

How to add a Sales Ledger Payment (and Reconcile to Sales Invoices)

Procedure

1. To add a customer's payment to SQLWorks, go 'Sales Ledger' in 'Accounts.'
2. **Select the customer's Sales Account** from the list.
3. Click on the 'Transactions' Tab.
4. Click on 'New Receipt' button.



5. Type a payment reference (eg: BACS / BGC) or Cheque number in the 'Cheque' field. **This will be the reference for this receipt.**
6. Type the total Sum received in **the 'Receipt Amount' field** (or click the red box to automatically enter the full amount currently outstanding on that customer's account.)



7. **Below you will see a list of this customer's outstanding invoices. To reconcile amounts to these invoices** either type a sum (or part sum) in that **line's 'Allocate' box**, or click the red button / **type 'a'** to allocate the full amount owed.

You do not need to reconcile the entire value of the payment in one go, and payments can be saved in full or in part for reconciliation later.

SQLWorks will not allow you to allocate more money to pay outstanding invoices than the total of **the payment's 'Receipt Amount'**.

# Procedures

SQLWorks 2012 - Sales Ledger Receipt

Save & Close Cancel

Sales Invoice Address

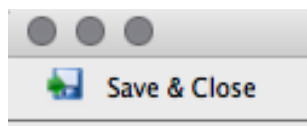
Company Name  
Name  
Address 1  
Address 2  
Address 3  
Town  
County  
Postcode/Countr  
Telephone No.  
Fax No.

Details X-Ref Data Notes

Pay Slip Ref: 003839  
Bank Account: 3 £ Co-op Current Account  
Fx Currency: 0 £ 1.000000 3,476.00  
Date: 23 Feb 2017  
Receipt Amount: 3476.00  
Prev Allocated: 0.00  
Remaining To Alloc: 270.25  
Settlement Disc: 0.00  
Cheque  
Bank Name  
A/c No  
Sort Code  
Chq Cash Trans  
Variance: 0.00 -ve = loss, +ve = gain

Reference	Dispute	Tx Date	Fx	Exch Rate	VAT	Amnt (inc)	Allocated	To Pay	Allocate	All	St	Take	Allowed	Variance	Settlement Date
017178	<input type="checkbox"/>	16 Nov 2016	£	1.000000	302.40	1814.40	53.93	1760.47	1760.47	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	
017211	<input type="checkbox"/>	30 Nov 2016	£	1.000000	21.80	130.80	0.00	130.80	130.80	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	
017232	<input type="checkbox"/>	1 Dec 2016	£	1.000000	77.00	462.00	0.00	462.00	462.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	
017273	<input type="checkbox"/>	1 Dec 2016	£	1.000000	142.08	852.48	0.00	852.48	852.48	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	
017250	<input type="checkbox"/>	13 Dec 2016	£	1.000000	294.27	1765.60	0.00	1765.60	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	
017301	<input type="checkbox"/>	1 Jan 2017	£	1.000000	1801.80	10810.80	7207.20	3603.60	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	
017302	<input type="checkbox"/>	1 Jan 2017	£	1.000000	41.99	251.96	83.99	167.97	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	
017415	<input type="checkbox"/>	17 Jan 2017	£	1.000000	77.00	462.00	0.00	462.00	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	
017419	<input type="checkbox"/>	25 Jan 2017	£	1.000000	11.80	70.80	0.00	70.80	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	
017471	<input type="checkbox"/>	10 Feb 2017	£	1.000000	77.00	462.00	0.00	462.00	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	

8. When finished, click 'Save and Close' to save the payment.



9. Your payment will now be reconciled to the chosen invoices, and the 'balance' outstanding on these invoices will be reduced to reflect this.

BGC06853	£	1,419.60	0.00	Pay
017183	£	1,419.60	0.00	Inv