



Best Practice for Allocating a Payment to a Supplier Invoice

There are two ways to allocate a payment to a supplier invoice.

Method 1: Allocate Payment Using the Payments Tab

If you have a payment that covers multiple supplier invoices, follow these steps:

1. Go to Purchases > Payments.

The screenshot shows the SortMyBooks online interface. At the top, there's a navigation bar with tabs: Home, Sales, Purchases (selected), Accounts, and Tools. Below this is a sub-navigation bar with icons for Purchase Orders, Invoices, Payments (selected), and Suppliers. The main content area is titled "Payments to Suppliers" and includes instructions: "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." Below the instructions, there's a form with a "Supplier" dropdown menu (set to "Bicorn") and an "End Date" field (set to "30/09/2011"). The main area is divided into two sections: "Payments" and "Invoices". The "Payments" section shows a table with columns: selected, Date, Type, Ref, Cheque, Total, and Unallocated. It currently displays "No Records Found" and a "Total Selected: 0.00". The "Invoices" section shows a table with columns: selected, Invoice No, Sequence, Date, Due, Gross, and Amount Due. It lists 11 invoices with their respective details. At the bottom of the "Invoices" table, it shows a "Total Selected: 0.00".

selected	Date	Type	Ref	Cheque	Total	Unallocated
No Records Found						
						Total Selected: 0.00

selected	Invoice No	Sequence	Date	Due	Gross	Amount Due
<input type="checkbox"/>	44	24/07/2010	23/08/2010	169.48	169.48	
<input type="checkbox"/>	45	24/08/2010	23/09/2010	187.55	187.55	
<input type="checkbox"/>	46	24/09/2010	24/10/2010	183.35	183.35	
<input type="checkbox"/>	47	24/10/2010	23/11/2010	200.88	200.88	
<input type="checkbox"/>	48	24/11/2010	24/12/2010	160.93	160.93	
<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
						Total Selected: 0.00

2. In the Supplier dropdown, select the supplier.
3. Click Add New Payment.

Purchase Orders | Invoices | Payments | Suppliers

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.

Supplier: End Date:

Add New Payment

Date: Reference:

Type: Cheque No:

Amount:

Bank Account:

Bulk Payment for Purchase Invoices

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

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

Ok Cancel

selected	Date	Type	Ref	Due
				10 23/08/20
				10 23/09/20
				10 24/10/20
				10 23/11/20
				10 24/12/20
				10 23/01/20
				11 23/02/20

4. Fill in the payment details:
 - Date of payment
 - Type of payment
 - Amount of payment
 - Bank account used for payment
 - Cheque number (if applicable)
5. Click OK.
6. In the payment screen:
 - Tick the Selected box for the payment.
 - Tick the Selected box next to each invoice you want to allocate the payment to.
 - Ensure the Total Selected balance in the payment section matches the invoice section.
7. Click Apply Payment to complete the allocation.

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

Add New Payment

selected	Date	Type	Ref	Cheque	Total	Unallocated
<input checked="" type="checkbox"/>	30/09/2010	payment		500021	356.95	356.95
					Total Selected:	356.95

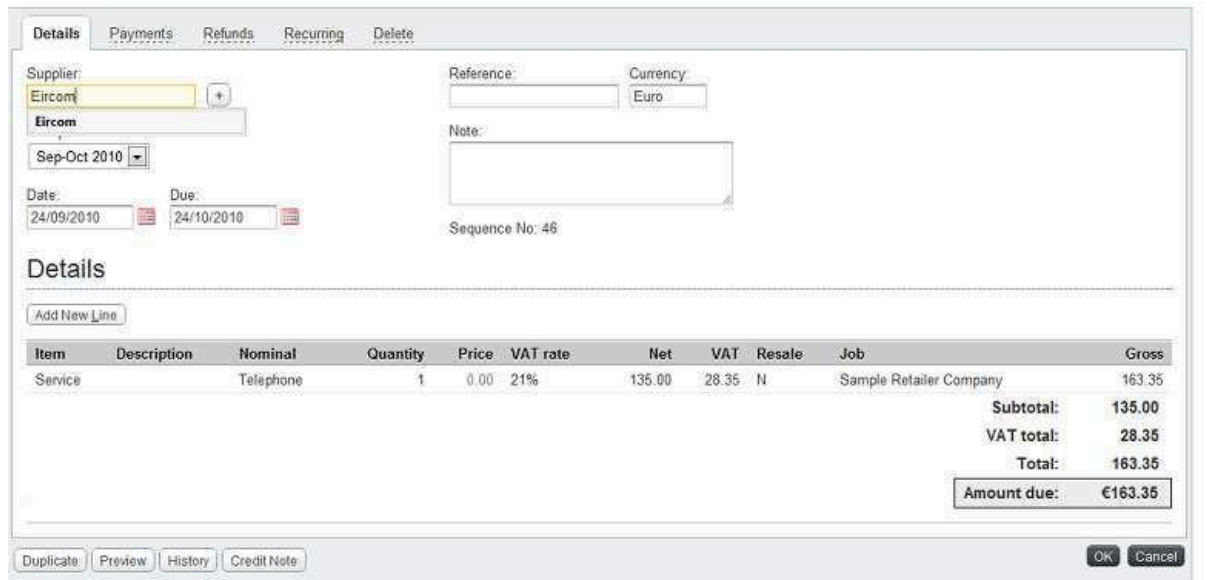
Invoices

selected	Invoice No	Sequence	Date	Due	Gross	Amount Due
<input checked="" type="checkbox"/>	44	24/07/2010	23/08/2010		109.40	109.40
<input checked="" type="checkbox"/>	45	24/08/2010	23/09/2010		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
					Total Selected:	356.95

Apply Payments

Method 2: Allocate Payment Directly from an Invoice

1. Go to Purchases > Invoices.
2. Select the invoice you want to allocate the payment to.



Details | Payments | Refunds | Recurring | Delete

Supplier: **Eircom** | Reference: | Currency: **Euro**

Date: **24/09/2010** | Due: **24/10/2010** | Note: | Sequence No: 46

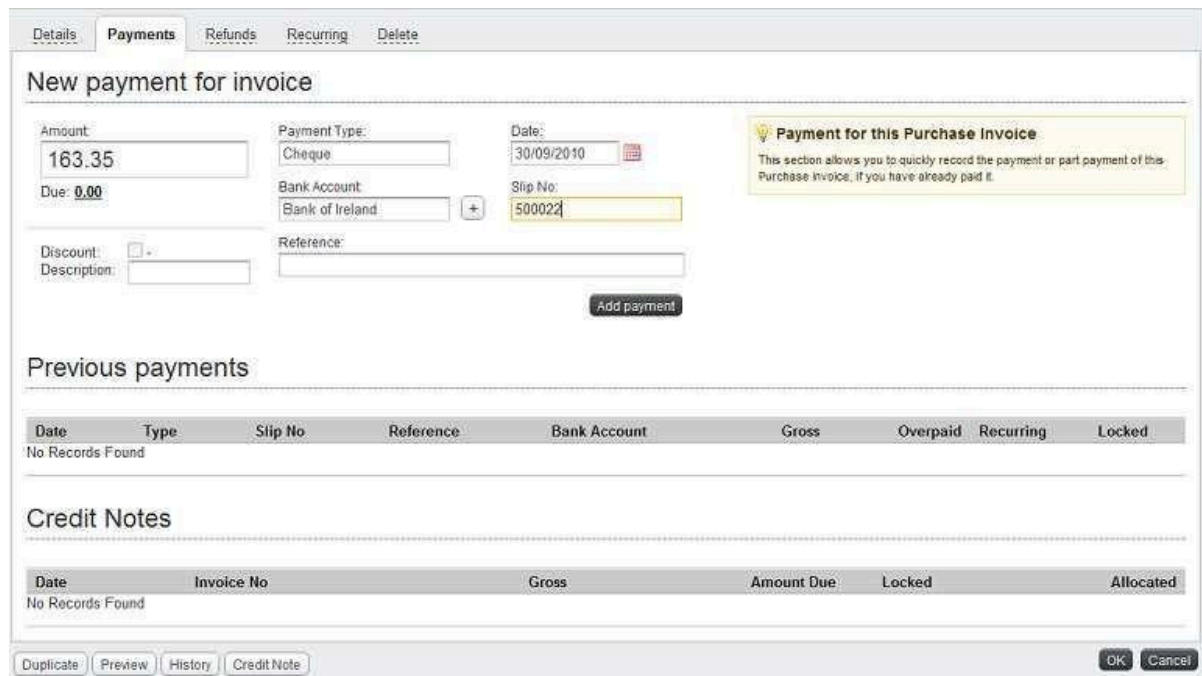
Details

Add New Line

Item	Description	Nominal	Quantity	Price	VAT rate	Net	VAT	Resale	Job	Gross
Service	Telephone		1	0.00	21%	135.00	28.35	N	Sample Retailer Company	163.35
Subtotal:										135.00
VAT total:										28.35
Total:										163.35
Amount due:										€163.35

Duplicate | Preview | History | Credit Note | OK | Cancel

3. Click the Payments button at the top of the screen.



Payments | Details | Refunds | Recurring | Delete

New payment for invoice

Amount: **163.35** | Payment Type: **Cheque** | Date: **30/09/2010**

Due: **0.00** | Bank Account: **Bank of Ireland** | Slip No: **500022**

Discount: ☐ | Description: | Reference: | Add payment

Payment for this Purchase Invoice
This section allows you to quickly record the payment or part payment of this Purchase Invoice, if you have already paid it.

Previous payments

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

Credit Notes

Date	Invoice No	Gross	Amount Due	Locked	Allocated
No Records Found					

Duplicate | Preview | History | Credit Note | OK | Cancel

4. In the payment section:
 - o Enter the payment amount.
 - o Select the Type of payment.



- Choose the Bank Account and Date.
 - Enter the Cheque number in the Slip Number box (if applicable).
5. Click Add Payment to allocate the payment to the invoice.

How to Unallocate a Payment

1) If the payment has NOT been reconciled:

- a) Go to Purchases.
- b) Use the Search tab on the right to find the invoice.
- c) Open the invoice, go to the Payments tab.
- d) Click on the payment line and delete the entry.

Details

Payments

Refunds

Recurring

Delete

New payment for invoice 1072013

You cannot create payment for invoice with 0 amount due.

Previous payments

Date	Type	Slip No	Invoice No	Bank Account	Gross	Overpaid	Recurring	
Date:*	Type:*	Amount:*	Bank Account:*		Reference:			
<div>p1/07/2013</div>	Bank transfer	93.37	Current account					
Cheque/Slip No:								
<div>X Delete this entry</div>								
<div>OKCancel</div>								

Credit Notes

Date	Invoice No	Gross	Amount Due	Allocated
No Records Found				

Duplicate

Preview

History

Add Scanned

OK

Cancel

2) If the payment HAS been reconciled:

- a) Go to Tools > Locks > Reconciliations.
- b) Find the reconciliation period that includes the payment.
- c) Click on the period to reopen it and press OK.
- d) After reopening, go back to the invoice and delete the payment entry as described above.
- e) Close the reconciliation