

# Allocate

Payment > Allocate

Inserted

Client: XYZ Foundation

Payment: 1000112\_16/04/2019\_1000.0\_-1

Active

Invoice: [magnifying glass icon]

Amount: 0.00

Write-off Amount: 0.00

Organization: [dropdown]

Invoice Amt: 0.00

Discount Amount: 0.00

Over/Under Payment: 0.00

Reference

Remaining Amt: 1,000.00

Allocation Line: [dropdown]

## Critical Fields:

1. Invoice: Select the Invoice number to allocate against the payment.
3. Invoice Amt: Invoice amount will populate from the selected invoice.
4. Amount: The amount going to payment against the payment.

## Critical & one-time setup fields:

1. Organization: This field is used to select the organization

## Non-Critical Fields:

1. Discount Amount: This field help us to maintain the discount amount received from invoice amt.
2. Write-off Amount: If the invoice amount is not received use this field to write off the amount as uncollectible.
3. Over/Under Payment: To maintain the unallocated or partial amount
4. Remaining Amt: This field shows the balance amount to be paid.

## Zoom conditions:

## Customization:

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Revision #2

Created Mon, May 18, 2020 7:30 PM by [Vijayakumar S](#)

Updated Wed, Aug 9, 2023 12:22 AM by [Harishprabu G](#)