

Access Dimensions Customer Receipts and Allocations

Version: v.6



COMMERCIAL STATEMENT

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INTRODUCTION

These training session notes have been created to provide background information and useful hands-on experience of using the Customer Receipts and Allocations options within Access Dimensions. They complement the training and will assist you at a later stage when away from the training environment.

ENTERING RECEIPTS / ALLOCATIONS

There are 2 ways of entering receipts against customer records in Access Accounts:

Single Receipts:

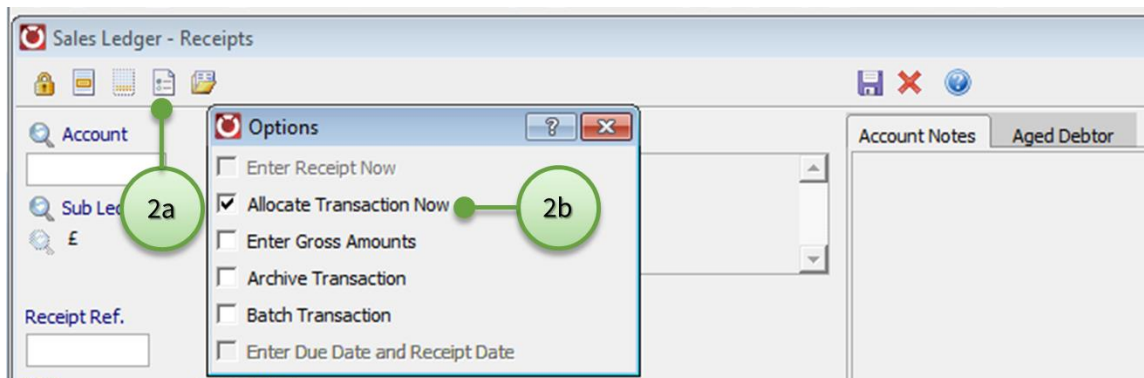
- Individual customer transactions are posted and allocated separately
- Receipts will need to be entered with different references

Bulk Receipts:

- Multiple customer receipts can be printed, posted and allocated from the same window
- Receipts entered will have the same reference

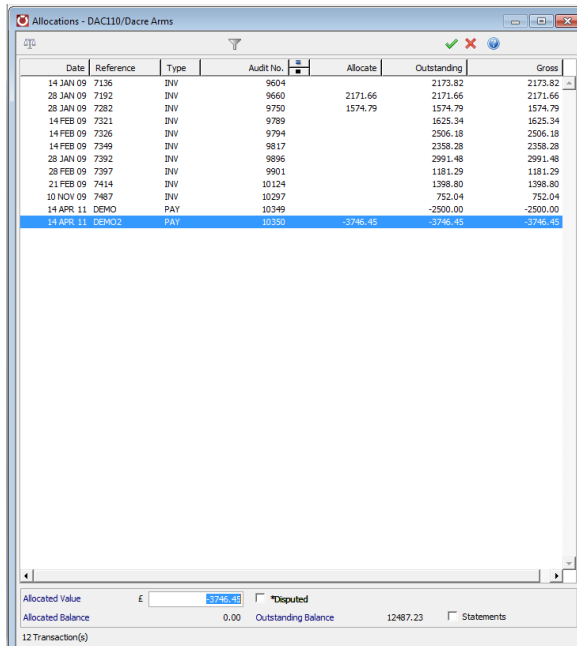
Single Receipts

1. From the 'Debtors' tab click on Receipts
2. On the 'Sales Ledger Receipts' Screen
 - a. Click on 'Options' and then
 - b. Click on 'Allocate Transactions now' to allocate the receipts to Invoices as they are entered (if this is not ticked, the receipts can be posted and allocated to the invoices at a later stage)



3. Next, select the customer account you want to enter the receipt for and enter the receipt details accordingly
4. Click on 'Save' and answer 'Yes' to the question that comes up asking if it is ok to post the receipt to the customer account – this brings up the allocation screen

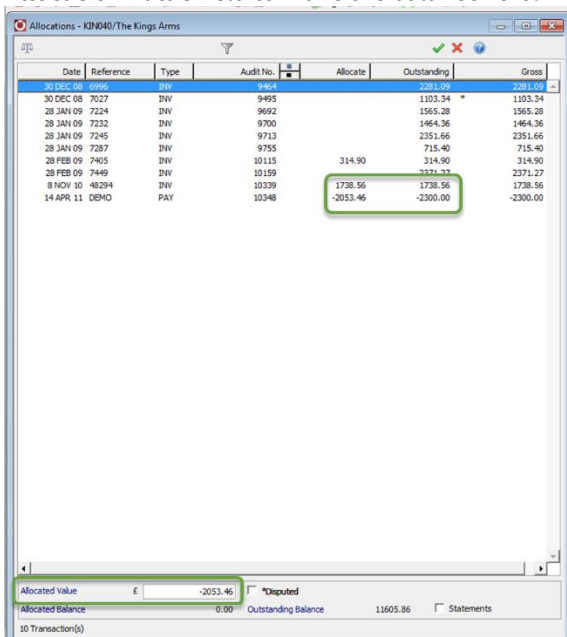
- The basic operation to allocate is to select the Payment and Invoice transactions that are to be matched against each other:
 - Select listed transactions with a double-click
 - The transaction amounts will be copied into the **Allocation value** field and added or subtracted to/from the **Allocated balance** field at the foot of the window



- When the **Allocated balance** field at the bottom of the window is zero, click on the **'Green tick'** to process the allocations
- You will be asked to confirm that you wish to allocate the selected transactions. When you respond **Yes** to this question, the selected transactions will be flagged as allocated and will not appear again on the allocation list

PARTIAL ALLOCATIONS

- If you cannot achieve a zero balance by selecting complete transactions, you can adjust one of the amounts in the **Allocation value** field to make the balance zero.



- The difference in the allocated value and the transaction value will remain outstanding and un-allocated**
- Once the allocations have been made and are ready to process click on the 'Green tick'

Bulk Receipts

1. From the 'Debtors' tab click on Bulk Receipts.
2. On The Bulk Receipts selection window:
 - a. Locate the transactions you wish to process
 - b. Enter the details to be applied to all the receipts you are entering

The screenshot shows the 'Bulk Receipts' window with the following sections:

- Find Transaction by:** Fields for Customer, Trans. Date, Due By, Sett. Date, Invoice No., O/S Invoice Value (0.00), and Currency (£). A green circle labeled '2a' points to the Customer field.
- Payment Detail:** Fields for Reference, Receipt Date (13 APR 11), Bank (A3510), and Discount (XSD - Sales Discount). A green circle labeled '2b' points to the Reference field.

3. Hit 'Enter' or click on the 'Display' button to see a list of the transactions as per the criteria entered in step 2a above.

The screenshot shows the 'Bulk Receipts' window with a list of transactions. A green circle labeled '3' points to the 'Display' button in the top right corner.

4. To Allocate:
 - a. Select transactions individually with the mouse and either double click on them in the list to allocate the entire value or single click and enter the required value into the 'Allocated Value' field

The screenshot shows the 'Allocated Value' field with a value of 300.00. A green circle labeled '4a' points to the input field. Below it, the 'Total' is 600.00. There is also a checkbox for '*Disputed' which is currently unchecked.

Allocated Value	£	300.00	0.00	<input type="checkbox"/> *Disputed
Total	£	600.00	0.00	

- b. The **Receipt Balance** shows the total **Allocated Value** of Transactions selected less the Settlement Discount, and **therefore represents the accumulating value of your Receipts.**
 - c. **Outstanding Balance** shows the total value of all Transactions in the list and therefore represents the maximum value of Invoices.
5. Once the allocations have been made and are ready to be processed click on the 'Green tick'.

Corrections

If, for example, a cheque is returned by the bank after it has been allocated against an invoice, it will be necessary to:

- Select 'Allocation' on the 'Debtors' tab, and use the 'Correction' option to un-allocate the Receipt from the Invoice.
- On the 'Sales Ledger Receipts' Screen click on 'Options' and then 'Allocate Transactions now' and **enter the Sales Ledger Receipt again with the value entered as a negative (preceded by a minus sign).**
- Allocate the **negative Receipt** against the **original Receipt** to clear it.



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