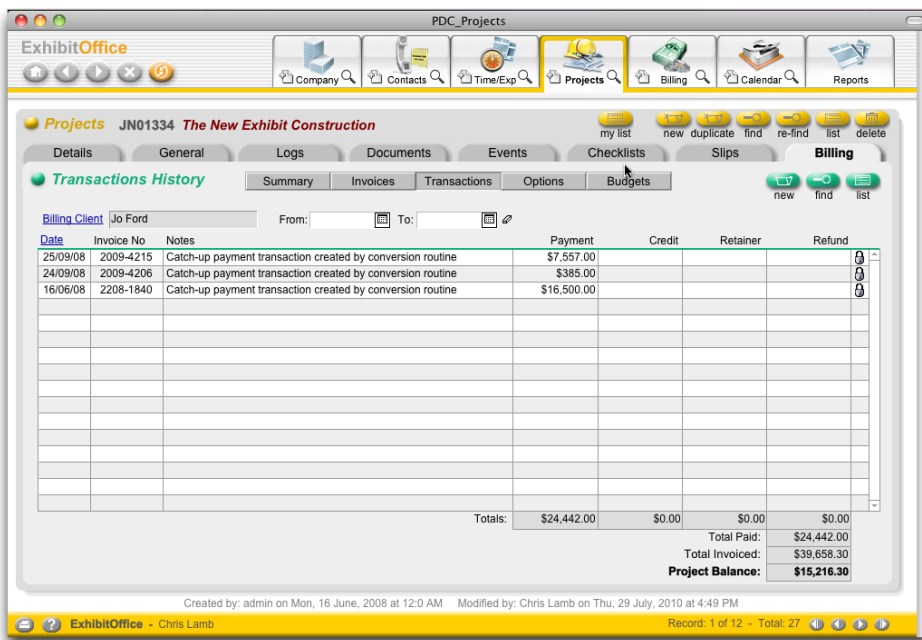


# Project Database Co

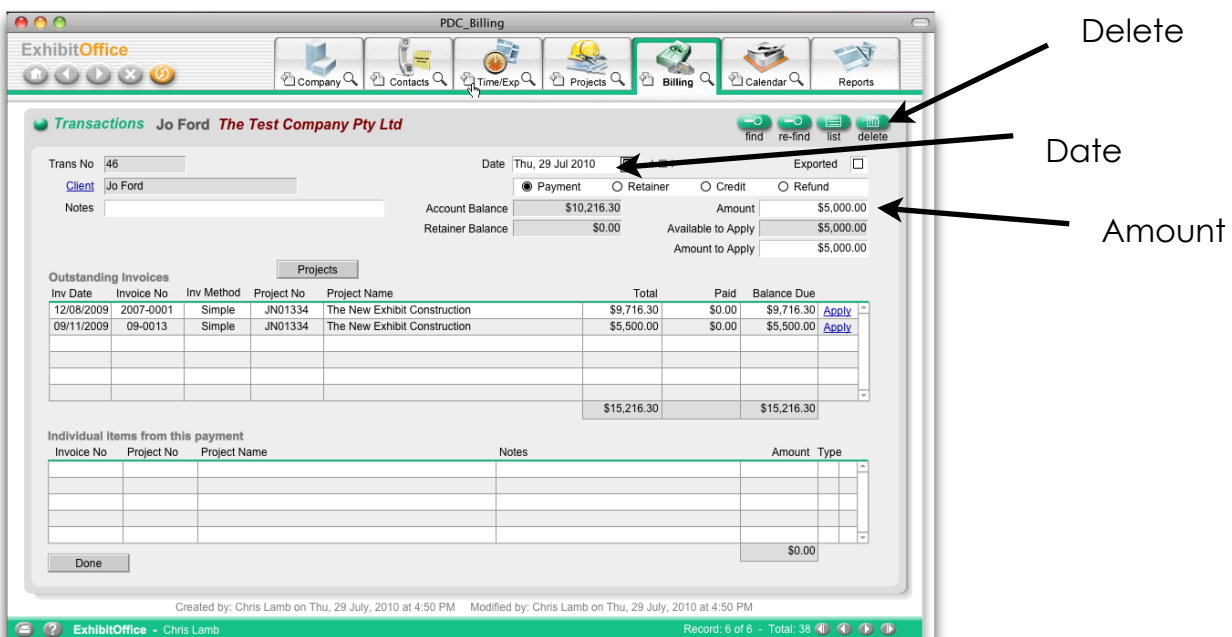
Developer of  
ExhibitOffice + ManagEvent

## Project Transactions

This is where payments are allocated against an invoice.



Lets allocate a payment of \$5,000.00 to an invoice. So click on the "New" button



Enter the date that the payment was made into the Date Box

# Project Database Co

Developer of  
**ExhibitOffice** + **ManagEvent**

Then click on “Apply” in the line next to the invoice you want to allocate the funds to.

Then the last thing you do is click on “Done” in order to leave this screen.

If you get halfway through this process and need to stop Click Delete.

The payment data will be updated in the contact entry that the invoice is related to.