

## 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.

The screenshot shows the 'Entering Direct Deposits to "Main Cheque Account"' window. The 'Date' field is set to 14/12/16, 'Ref' is 3, and 'Drawer' is Knarf Olibon. The 'Total' field is 100.00. The 'Invoices' button is circled in red. Below the 'Transaction Dissection' section, there are fields for 'Account', 'Amount', 'GST included', 'Gross Up', and 'Job'. The 'Details' field is also present. At the bottom, there are 'Add' and 'Delete' buttons. A table with columns 'Account', 'Desc', 'Amount', and 'GST' is visible. On the right side, there are buttons for 'Cust / Supp', 'Calc', 'Print', 'Accept', 'Re-do', 'Help', and 'Close'.

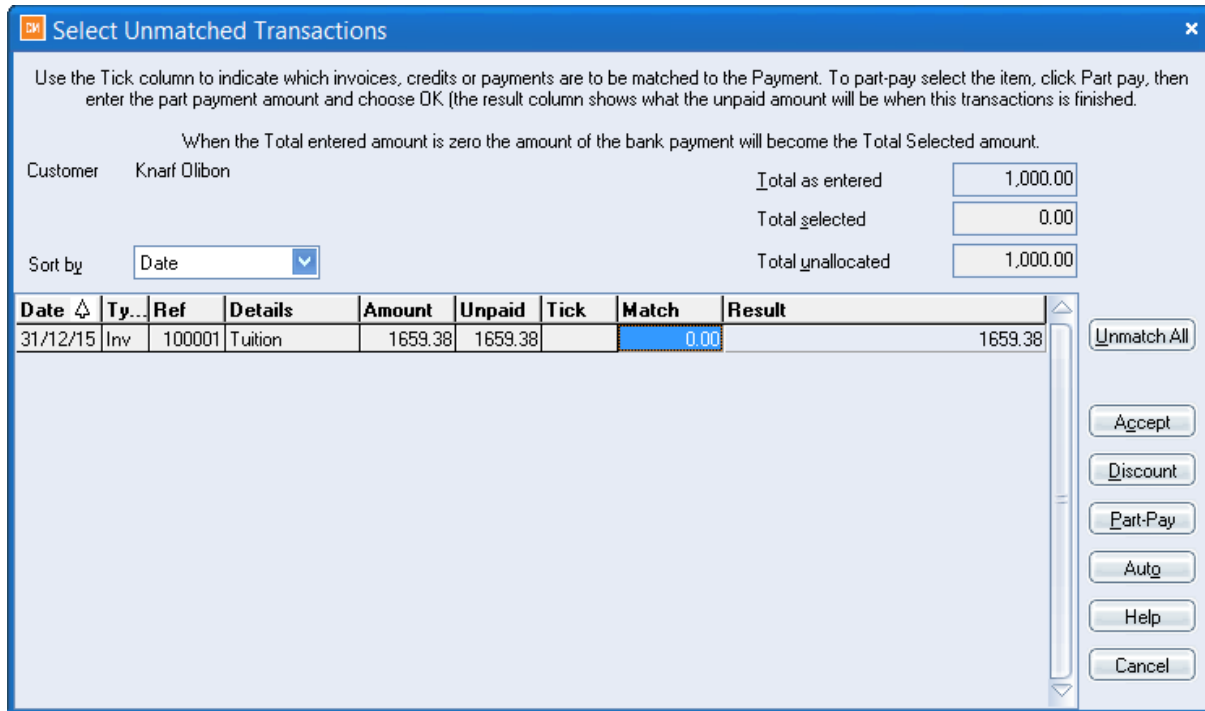
- Select your customer and click "Accept".

The screenshot shows the 'Entering Direct Deposits to "Main Cheque Ac..."' window. The 'The deposit is' dropdown is set to 'Payment from a customer'. The 'Search for' field is empty, and 'Sort by' is set to 'Customer code'. The 'Show only with unpaid transactions' checkbox is unchecked. A list of customers is displayed:

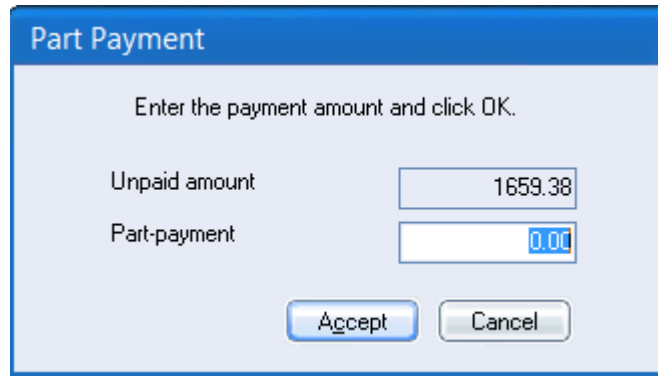
Code	Name
CASH	Cash Sales
CITY	City Putt Putt Centre
OLIBON	Knarf Olibon
SD00W	Regit Sdoow
SOUTH	Southern Golf Club
SPORTM	Sport Mobility Ltd

At the bottom, there are buttons for 'Locate', 'Accept', 'Help', and 'Cancel'.

- 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:

- In Customer Invoicing screen, select a particular customer.
- 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		
SDOOOW	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			

Match  
Total Selected \$576.75

Invoice  
Credit Note  
Adjustment  
Edit  
Delete  
Print  
Help  
Close

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	99988	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		
SDOOOW	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			

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"

Entering Direct Payments from "Main Cheque Account"

Date: 14/12/16 Ref: 104 Payee: Golf Wholesalers Search Invoices

Total: 1000.00

— Transaction Dissection —

Account Search

Amount GST included Gross Up Job Search

Details Search

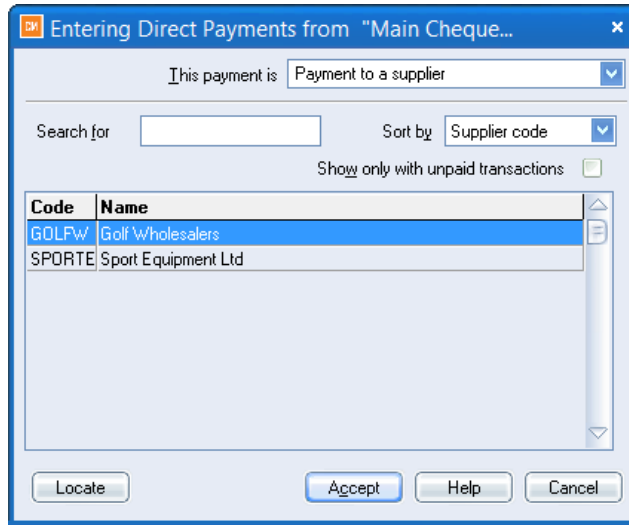
Add Delete

Account	Desc	Amount	GST

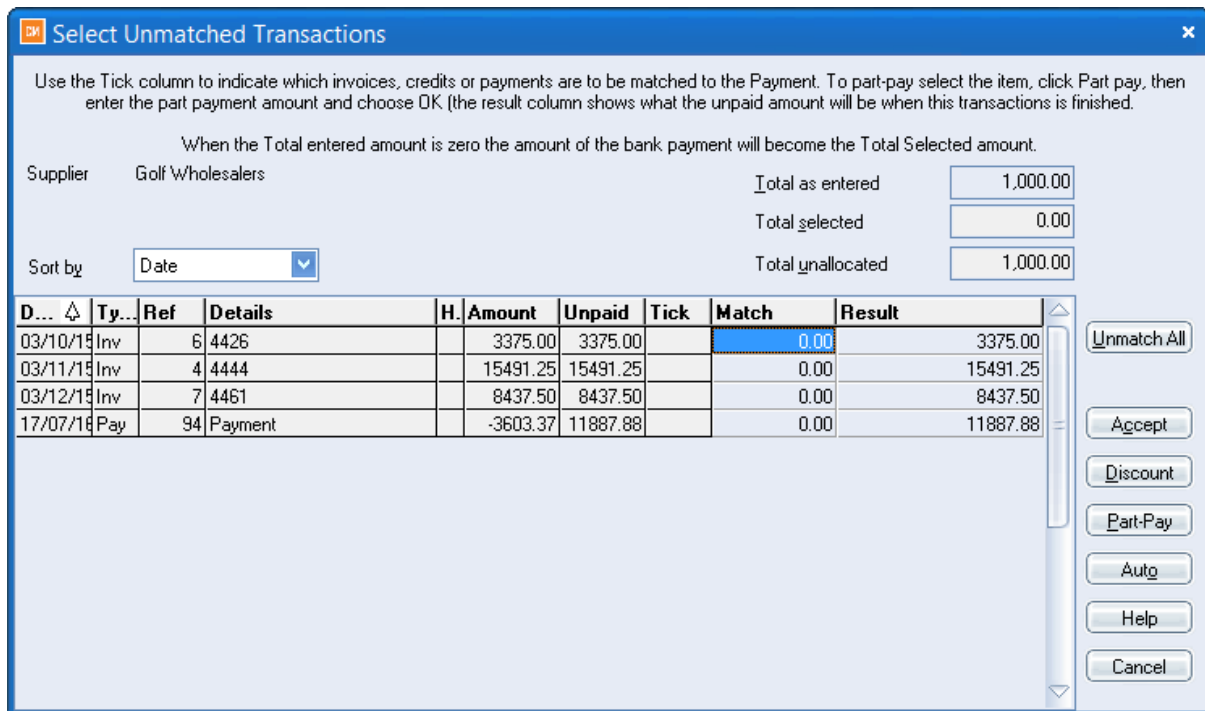
0.00 0.00

Calc Print Accept Re-do Help Close

- 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.

Part Payment

Enter the payment amount and click OK.

Unpaid amount

Part-payment

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

Supplier Invoicing

Show Selected Supplier GOLFW Search Golf Wholesalers Sort by Code [Check Ball]

Display transactions Unpaid Only All Pay Types Total owing 39,191.63

Code	Name	Ref	Date	Due Date	Type	Amount	Unpaid	Held	Inv Number	Inv Ref	Select
GOLFW	Golf Wholesalers	6	03/10/15	19/11/15	Inv	3,375.00	3,375.00		4426		
GOLFW	Golf Wholesalers	4	03/11/15	19/12/15	Inv	15,491.25	15,491.25		4444		
GOLFW	Golf Wholesalers	7	03/12/15	19/01/16	Inv	8,437.50	8,437.50		4461		
GOLFW	Golf Wholesalers	2	02/07/16	17/08/16	Inv	15,491.25	15,491.25		4345		<input checked="" type="checkbox"/>
GOLFW	Golf Wholesalers	94	17/07/16	17/07/16	Pay	-3,603.37	-3,603.37		Payment		<input checked="" type="checkbox"/>

Match

Total Selected \$11,887.88

Print BCTI

Invoice

Credit Note

Edit

Delete

Pay

Help

Close

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