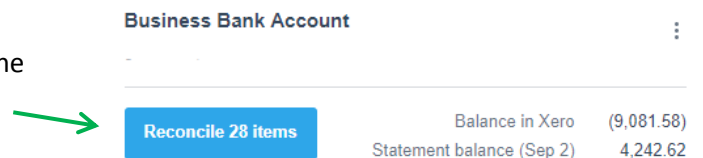


Allocate a part payment Xero Bank Feed Deposit to an Invoice

Sometimes your clients might make progress payments where they pay a portion of an outstanding invoice. You can receipt using the Sales menu but I find it easier to pick up my customer receipts from the Dashboard

1. When you log into your Xero you will land on the Dashboard. Click on the Blue **Reconcile** button



2. In your Bank Reconciliation window on the left hand column you see the deposit that's come in from the bank feed from your customer, the right hand column is how that entry will be allocated in Xero. On the Top right hand corner of the Xero transactions there is a tiny option **Find & Match**

The screenshot shows a transaction entry with the following details:

Date	Name	Type	Amount	Action
18 Mar 2017	SMART Agency	debit	4,500.00	More

The screenshot shows the 'Find & Match' button highlighted in yellow. It is located in the top right corner of the transaction entry window. Other buttons like 'Match', 'Create', 'Transfer', and 'Discuss' are also visible.

3. Click **Find & Match**, A list of all of the unpaid invoices that you have already entered into your Xero file will appear. From the list that comes up, click the customer and invoice that you want to allocate that bank deposit to by clicking the check box with your mouse.

The screenshot shows the 'Find & select matching transactions' window. It includes search filters and a table of transactions. The transaction for '10 Feb 2017' from 'SMART Agency' is highlighted in green, and its checkbox is checked.

Date	Name	Reference	Spent	Received
22 Jan 2017	Central Copiers	945-ORC	163.56 AUD	
10 Feb 2017	SMART Agency	SM0195-70135	Split 2,000.00 AUD	
11 Mar 2017	Net Connect	0721-003	54.13 AUD	
12 Mar 2017	PowerDirect	C-20112	108.60 AUD	
13 Mar 2017	SMART Agency	SM0210-70209	2,500.00 AUD	
18 Mar 2017	PC Complete		2,166.99 AUD	

4. Click the itty bitty **SPLIT**

3 Sep 2018 credit 150.00

Find & select matching transactions below

1. Find & select matching transactions

Show Spent Items
Show AUD items only

Search by name or reference Search by amount

Date	Name	Reference	Spent	Received
6 Jul 2018	K. & AL Long (001000001)	INV-343 2018		270.00 AUD
2 Aug 2018	Max	INV-621 2018	Split	165.00 AUD
2 Aug 2018	Carolyn	INV-622		330.00 AUD

5. Complete how much you want to allocate as the part payment. Then click the **SPLIT** button

Split transaction

Split this transaction if you need to record a part payment.

Balance	AUD 165.00
Part payment	<input type="text" value="150.00"/>
Remaining amount	AUD 15.00

Split Cancel

6. You will then land back on the reconcile screen. Once you have got all Green fields on your screen, which means that Xero agrees that your transactions now balance, then click the **Reconcile** Button on the bottom of the screen and job is done.

3. The sum of your selected transactions must match the money received. Make adjustments, as needed.

Subtotal	150.00 AUD	Adjustments
Must match: Money Received	150.00 AUD	

Reconcile Cancel

If you need any further training or assistance with your Xero cloud accounting software contact Exact Accounting – Xero Certified Advisor.

Cheers,

Kerry Casanova, CPA