Receipts and Allocations

refers to:
client form → accounts tab

Receipts and Allocations are done through the **Accounts** tab on the **Client** form.

- Use the **Payment** buttons to enter a receipt.
- Complete the top section with the details of the receipt. The Unallocated field shows how much of the receipt is still to be allocated.
- **Auto-allocate** will allocate the receipt to the top invoice in the list.
- To enter a **manual allocation** go to the cell in the **Allocate** column and enter the amount to be allocated to that transaction. If it is for the full amount just tick the **Allocated** box.
- When the details are entered **Post** will complete the transaction.
- The **Pin icon** is for fixing a date when you are dealing with several accounts actions to be done. If you change the date to something other than today and depress the pin, all future transactions, while you are logged in in this session, will be brought up with that date and the pin depressed.

Other Accounts Actions

- Use the **Refund** button to enter a refund sent to the client.
- Use the **Allocation** button to allocate receipts or credits against outstanding invoices.
- Use the **Journal** button for a journal entry.

Back to Online Users Guide
Back to Accounts / Payroll

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