CASHMANAGER Smart Accounting Software
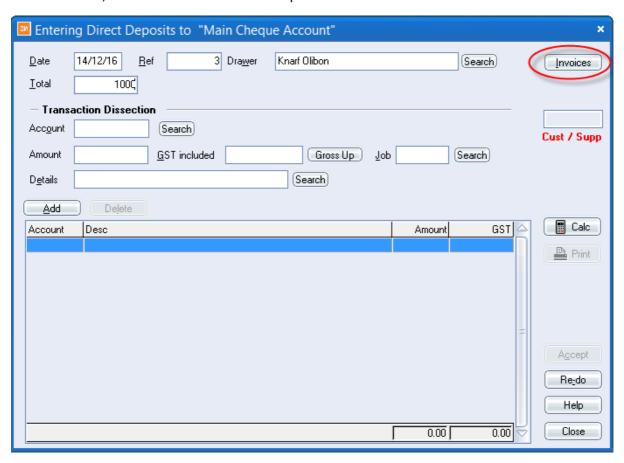
Matching Transactions

Matching a transaction is when you match a **Customer Deposit** to a **Customer Invoice** or match a **Payment** to a **Supplier Invoice**.
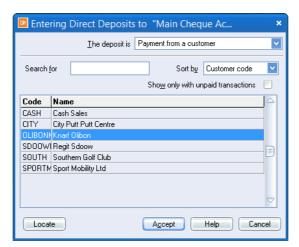
Customer Matching Transactions

To **'Match'** a customer payment to an invoice there are two recommended methods:

1. **Deposit or Direct Deposit**
    *   When entering a Deposit (or Direct Deposit) in the 'Entering Deposits To...' screen, enter the date of the transaction, drawer and the total of the deposit then click on the 'Invoices' button.
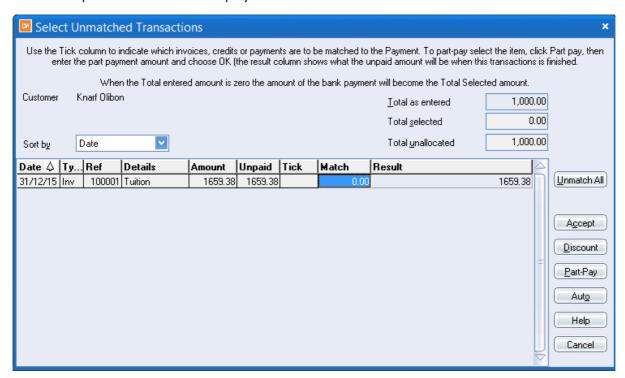

*   Select your customer and click "Accept".

- A list of 'Unpaid' invoices will be displayed.

- From here, **tick** the unpaid invoice, choose "**Accept"** to pay fully or **'Part Pay'** and enter the amount that is being paid.

- You will then be directed back to the Deposit screen, so select "**Accept"** again. Now you have **Matched** your **Deposit to the Invoice**

2. **From within the Customer Invoicing Area**

If you have already allocated a Deposit to a customer account, but not allocated it to an actual invoice then from the Customer Invoicing screen you can match the deposit to the invoice using the following method:

- o In Customer Invoicing screen, select a particular customer.
- o In the 'Select' column tick the Deposit and tick the corresponding invoice. Click on the 'Match' button.

Customer Invoicing

Show: All Customers   Search   Sort by: Code   [Check Bal]
Display transactions: Unpaid Only   Total owing: 41,886.90

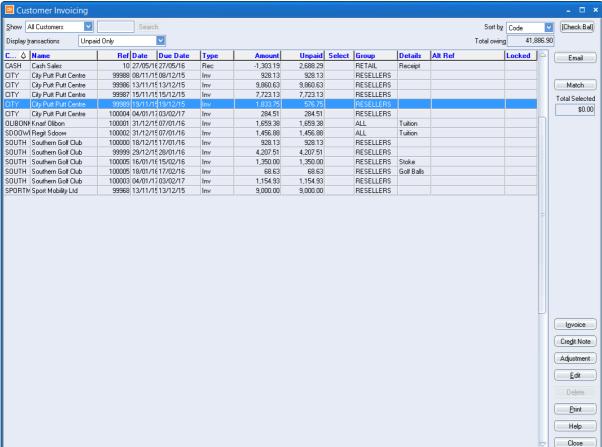| C... △	Name	Ref	Date	Due Date	Type	Amount	Unpaid	Select	Group	Details	Alt Ref	Locked
CASH	Cash Sales	10	27/05/16	27/05/16	Rec	-1,303.19	2,688.29		RETAIL	Receipt		
CITY	City Putt Putt Centre	99988	08/11/15	08/12/15	Inv	928.13	928.13		RESELLERS			
CITY	City Putt Putt Centre	99986	13/11/15	13/12/15	Inv	9,860.63	9,860.63		RESELLERS			
CITY	City Putt Putt Centre	99987	15/11/15	15/12/15	Inv	7,723.13	7,723.13		RESELLERS			
CITY	City Putt Putt Centre	99989	19/11/15	19/12/15	Inv	1,833.75	1,833.75	✓	RESELLERS			
CITY	City Putt Putt Centre	2	05/04/16	05/04/16	Rec	-1,257.00	-1,257.00	✓	RESELLERS	Receipt		
CITY	City Putt Putt Centre	100004	04/01/17	03/02/17	Inv	284.51	284.51		RESELLERS			
OLIBONK	Knarf Olibon	100001	31/12/15	07/01/16	Inv	1,659.38	1,659.38		ALL	Tuition		
SDOOW	Regit Sdoow	100002	31/12/15	07/01/16	Inv	1,456.88	1,456.88		ALL	Tuition		
SOUTH	Southern Golf Club	100000	18/12/15	17/01/16	Inv	928.13	928.13		RESELLERS			
SOUTH	Southern Golf Club	99999	29/12/15	28/01/16	Inv	4,207.51	4,207.51		RESELLERS			
SOUTH	Southern Golf Club	100005	16/01/16	15/02/16	Inv	1,350.00	1,350.00		RESELLERS	Stoke		
SOUTH	Southern Golf Club	100005	18/01/16	17/02/16	Inv	68.63	68.63		RESELLERS	Golf Balls		
SOUTH	Southern Golf Club	100003	04/01/17	03/02/17	Inv	1,154.93	1,154.93		RESELLERS			
SPORTM	Sport Mobility Ltd	99968	13/11/15	13/12/15	Inv	9,000.00	9,000.00		RESELLERS			

Email   Match   Total Selected $576.75

Invoice   Credit Note   Adjustment   Edit   Delete   Print   Help   Close

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Customer Invoicing

Show: All Customers   Search   Sort by: Code   [Check Bal]
Display transactions: Unpaid Only   Total owing: 41,886.90

C... △	Name	Ref	Date	Due Date	Type	Amount	Unpaid	Select	Group	Details	Alt Ref	Locked
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CITY	City Putt Putt Centre	99987	15/11/15	15/12/15	Inv	7,723.13	7,723.13		RESELLERS			
CITY	City Putt Putt Centre	99989	19/11/15	19/12/15	Inv	1,833.75	576.75		RESELLERS			
CITY	City Putt Putt Centre	100004	04/01/17	03/02/17	Inv	284.51	284.51		RESELLERS			
OLIBONK	Knarf Olibon	100001	31/12/15	07/01/16	Inv	1,659.38	1,659.38		ALL	Tuition		
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SOUTH	Southern Golf Club	99999	29/12/15	28/01/16	Inv	4,207.51	4,207.51		RESELLERS			
SOUTH	Southern Golf Club	100005	16/01/16	15/02/16	Inv	1,350.00	1,350.00		RESELLERS	Stoke		
SOUTH	Southern Golf Club	100005	18/01/16	17/02/16	Inv	68.63	68.63		RESELLERS	Golf Balls		
SOUTH	Southern Golf Club	100003	04/01/17	03/02/17	Inv	1,154.93	1,154.93		RESELLERS			
SPORTM	Sport Mobility Ltd	99968	13/11/15	13/12/15	Inv	9,000.00	9,000.00		RESELLERS			

Email   Match   Total Selected $0.00

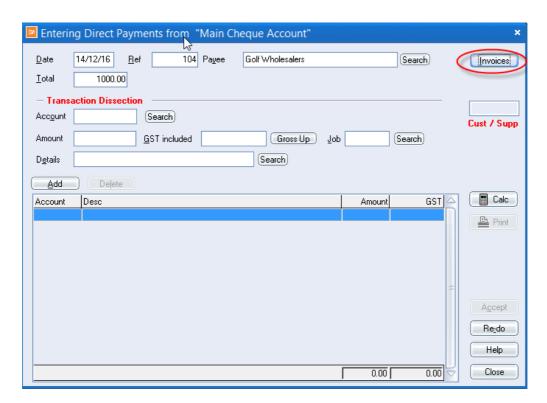Invoice   Credit Note   Adjustment   Edit   Delete   Print   Help   Close

As Per the above Image, when there needs to be a Part Payment allocated, the payment will be automatically allocated. This depends on if it is an over payment or and underpayment of the amount owing for that invoice. The system will allocate the amount left into the correct field.

Supplier Matching Transactions

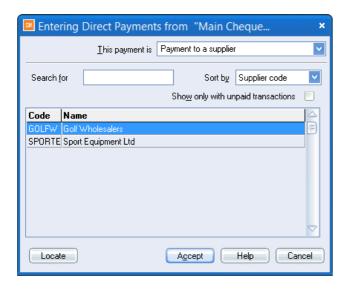To **'Match' a** supplier payment to an invoice there are two recommended methods:

1. **Cheque, Direct Payment or EFT;**
   - When you are paying a supplier from either of the methods above 'Entering Direct Payment To' or in the case of a Cheque, 'Entering Cheques To' and in the case of an EFT payment when entering a part of an EFT transaction screen. Select your supplier and enter the total of what you want to pay and click "Invoices"

- Select your supplier and click "Accept"

A list of 'Unpaid' invoices will be displayed. These are your outstanding supplier invoices.

From here tick the invoice (or invoices) that you are paying (outstanding supplier invoices), choose "Accept" to pay fully or 'Part Pay' and enter the part payment amount that is being paid.
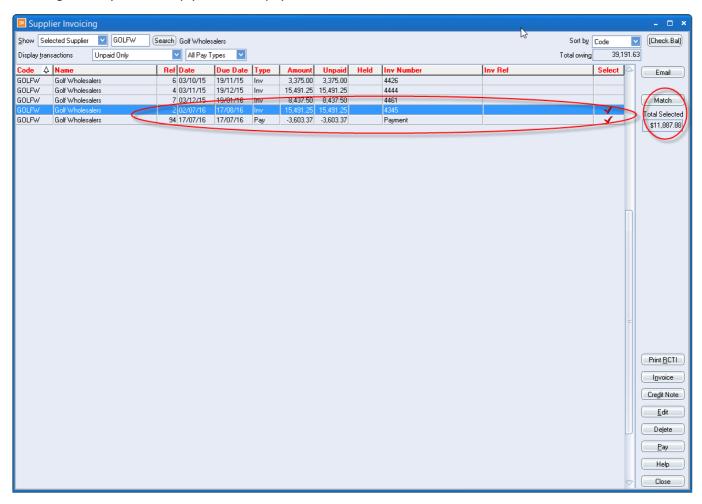
You will be then directed back to the Direct Pay or Cheque dialogue box and click on "Accept" again.

2. **From within the Supplier Invoicing Area;**

If you have already allocated a payment to a supplier, but not allocated it to an actual invoice then from the Supplier Invoicing screen you can simply match the payment to the invoice

Within the same screen choose the particular supplier only (by selecting the "show" field and choose the supplier you wish to work with) and display 'Unpaid only'. In the 'Select' column tick the Payment and tick the Invoice. Click on the 'Match' button. The Payment is now applied to the invoice. Any of the balances either from payment or from invoice will be allocated as needed