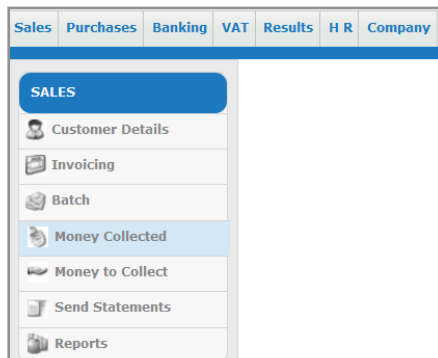


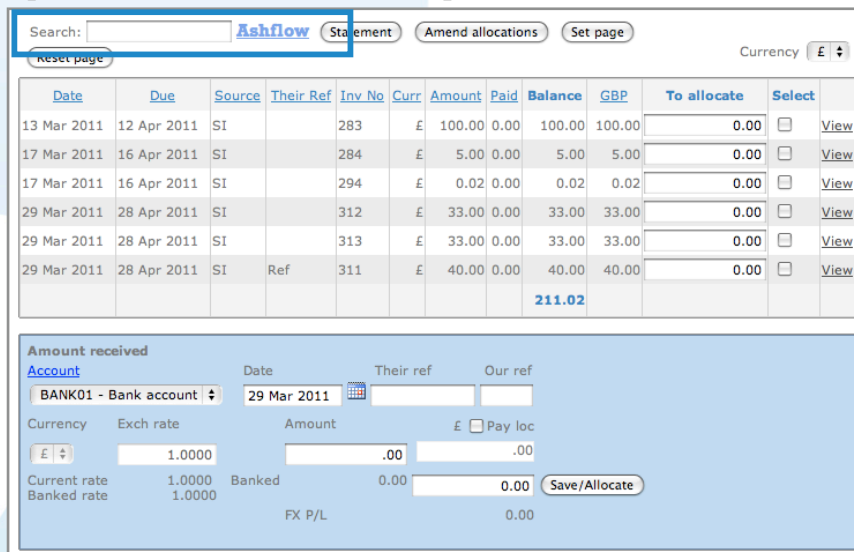
## Collect a Payment

### Allocating a Sales Receipt

Select the **Sales** menu tab at the top of the screen and then choose the **Money Collected** menu option.



Ensure you have the correct customer selected. If not, use the **Search** box at the top of the screen to select the required customer.



The screenshot shows the 'Allocate' screen. At the top, there is a search box containing 'Ashflow' and buttons for 'Statement', 'Amend allocations', and 'Set page'. Below the search box is a table of sales invoices with columns: Date, Due, Source, Their Ref, Inv No, Curr, Amount, Paid, Balance, GBP, To allocate, and Select. The table contains several rows of data, with a total balance of 211.02. Below the table is a form for 'Amount received' with fields for Account (BANK01 - Bank account), Date (29 Mar 2011), Their ref, Our ref, Currency (GBP), Exch rate (1.0000), Amount, and a 'Save/Allocate' button.

Date	Due	Source	Their Ref	Inv No	Curr	Amount	Paid	Balance	GBP	To allocate	Select
13 Mar 2011	12 Apr 2011	SI		283	£	100.00	0.00	100.00	100.00	0.00	<input type="checkbox"/> View
17 Mar 2011	16 Apr 2011	SI		284	£	5.00	0.00	5.00	5.00	0.00	<input type="checkbox"/> View
17 Mar 2011	16 Apr 2011	SI		294	£	0.02	0.00	0.02	0.02	0.00	<input type="checkbox"/> View
29 Mar 2011	28 Apr 2011	SI		312	£	33.00	0.00	33.00	33.00	0.00	<input type="checkbox"/> View
29 Mar 2011	28 Apr 2011	SI		313	£	33.00	0.00	33.00	33.00	0.00	<input type="checkbox"/> View
29 Mar 2011	28 Apr 2011	SI	Ref	311	£	40.00	0.00	40.00	40.00	0.00	<input type="checkbox"/> View
								<b>211.02</b>			

### Definition: Allocation

This screen shows Sales Invoices (SI) that you have entered onto the system. It may also show Sales Receipts (SR) that you have entered. You can enter Sales Receipts, when people pay you, or when you see the money going into your bank account. The system needs you to Allocate or match SIs and SRs together, so that it knows what Receipts are paying for which Invoices. By doing this, the Invoices will then be cleared off this screen, keeping it all as clean and simple as possible.

Tick the **Select** boxes for the Sales Invoice(s) that you have received payment for. You can select as many as you like; they will be added to the total amount.

The total selected amount is displayed in the **Amount** box below.

Search: EX1 **Excel Corp.** **Statement** Amend allocations Set page  
 Reset page Currency: £

Date	Due	Source	Their Ref	Inv No	Curr	Amount	Paid	Balance	GBP	To allocate	Select
25 Mar 2011	25 Mar 2011	SI		310	£	120.00	0.00	120.00	120.00	120.00	<input checked="" type="checkbox"/> View
								120.00			

**Amount received**  
 Account: BANK01 - Bank account Date: 29 Mar 2011 Their ref: Our ref  
 Currency: £ Exch rate: 1.0000 Amount: 120.00 £ Pay loc: 120.00  
 Current rate: 1.0000 Banked: 120.00  
 Banked rate: 1.0000 FX P/L: 0.00 Save/Allocate

In the **Amount received** section below, select the **Bank account** and the **Date** of the Sales Receipt that you are entering. Pressing **full-stop [.]** will enter today's date.

Enter any relevant details in the **Their ref** and **Our ref** boxes.

**Amount received**  
 Account: BANK01 - Bank account Date: 29 Mar 2011 Their ref: Our ref  
 Currency: £ Exch rate: 1.0000 Amount: 120.00 £ Pay loc: 120.00  
 Current rate: 1.0000 Banked: 120.00  
 Banked rate: 1.0000 FX P/L: 0.00 Save/Allocate

Press **Save/ Allocate**. This will generate a Sales Receipt and automatically allocate it against the selected invoices.

If the amount selected was a full payment, the Sales invoice will be removed from the list.

## Entering a part payment

To do a part payment, follow the same process but overwrite the amount you wish to pay in the **To allocate** box.

Search: EX1 **Excel Corp.** Statement Amend allocations Set page Reset page Currency: £

Date	Due	Source	Their Ref	Inv No	Curr	Amount	Paid	Balance	GBP	To allocate	Select
25 Mar 2011	25 Mar 2011	SI		310	£	120.00	0.00	120.00	120.00	60	<input checked="" type="checkbox"/>
								120.00			

**Amount received**

**Account:** BANK01 - Bank account Date: 29 Mar 2011 Their ref:  Our ref:

**Currency:** £ **Exch rate:** 1.0000 **Amount:** 60.00 **Pay loc:**

Current rate: 1.0000 Banked: 60.00 **Save/Allocate**

Banked rate: 1.0000 **FX P/L:** 0.00

Pressing **Save/ Allocate** will then take the selected amount off the Sales invoice. For example, in the screenshot the sales invoice was for £120, £60 was allocated to it, and £60 now remains on the invoice.

Date	Due	Source	Their Ref	Inv No	Curr	Amount	Paid	Balance	GBP	To allocate	Select
25/03/2011	25/03/2011	SI		310	£	120.00	60.00	60.00	60.00	0.00	<input type="checkbox"/>
								60.00			

## Entering an unallocated Sales Receipt

To enter a Sales Receipt without allocating it to a Sales Invoice, simply enter the details and **Amount** in the **Amount received** section below.

Search: EX1 **Excel Corp.** Statement Amend allocations Set page Reset page Currency: £

Date	Due	Source	Their Ref	Inv No	Curr	Amount	Paid	Balance	GBP	To allocate	Select
25/03/2011	25/03/2011	SI		310	£	120.00	60.00	60.00	60.00	0.00	<input type="checkbox"/>
								60.00			

**Amount received**

**Account:** BANK01 - Bank account Date: 29 Mar 2011 Their ref:  Our ref:

**Currency:** £ **Exch rate:** 1.0000 **Amount:**  **Pay loc:**

Current rate: 1.0000 Banked: 60.00 **Save/Allocate**

Banked rate: 1.0000 **FX P/L:** 0.00

Press **Save/ Allocate** and it will appear as a sales receipt (SR) above.

Date	Due	Source	Their Ref	Inv No	Curr	Amount	Paid	Balance	GBP	To allocate	Select
25/03/2011	25/03/2011	SI		310	£	120.00	60.00	60.00	60.00	0.00	<input type="checkbox"/> View
29/03/2011		SR		20110329 163148/	£	-60.00	0.00	-60.00	-60.00	0.00	<input type="checkbox"/> View
								0.00			

To allocate the sales receipt to a sales invoice, tick the **Select** boxes next to the corresponding invoice and receipt. You can select as many receipts and invoices as required. The **Amount** field below should equal zero. Press the **Save/ Allocate** button below and they will allocate and disappear from the list.

Date	Due	Source	Their Ref	Inv No	Curr	Amount	Paid	Balance	GBP	To allocate	Select
25/03/2011	25/03/2011	SI		310	£	120.00	60.00	60.00	60.00	60.00	<input checked="" type="checkbox"/> View
29/03/2011		SR		20110329 163148/	£	-60.00	0.00	-60.00	-60.00	-60.00	<input checked="" type="checkbox"/> View
								0.00			

**Amount received**

Account: BANK01 - Bank account    Date: 29 Mar 2011    Their ref:    Our ref:   

Currency: £    Exch rate: 1.0000    Amount: .00    £     Pay loc    .00

Current rate: 1.0000    Banked: 0.00    0.00    **Save/Allocate**

Banked rate: 1.0000    FX P/L: 0.00