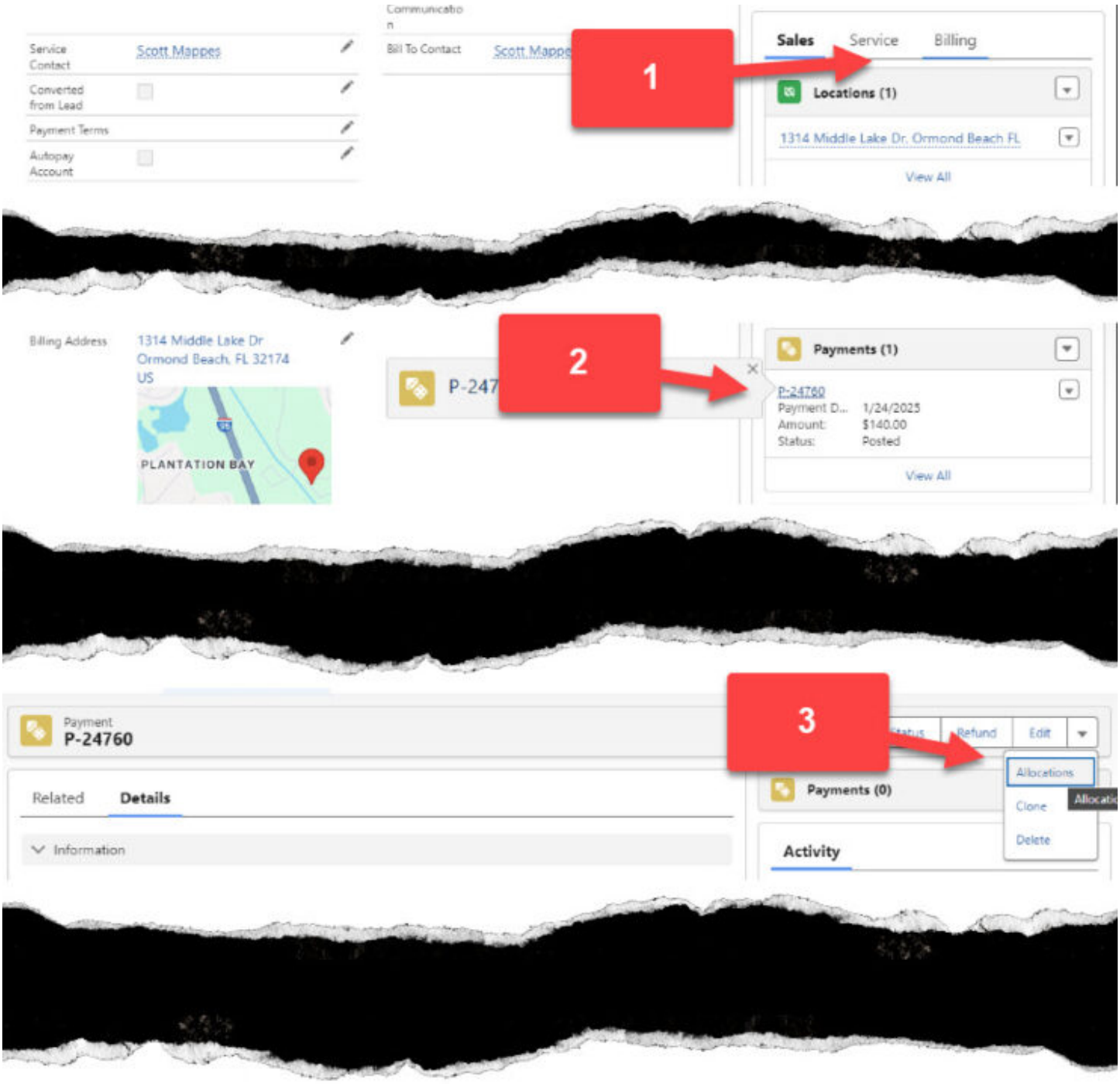
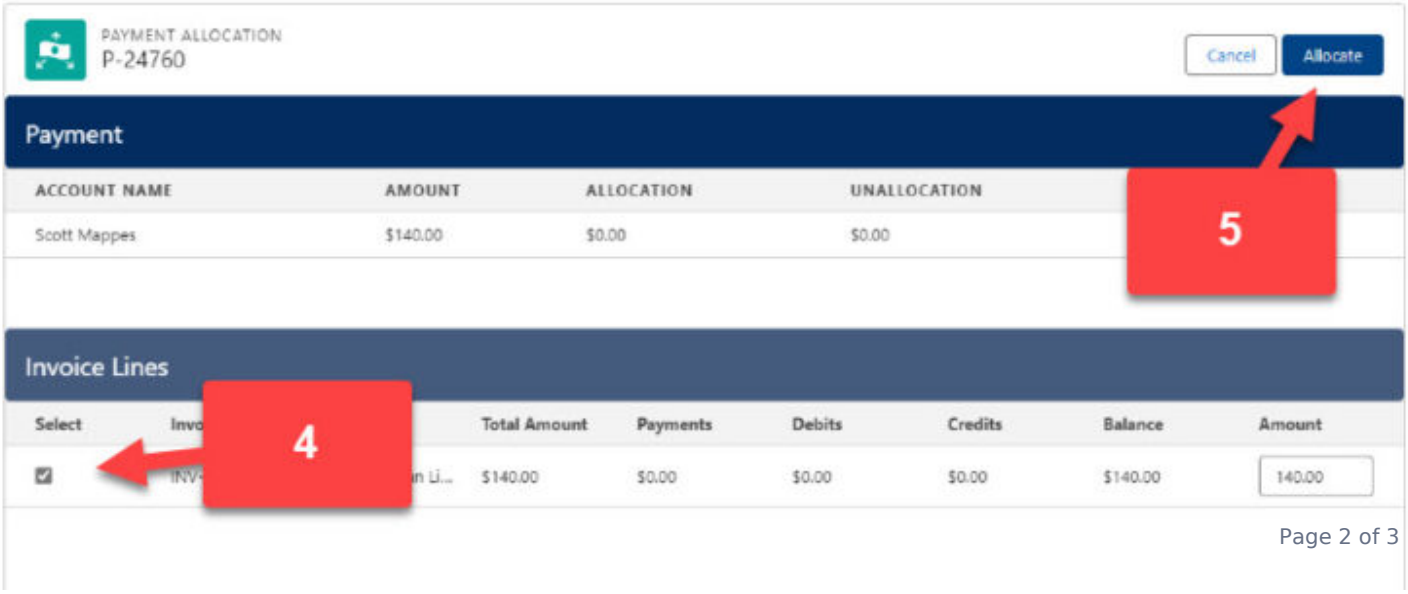
QRG PAY.7 – Allocating A Payment

Quick Reference Guides · https://milo.masseyservices.com/docs/qrg-pay-7-allocating-a-payment/

Allocating A Payment

1. From the customer's account select the Billing tab
2. Click on the payment that will be allocated
3. From the Payment use the drop down arrow on the top right of the screen and select Allocations
4. From the Payment Allocation screen select the invoice to apply the payment to and enter the payment value in the Amount box
5. Click Allocate at the top of the screen


Service Contact
Scott Mappes
Converted from Lead
Payment Terms
Autopay Account
Communicatio n
Bill To Contact
Scott Mappe
1
Sales
Service
Billing
Locations (1)
1314 Middle Lake Dr, Ormond Beach FL
View All
Billing Address
1314 Middle Lake Dr
Ormond Beach, FL 32174
US
PLANTATION BAY
P-247
2
Payments (1)
P-24760
Payment D...
1/24/2025
Amount:
$140.00
Status:
Posted
View All
Payment
P-24760
3
Refund
Edit
Allocations
Clone
Delete
Related
Details
Information
Payments (0)
Activity


PAYMENT ALLOCATION
P-24760
Cancel
Allocate
Payment
ACCOUNT NAME
AMOUNT
ALLOCATION
UNALLOCATION
Scott Mappes
$140.00
$0.00
$0.00
5
Invoice Lines
Select
Total Amount
Payments
Debits
Credits
Balance
Amount
4
$140.00
$0.00
$0.00
$0.00
$140.00
140.00

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