found							<input type="checkbox"/>	538		16/11/2013	16/11/2013		3,867.00	3,867.00
							<input type="checkbox"/>	550		23/09/2014	23/09/2014		2,072.00	2,072.00
Total Selected: 0.00							Total Selected: 0.00							

Select the Customers name from the dropdown Customer box and set the currency if required.

Click the Add New Payment button.

Great Gifts Retail & Wholesale | Change

Home | Sales | Purchases | Accounts | Tools

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selected	Date	Type	Ref	Cheque
No Records Found				

**Add New Payment**

Date: 07/10/2014 | Currency Id: Euro

Type: | Bank Account: | Invoice No: | Slip No: |

Amount: 0 | EUR Equivalent: |

**Bulk Lodgments for Sales Invoices**

Use this section to add in bulk lodgments for multiple sales invoices. Enter the lodgment details here and then the system will allow you to allocate the payment to multiple sales invoices that are outstanding for that particular Customer. You can also use this section to allocate individual lodgments too if you wish.

Credit Notes that were created manually will also appear here allowing you to allocate them if necessary.

Add the date of the payment, the type of payment, the amount of the payment and the bank account you are putting the money into. Then add the slip/lodgement ref no and click OK

Tick the selected box on the payment and then tick the selected box on the invoice side to show which invoices you want to allocate the payment to, you will notice that the Total Selected balance on the payment section matches the Total Selected balance on the invoice section. Now click the Apply Payment button.

**Payments to suppliers**  
 Keep track of your Suppliers.  
 Select the Supplier, the date and enter the amount of money paid. You will see a list of all unpaid and partially paid Purchase Invoices for that Supplier.  
 Click on the box beside the invoice(s) you want to allocate the payment to. Any over or underpayment will be held over for the next time.

Supplier:  End Date:

Payments							Invoices						
selected	Date	Type	Ref	Chesue	Total	Unallocated	selected	Invoice No	Sequence	Date	Due	Gross	Amount Due
<input checked="" type="checkbox"/>	30/08/2010	payment		500021	356.95	356.95	<input checked="" type="checkbox"/>	44	24/07/2010		23/08/2010	169.40	169.40
							<input checked="" type="checkbox"/>	45	24/08/2010		23/08/2010	187.55	187.55
							<input type="checkbox"/>	46	24/09/2010		24/10/2010	163.35	163.35
							<input type="checkbox"/>	47	24/10/2010		23/11/2010	200.86	200.86
							<input type="checkbox"/>	48	24/11/2010		24/12/2010	100.93	100.93
							<input type="checkbox"/>	49	24/12/2010		23/01/2011	175.45	175.45
							<input type="checkbox"/>	50	24/01/2011		23/02/2011	148.83	148.83
							<input type="checkbox"/>	51	24/02/2011		26/03/2011	154.88	154.88
							<input type="checkbox"/>	52	24/03/2011		23/04/2011	169.40	169.40
							<input type="checkbox"/>	53	24/04/2011		24/05/2011	157.30	157.30
							<input type="checkbox"/>	54	24/05/2011		23/06/2011	151.25	151.25
							<input type="checkbox"/>	55	24/06/2011		24/07/2011	165.77	165.77
								-	-	-	-	2,004.97	2,004.97
<b>Total Selected:</b>						<b>356.95</b>							<b>356.95</b>

The second option , go to Sales and Invoices. Select the invoice you want to add the payment to

**Details** | Payments | Refunds | Recurring | Delete

Customer:  + Invoice No:  Currency:  Exchange Rate:

VAT period:

Date:  Due:

Reference:  Note:

Sequence No:

- add full payment



The currency has been converted through xe.com which updates the currency rates hourly once. The currency rates that is shown on screen denotes the rate when the invoice has been actually created into SMBO. Please refer [xe site](#)

**Details**

Item	Description	Nominal	Quantity	Price	VAT rate	Net	VAT	Job	Gross
Boiler	Super duper boiler	Retail	1	1,500.0000	23%	1,500.00	345.00	Great Gifts Retail & Wholesale	1,845.00
Labour	Installation on site	Irish Goods	5	40.0000	13.5%	200.00	27.00	Great Gifts Retail & Wholesale	227.00
<b>Subtotal:</b>									<b>1700.00</b>
<b>VAT total:</b>									<b>372.00</b>
<b>Profit Margin:</b>									<b>29.41%</b>
<b>Total:</b>									<b>2072.00</b>
<b>Amount due:</b>									<b>€ 2072.00</b>

Then click the Payments button at the top of the screen.

Details **Payments** Refunds Recurring Delete

### New payment for invoice 550

Amount:  Payment Type:  Date:

Due: **0.00 €** Bank Account:  + Slip No:

EUR Equivalent:

Discount:  - Description:  Reference:

**Payment of this Sales Invoice**

This section allows you to quickly record the payment or part payment of this Sales Invoice if you have already received it.

### Previous payments

Date	Type	Slip No	Invoice No	Bank Account	Gross	Overpaid	Recurring	Locked
No Records Found								

### Credit Notes

Date	Invoice No	Gross	Amount Due	Locked	Allocated
No Records Found					

Click on the Due box and this will then put the payment amount in to the Amount box.

Select the type of payment, select the bank account and the date, if you have one put the slip number into the slip number box and then click the Add Payment button.