

Cashbook Allocation Colours

In the cashbook when selecting allocate, the system will show the allocation type

Icon	Details
	No allocation has been applied to this cash book line
	The system was unable to allocate this line
	Line allocated - Match Payments
	Allocate Oldest amounts i.e. documents
	A balance remains on the cash book amount e.g. not all the money on the cash book has been allocated
	Manual allocation have been carried out on this cash book line. If Blue, Green or Yellow lines are manually allocated the button will change to purple

Indicated on the grid with due circle colours

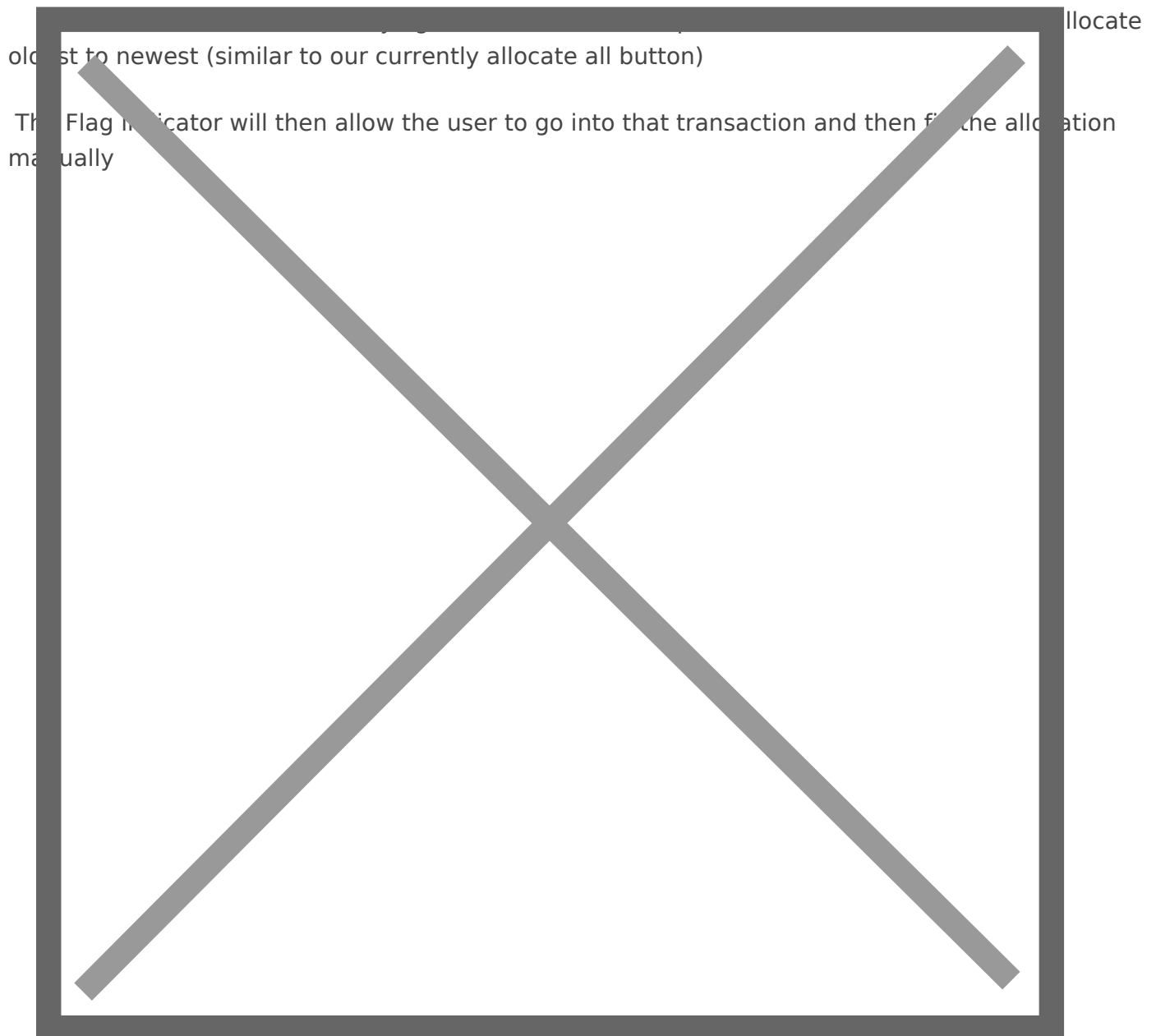
Colour	Colour	Details
	Red	Unable to auto allocate
	Blue	Matched a payment amount with payment invoice
	Green	Allocated oldest to newest
	Purple	Manual allocation applied
	Grey	No allocations applied
	Yellow	Partially allocated

Match payments tick box which is on by default –

This will try and match an exact payment with an exact invoice amount.

If not it will try and match a payment with invoices to balance exact. (will work if all allocations are up to date) meaning payment matches exactly the invoices outstanding and makes the balance equal zero.

Allocate oldest – (not everyone will use this option) so it is set as off by default



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