QRG PAY.7 – Allocating a Payment

1. From the customers 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