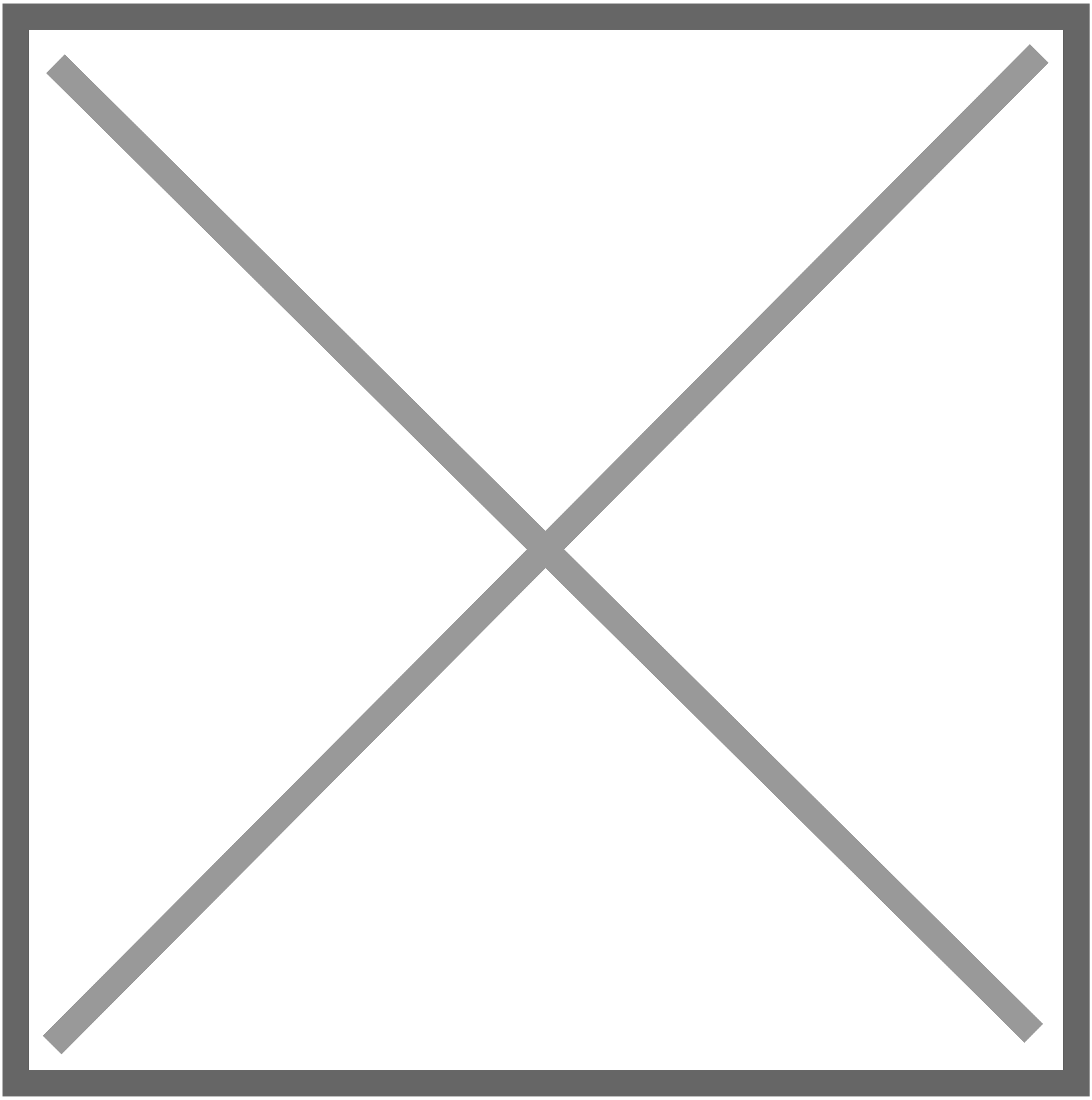
# Cashbook Line Allocations

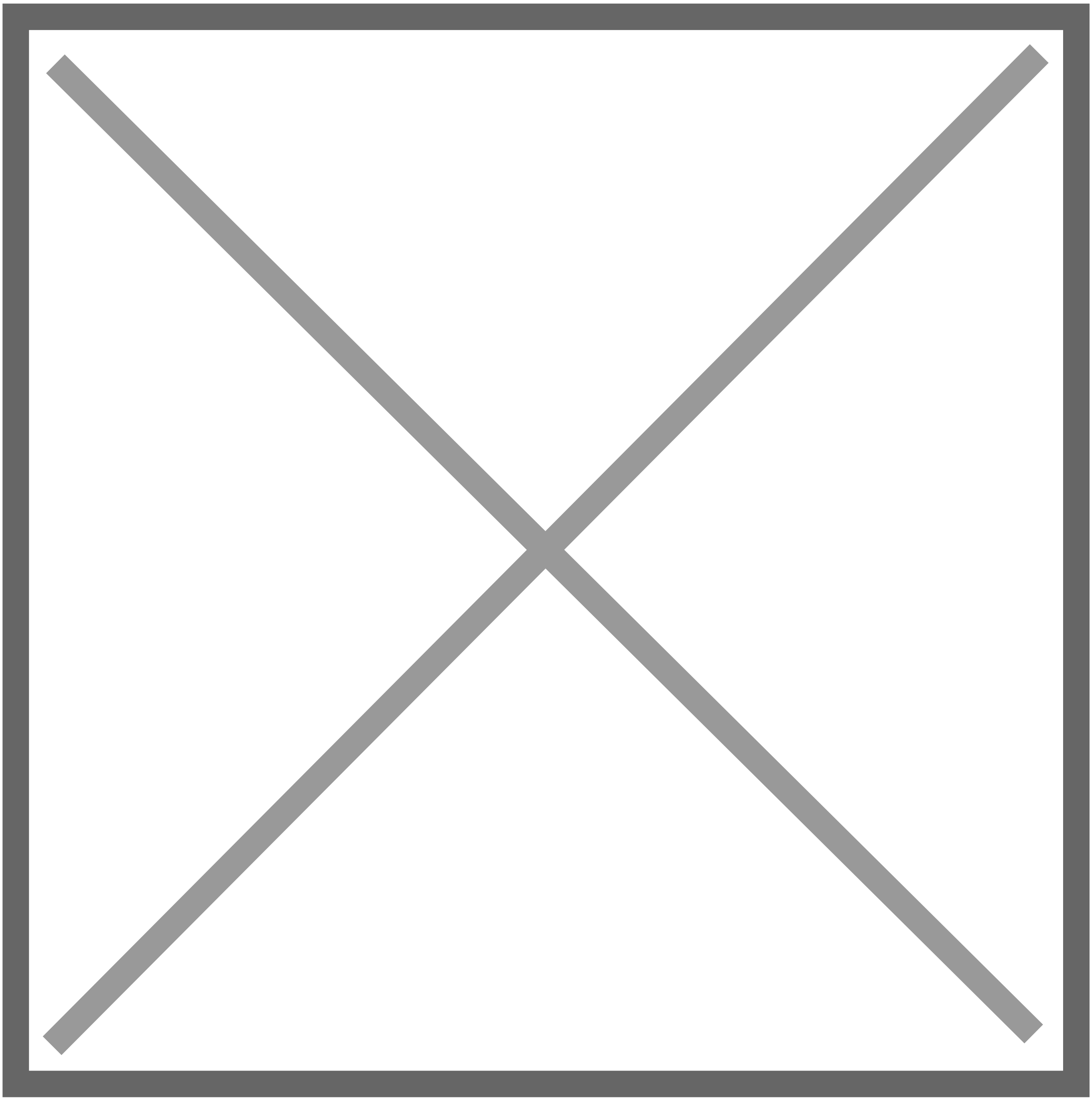
A payment can be allocated as and when it's been captured on the cashbook

for example

A deposit from debtor Account has been captured as per below screen



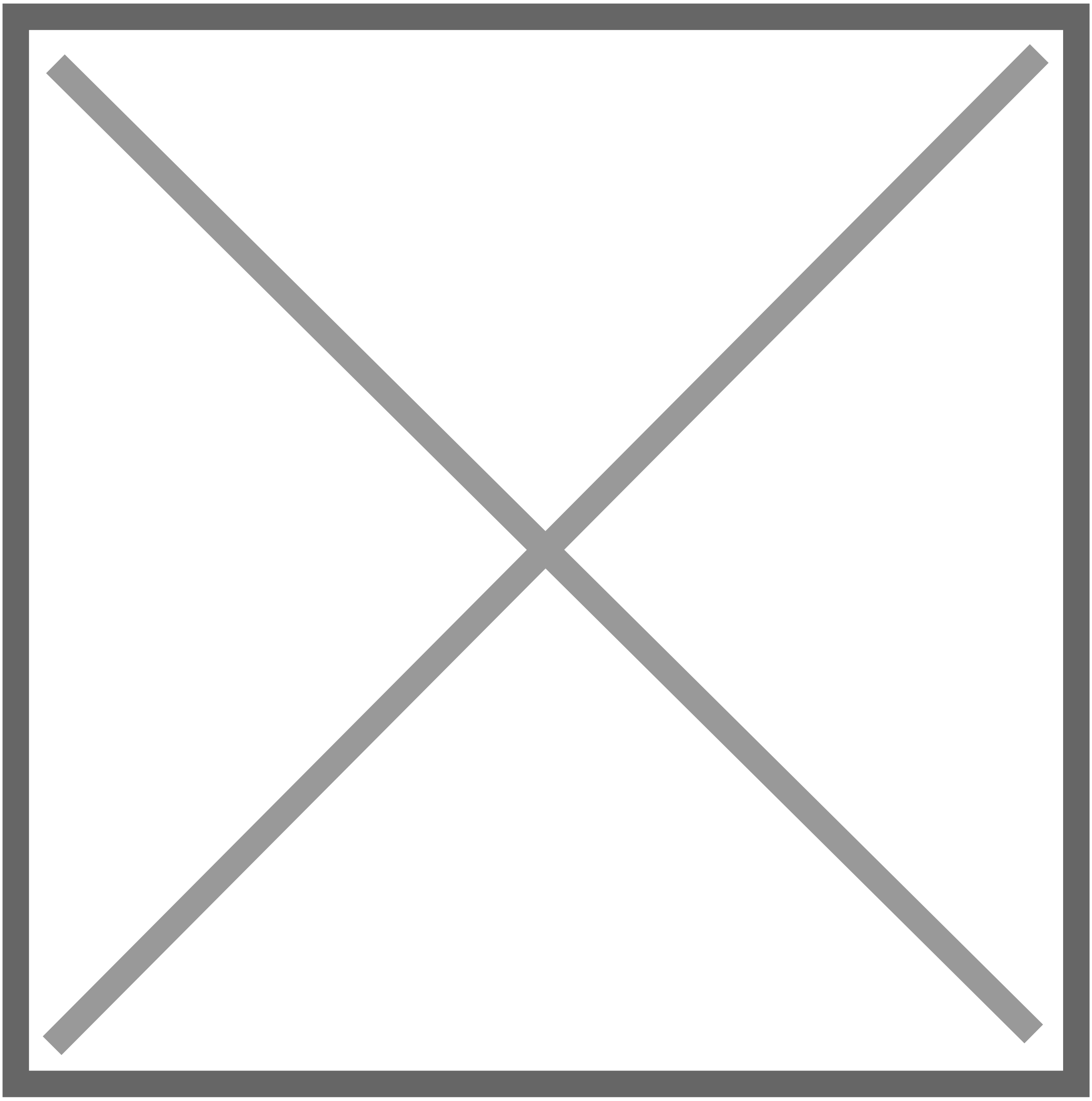
click save and click next until you reach the allocations screen you will see in the allocations screen transaction list that has not been allocated against this debtor



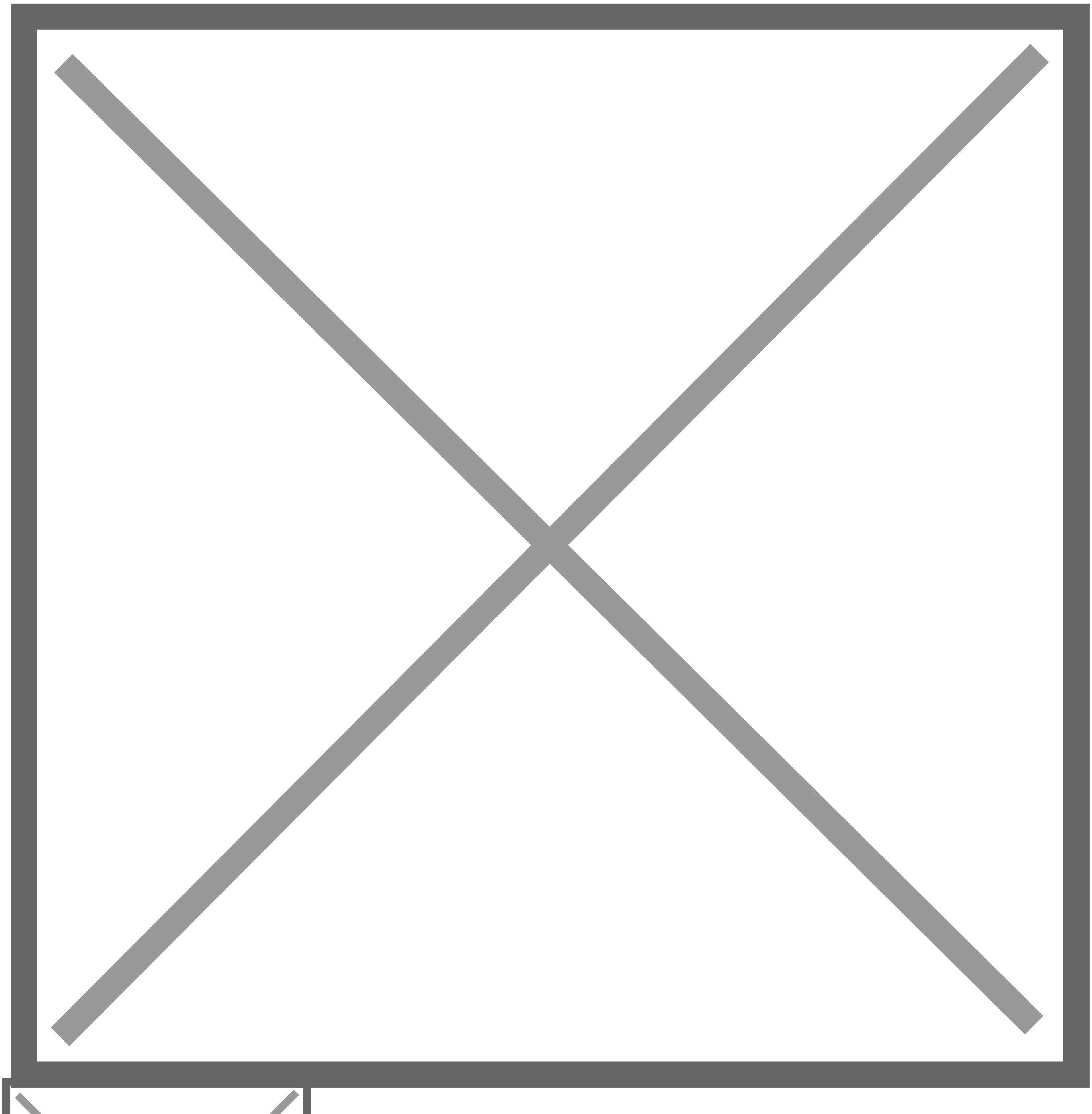
Allocate the amount by double clicking anywhere on the selected line except the allocate amount field

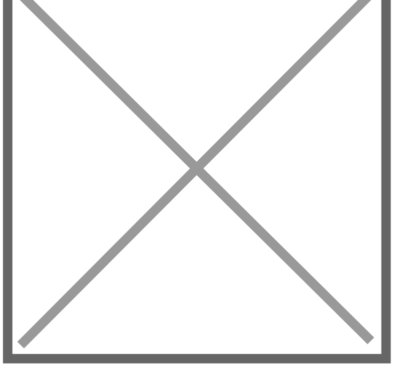
this only allows a user to enter the amount to be allocated manually .

the line allocated will have the allocated status line showing in green and the total amount allocated will be shown on the grid

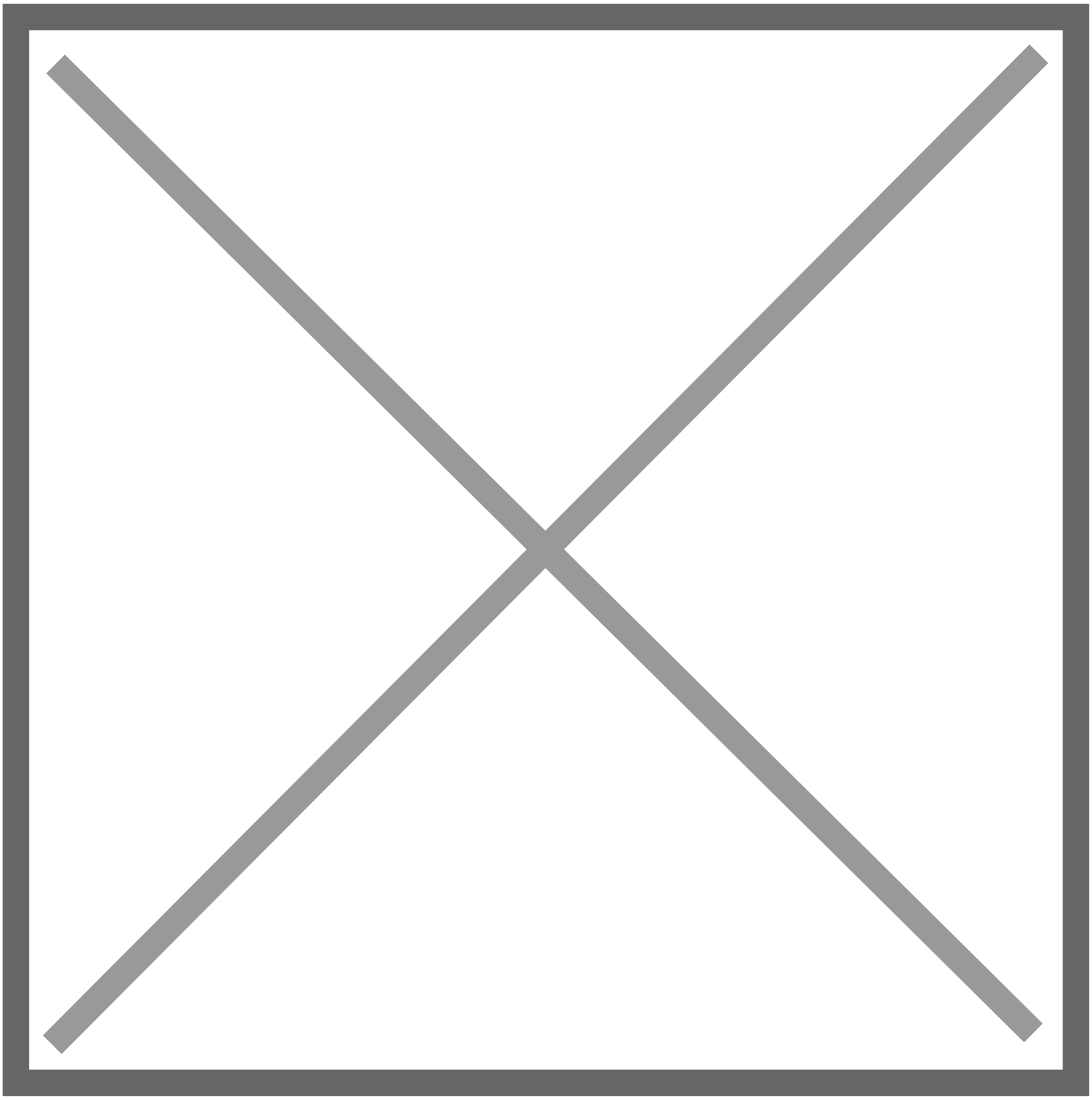


the user still needs to save the allocations



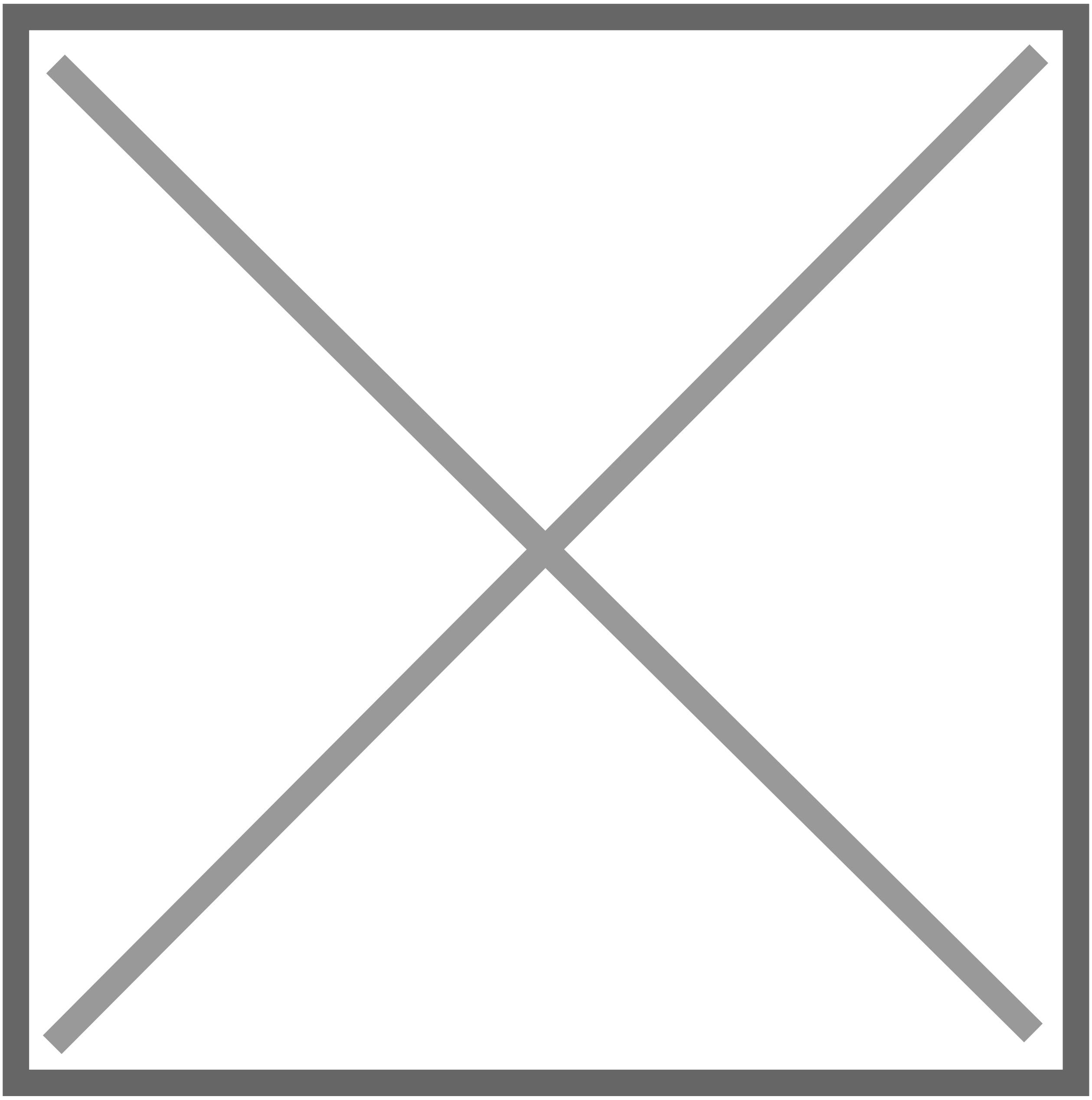


The allocated status will show on the cashbook line



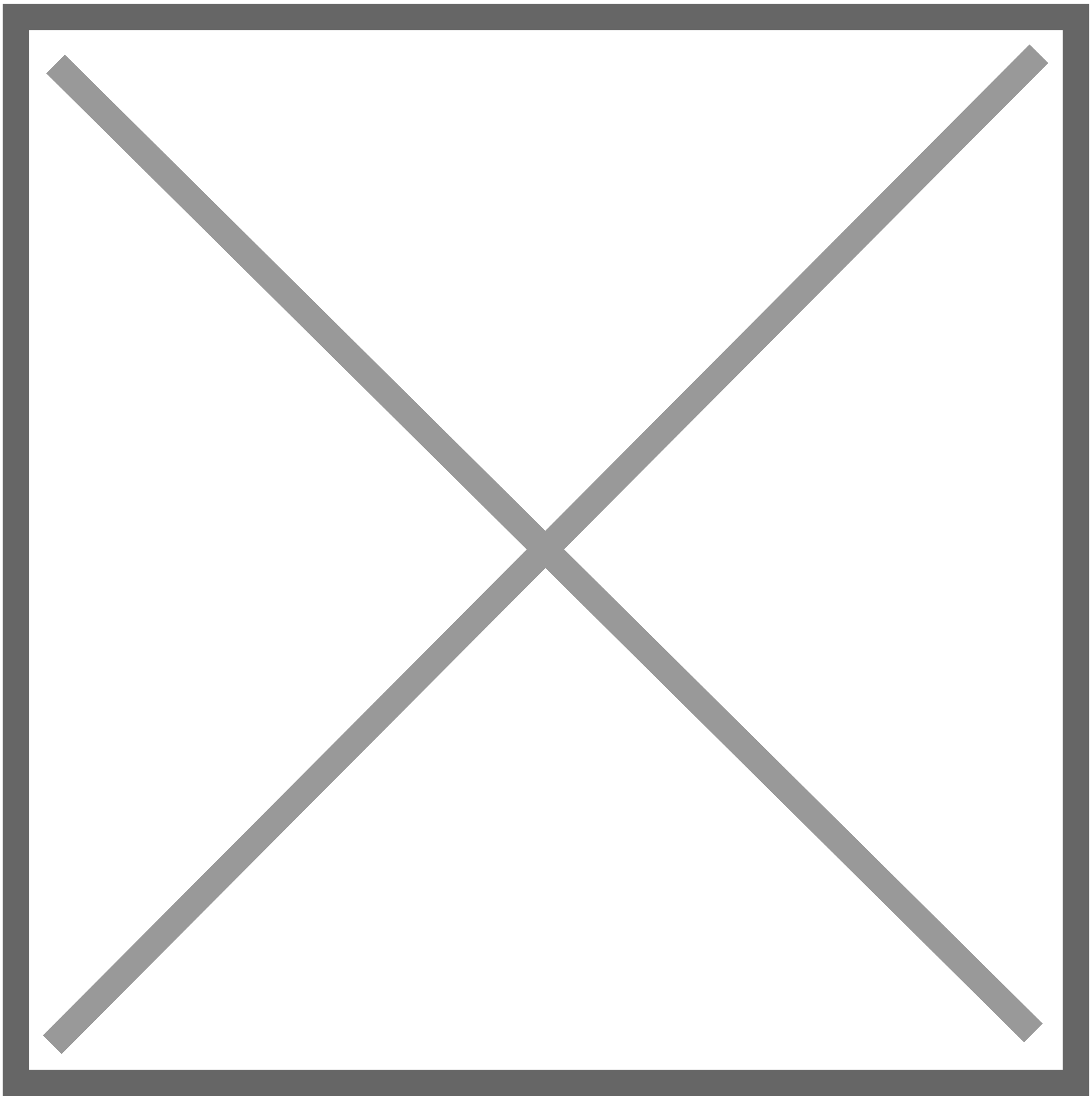
Attachments can be added against each line or overall cashbook

on the cashbook you can click on the attachment icon it will open an option to add it could be an invoice that was paid



When there is an attachment added the icon will display in Red

> this is helpful in keeping all documents you might need later for audit purposes.



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