

Access Dimensions: Supplier Payments, Remittances and Allocations

Version: v.1



COMMERCIAL STATEMENT

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INTRODUCTION

These training session notes have been created to provide background information and useful hands-on experience for controlling Supplier Payments, Remittances, and Allocations in Access Dimensions. They complement the training and assist you at a later stage when away from the training environment.

ENTERING PAYMENTS / REMITTANCES

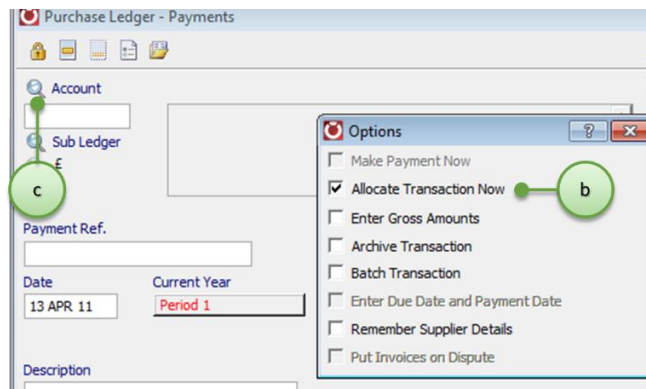
From the 'Creditors' tab it is possible to:

- Record payments against an individual supplier account using payments **OR**
- Print a remittance document, post payments and allocate at the same time for multiple Supplier accounts.

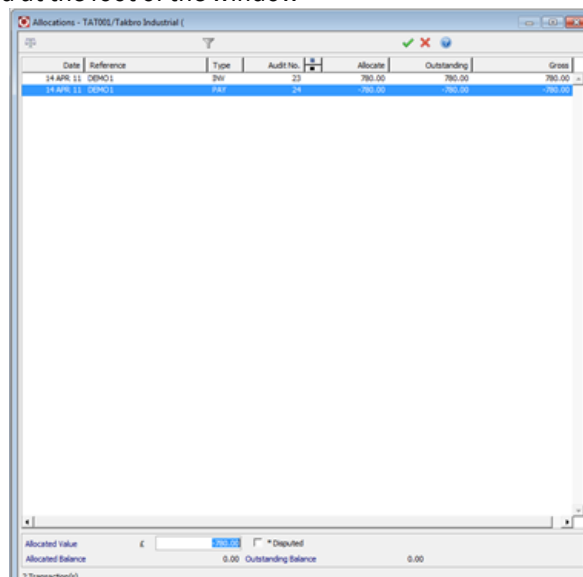
NB: option 1 will not enable remittances to be produced

Entering Individual Payments

- From the 'Creditors' tab click on Payments
- On the 'Purchase Ledger Payments' Screen click on 'Options' and then '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)



- Next, select the supplier account you want to enter the payment for and enter the payment details accordingly
- Click on 'Save' and answer 'Yes' to the question that comes up asking if it is okay to post the payment to the supplier account – this will bring up the allocation screen
- The basic process to allocate transactions is to select the Payment and Invoice connections 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

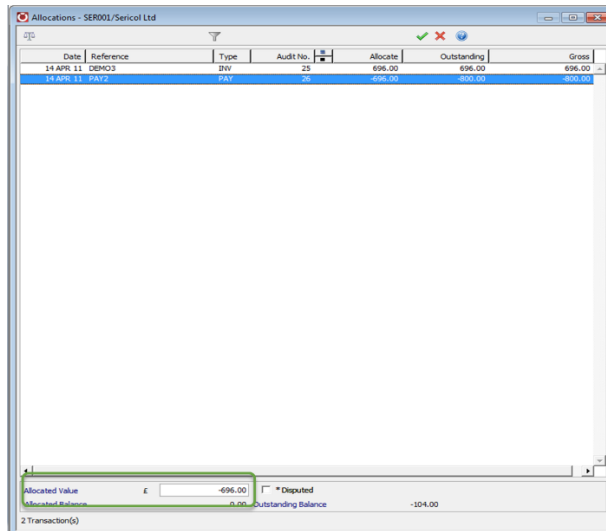


- When the **Allocated balance** field at the bottom of the window is zero, click on the **'Green tick'** to process the allocations

- You will be asked to confirm that you wish to allocate the selected transactions. When you select 'Yes' in response to this question, the selected transactions will be flagged as allocated and will not appear again on the allocation list

PARTIAL ALLOCATIONS

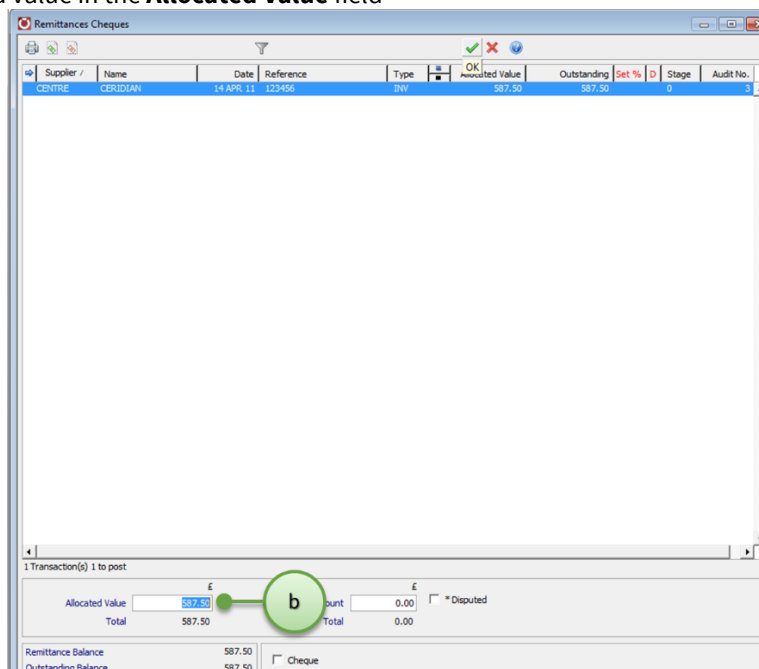
If you cannot achieve a zero balance by selecting complete transactions, you can adjust one of the amounts in the **Allocated value** field to make the balance zero



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'

Print a Remittance Document, Post Payments and Allocate

- There are two remittance options to choose from - Cheque or BACS. Only suppliers for whom bank details have been entered will appear in the BACS remittance screen. ALL suppliers will be included in the cheque remittance run
- On the Creditors tab, select Remittances and choose 'Remittances Cheques' or 'Remittances Bacs' depending on how you're going to pay the supplier
- For cheque remittances:
 - Select the supplier you want to produce the payment and remittance for and hit enter to bring up the allocation screen
 - Select the Invoice you want to pay and double click to allocate the entire value, or single click and enter the required value in the **Allocated Value** field



i.

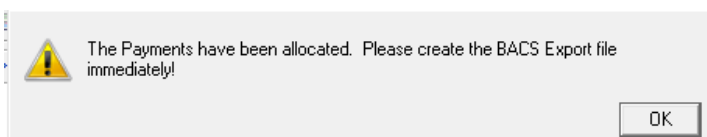
- c. On the remittance cheque selection screen enter the cheque details for the payment in the 'Payment detail' section

- d. Click on the 'Green Tick' and select the desired output for the remittances
- e. Once printed, answer yes when asked if it is ok to post the remittance (this will post the payment and remittance to the account)

- For BACS remittances:

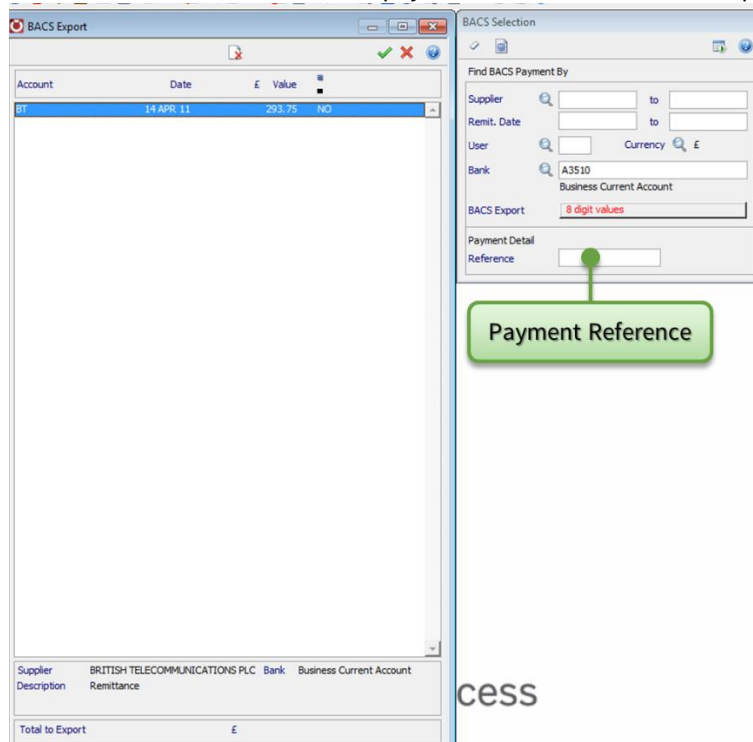
- a. Select the supplier you want to produce the payment and remittance for and hit enter to bring up the allocation screen
- b. Select the Invoice you want to pay and double click to allocate the entire value, or single click and enter the required value in the **Allocated Value** field
- c. On the remittance BACS selection screen enter the BACS details for the payment

- d. Click on the 'Green Tick' and select the desired output for the remittances
- e. Once printed answer yes when asked if it is ok to post the remittance (this will post the payment and remittance to the account). The following warning will appear:



Producing a BACS Export File

- To produce the BACS export file go to 'Remittances → BACS Export' and hit the enter key. This will list all the BACS transactions ready for exporting
- Only payments that have been processed using the 'Remittance BACS' option will be listed
- **Payment Detail:** On the selection window, you can enter a Payment Reference of up to 10 characters. This will be added to the detail field of all the payments made via this BACS export to help you to reconcile your accounts



- Review the list and select those that are to be processed with a double click or by using the individual or all switches
- Click '**OK**' to generate the BACS Export file
- On the **Output** window you can print the details to the screen or a printer before printing them to the export file
- Once printed to file, you will be prompted to confirm that the BACS Payments have been exported successfully. **Check that you can find the file**
- When you confirm that the export has been successful, you will be prompted to **update the transactions** as having been exported. This will stop them from appearing in the list again. Select 'Yes' when you are confident with the export file.



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