

Billing Run and Customer Receipt Processing Guide

TEMPLACMS & ACCESS DIMENSIONS

October 2021



Please Note: This document is intended as a guide only to assist with the billing process in TemplaCMS & Dimensions. It is solely the responsibility of the customer to ensure that pay is processed correctly each pay period.

Each step in this document is indicated by a step number and with a 'D' or 'C' in the first column where:

D = Dimensions

C = TemplaCMS

All points where back-ups should be taken are marked in **Red**. The user is welcome to take any additional back-ups if needed.

✓ **Step** **Templa CMS / Sage Billing Run Process**

C 1 **For Contracted Invoicing follow Steps 2 – 7.**
For Ad-hoc Invoicing follow Step 8.

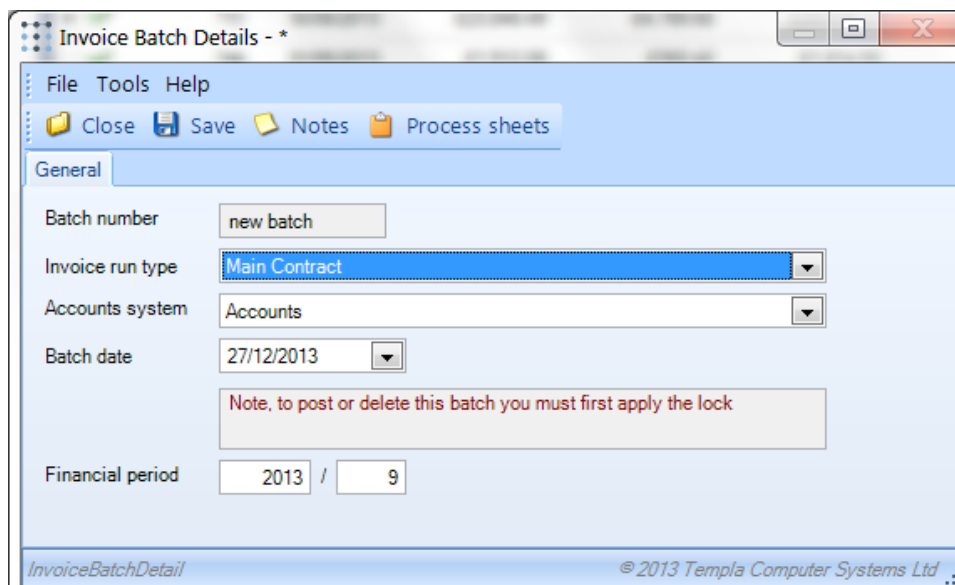
C 2 **Create the Invoice batch (Contracted Invoicing)**

This can be done from the **Billing | Invoice Batches** menu via clicking on **'New'**.



The billing run is controlled by a group or 'batch' of invoices for a specific invoice frequency.

Complete the following:



The **Batch number** will be automatically generated by the system.

From the **Invoice run type** option select the relevant invoice run – i.e. ad-hoc invoices or credits or a contracted invoice run.

The **Financial Period** will default to the current Sales Ledger period in Dimensions. Users can post to future periods but this will need to be configured in both CMS and Dimensions.

Once the batch is generated double click on the batch and then on **Invoices** to view the billing lines that will be invoiced.

File Tools Help

Close Previous Next Notes Process sheets

Invoices Summary invoices Delete Post Lock Memos

General

Batch number: 120

Invoice run type: Start of Month

Accounts system: Accounts London

Batch date: 01/04/2016

Note, to post or delete this batch you must first apply the lock

Financial period: 2015 / 7

Notes

To view the lines per invoice' group the billing line list via dragging and dropping the **Invoice** column header to the section indicated below:

Invoice List

File Tools Help

Close Open View Refresh Print Excel Reinststate Expand Collapse Auto refresh

Filter selected Un-filter selected Pro-formas Change posted period

Drag a column header here to group by that column.

St	Pa	Invoice	Client cod	Client name	Site code	Site name	Type	Dated	Net value	Vat value	Gross value
✓		LIMS - LIMS (22205)	LIMS	LIMS	LIMS/01	LIMS LONDON	Invoice	01/06/2013	£847.21	£169.44	£1,016.65
✓		LIMS - LIMS (22205)	LIMS	LIMS	LIMS/01	LIMS LONDON	Invoice	01/06/2013	£26.52	£5.30	£31.82
✓		LIMS - LIMS (22205)	LIMS	LIMS	LIMS/01	LIMS LONDON	Invoice	01/06/2013	£16.85	£3.37	£20.22
✓		LIMS - LIMS (22205)	LIMS	LIMS	LIMS/01	LIMS LONDON	Invoice	01/06/2013	£31.60	£6.32	£37.92
✓		LIMS - LIMS (22205)	LIMS	LIMS	LIMS/01	LIMS LONDON	Invoice	01/06/2013	£7.07	£1.41	£8.48
✓		LIMS - LIMS (22205)	LIMS	LIMS	LIMS/01	LIMS LONDON	Invoice	01/06/2013	£16.85	£3.37	£20.22
✓		LIMS - LIMS (22205)	LIMS	LIMS	LIMS/01	LIMS LONDON	Invoice	01/06/2013	£16.85	£3.37	£20.22
✓		LIMS - LIMS (22205)	LIMS	LIMS	LIMS/01	LIMS LONDON	Invoice	01/06/2013	£24.23	£4.85	£29.08
✓		LIMS - LIMS (22205)	LIMS	LIMS	LIMS/01	LIMS LONDON	Invoice	01/06/2013	£43.81	£8.76	£52.57
✓		LIMS - LIMS (22205)	LIMS	LIMS	LIMS/01	LIMS LONDON	Invoice	01/06/2013	£180.50	£36.10	£216.60
									£23,848.49	£4,769.68	£28,618.17

C 3 Check and apply pro-rata invoice calculations if needed

Where a new billing line is not effective for the entire billing period, for example on a **monthly** billing frequency where the 'effective from date' on the contract billing line is 10/01/2014 and the 'next invoice date' is 31/01/2014, the system will determine that this is a 'pro-rata' invoice when the invoice batch is generated.

Any pro-rata invoices in the batch will be flagged to the user via the pro-rata icon: 

The invoice will be generated for **the full value of the month** irrespective of the fact that the new rate only took effect from the 10/01/2014.

Filter selected | Un-filter selected

Invoice List

File Tools Help

Close Open New View Refresh Print Excel Reinststate Expand Collapse Auto refresh

Filter selected Un-filter selected Pro-formas Change posted period

Drag a column header here to group by that column.

St	Pa	Invoice	Client cod	Client name	Site code	Site name	Type	Dated	Net value	Vat value	Gross value	Sales analysis	Accounts inv
✓		ACFS - ACFS (22572)	ACFS	ACFS	ACFS/01	ACFS 3RD	Invoice	01/07/2013	£381.90	£76.38	£458.28	4000	0
✓		ACFS - ACFS (22572)	ACFS	ACFS	ACFS/01	ACFS 3RD	Invoice	01/07/2013	£25.00	£5.00	£30.00	4040	0
✓		ACFS - ACFS (22572)	ACFS	ACFS	ACFS/01	ACFS 3RD	Invoice	01/07/2013	£18.75	£3.75	£22.50	4040	0
✓		ACFS - ACFS (22572)	ACFS	ACFS	ACFS/01	ACFS 3RD	Invoice	01/07/2013	£12.52	£2.50	£15.02	4010	0
✓		ACFS - ACFS (22572)	ACFS	ACFS	ACFS/01	ACFS 3RD	Invoice	01/07/2013	£0.00	£0.00	£0.00	4000	0
✓		AEFH - AEFH (22573)	AEFH	AEFH	AEFH/01	AEFH 2ND	Invoice	01/07/2013	£350.59	£70.12	£420.71	4000	0
✓		AEFH - AEFH (22573)	AEFH	AEFH	AEFH/01	AEFH 2ND	Invoice	01/07/2013	£43.26	£8.65	£51.91	4040	0
✓		AEFH - AEFH (22573)	AEFH	AEFH	AEFH/01	AEFH 2ND	Invoice	01/07/2013	£0.00	£0.00	£0.00	4000	0
✓		AILB - AILB (22574)	AILB	AILB	AILB/01	AILB 2	Invoice	01/07/2013	£832.00	£166.40	£998.40	4000	0
✓		AILB - AILB (22574)	AILB	AILB	AILB/01	AILB 2	Invoice	01/07/2013	£50.00	£10.00	£60.00	4040	0
									£699,178.98	£139,835.82	£839,014.80		

Hovering over the pro-rata icon will indicate to the user how many days the system has calculated the invoice should be for:

✓		ACFS - ACFS (22572)	ACFS	ACFS	ACFS/01	ACFS 3RD	Invoice	01/07/2013	£12.52	£2.50	£15.02	4010	
✓		ACFS - ACFS (22572)	ACFS	ACFS	ACFS/01	ACFS 3RD	Invoice	01/07/2013	£0.00	£0.00	£0.00	4000	
✓		AEFH - AEFH (22573)	AEFH	AEFH	AEFH/01	AEFH 2ND	Invoice	01/07/2013	£350.59	£70.12	£420.71	4000	
✓		Part period invoice (5/31)	AEFH	AEFH	AEFH/01	AEFH 2ND	Invoice	01/07/2013	£43.26	£8.65	£51.91	4040	
✓		AEFH - AEFH (22573)	AEFH	AEFH	AEFH/01	AEFH 2ND	Invoice	01/07/2013	£0.00	£0.00	£0.00	4000	

The user can double click on the line with the **Pro-Rata** icon next to it and then on the relevant invoice line which will give the option to **Apply pro-rata** rate:

Invoice Item Details - Invoice for AEFH dated 01/07/2013

File Tools Help

Close Accept Accept and new Previous Next **Apply pro-rata**

Invoice item

Invoice text
MONTHLY CHARGE DAILY CLEANING

Qty	Price	Net	VAT	Gross
1.00	£350.59	£350.59	£70.12	£420.71

Site: AEFH 2ND

Task type: Daily office cleaning

Revenue type: DOC revenue

Sales analysis: 4000 -- Contracted Daily Office Cleaning

VAT code: Standard Rate Client order ref

Source details: Contract billing AEFH/01 -- AEFH 2ND 01

After selecting **Apply pro-rata** the system will now calculate the number of days that should be invoiced and the following message will appear:

Confirm action

?

This will function will pro-rata the invoice value based on the part period proportion.
Continue?

Yes No

Select **Yes** to continue.

This updates the invoice value and the pro-rata icon will now appear with a blue tick:

Invoice

Invoice header

Batch: batch 803 - Main Contract for Accounts ending 01/07/2013

Client: AEFH

Site: AEFH 2ND

Internal inv Ref: 22573 Accounts invoice No: 0

Invoice: 01/07/2013

AEFH 2ND
AEFH 2ND
W1J 01A

Pa	Site	Text	Qty	Price	Net	VAT	Gross	VAT code
	AEFH/01 - AEFH 2ND	Period - 01/07/2013 to 05/07/2013	0.00	£0.00	£0.00	£0.00	£0.00	1 - Standar
	AEFH/01 - AEFH 2ND	MONTHLY CHARGE DAILY CLEANING	1.00	£56.55	£56.55	£11.31	£67.86	1 - Standar
	AEFH/01 - AEFH 2ND	M TOILET DEEP CLEAN	1.00	£43.26	£43.26	£8.65	£51.91	1 - Standar

If the user is not happy with the calculated value it can be overridden by double-clicking on the line and manually entering the required value.

C 4 Suspend / Release billing lines if needed

Please note the following billing line types cannot be suspended:

- Manually (ad-hoc) entered invoice lines
- Stores re-charge invoice lines
- Workbill invoice lines

To suspend

From within the invoice batch:

- Double click on the line to be suspended
- Select **Suspend Invoice**

File Tools Help

Close Save Previous Next Notes Process sheets Pro-formas Suspend invoice Postpone invoice

Invoice

Invoice header

Batch: batch 803 - Main Contract for Accounts ending 01/07/2013

Client: AAMA

Site: Tower House

Invoicee contact:

Type: Invoice

Dated: 01/07/2013

Address to: Tower House, St John's Market, Hildenborough, Kent, TN119JG

Internal inv Ref: 22571 Accounts inv no:

Pa	Site	Text	Qty	Price	Net	VAT	Gross	VAT code	Task
✓	AAMA/01 - Tower House	Period - 01/07/2013 to 31/07/2013 Daily Cleaning	1.00	£275.00	£275.00	£55.00	£330.00	1 - Standar	DOC
✓	AAMA/01 - Tower House	Tea Towels x 2 weekly	1.00	£2.86	£2.86	£0.57	£3.43	1 - Standar	WASH

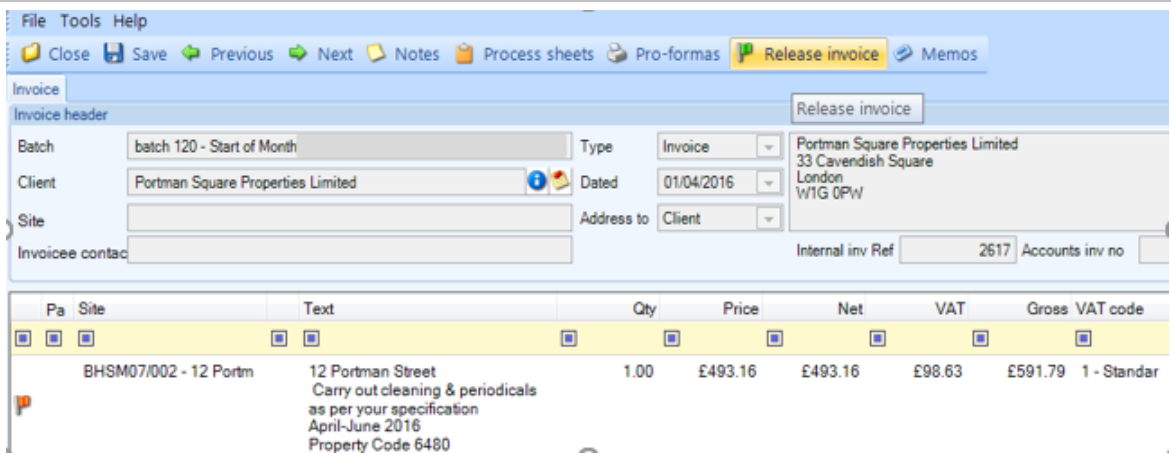
£277.86 £55.57 £333.43

Add Delete Details Cancel Suspend Postpone Release Build from posted

To release a suspended invoice

From within the invoice batch:

- Double click on the suspended line to be released
- Select **Release Invoice**



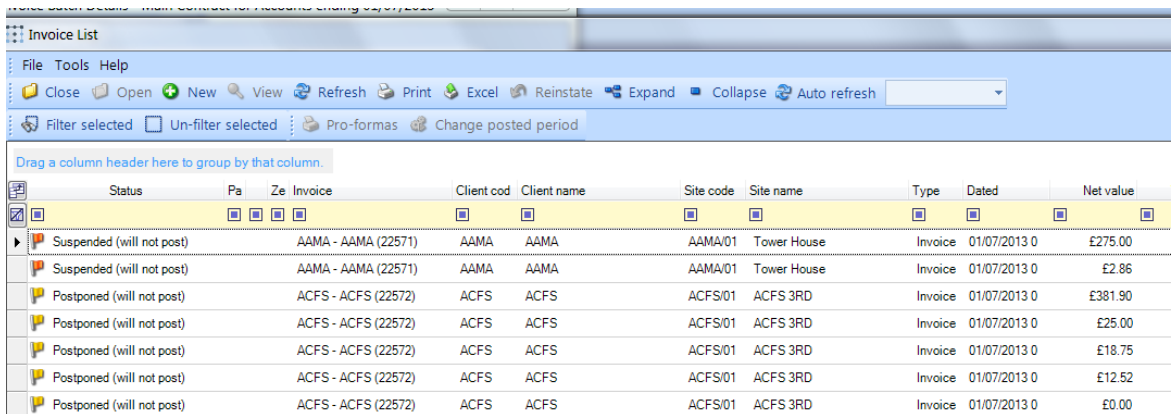
On posting a batch containing suspended invoice lines, the contract billing line **next invoice date** will be advanced based on the defined frequency and therefore the same invoice line will not be generated in a subsequent batch. However, the original invoice lines will remain in the invoice batch, clearly identified as suspended, thus providing full traceability of suspended invoices lines.

C 5 Postpone / Release Invoice lines if needed

The **postpone** option is only applicable to invoice lines generated from standard contract billing. As such a user cannot postpone:

- Manually entered invoice lines
- Stores recharge invoice lines
- Workbill invoice lines

On posting a batch containing postponed invoice lines, the contract billing line **next invoice date** will NOT be advanced and therefore the same invoice line WILL be generated in a subsequent batch. As with suspend, the original invoice lines will now remain in the invoice batch, clearly identified as postponed, thus providing full traceability of postponed invoices lines.



C 6 Cancel/release invoice lines if needed

Cancel is only applicable to workbill and stores recharge invoice lines, and as such a user cannot cancel:

- Manually entered invoice lines
- Standard contract billing invoice lines

When cancelling an invoice line, the user will be required to provide notes to justify the cancellation, which will be stored on the workbill or stores order. Before posting a batch, a cancelled invoice line can be released if it has been cancelled in error.

Invoice Details - Invoice for GACS dated 31/05/2013

File Tools Help

Close Save Previous Next Notes Process sheets Pro-formas Postpone invoice Cancel invoice

Invoice

Invoice header

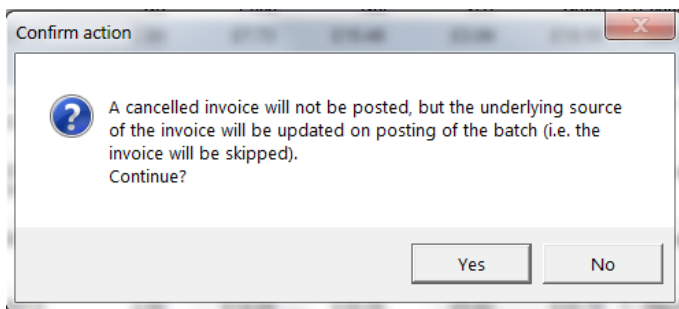
Batch: batch 774 - Special Rechargeable Goods for Accounts ending 31/0 Type: Invoice GACS GACS

Client: GACS Dated: 31/05/2013

Site: GACS 1COLEMAN Address to: Client

Invoicee contact: Internal inv Ref: 21701 Accounts inv no:

Pa	Site	Text	Qty	Price	Net	VAT	Gross	VAT code	Task
✓	GACS/01 - GACS 1COL	Ref:7573/1, Del Date:01/05/2013 - KRUGER SOFTLINE 320 TOILET ROLLS	2.00	£7.73	£15.46	£3.09	£18.55	1 - Standar	Rf
✓	GACS/01 - GACS 1COL	Ref:7573/1, Del Date:01/05/2013 - WYPALL L20 CENTREFEED AIRFLEX x6 WHITEE 1PLY	4.00	£15.29	£61.16	£12.23	£73.39	1 - Standar	Rf



On posting a batch containing cancelled invoice lines, the associated workbill or GRN will be updated to identify it as **invoice cancelled**, and the contract item will be advanced like the invoice had been processed.

The cancelled invoice will remain in the batch identified as cancelled, thus providing full traceability of cancelled invoices.

C 7 Delete invoice lines if needed

The ability to delete either a line from an invoice or an entire invoice is only available on manually entered lines and invoices.

Credit Details - Credit for AAMA dated 01/06/2013

File Tools Help

Close Save Delete Previous Next Notes Process sheets Pro-formas

Credit

Credit header

Batch: batch 804 - ad-hoc invoicing for Accounts dated 26/02/2014 Type: Credit AAMA MY newest Address LONDON

Client: AAMA Dated: 01/06/2013

Site: Tower House Address to: Client

Invoicee contact: Internal inv Ref: 22903 Accounts inv no:

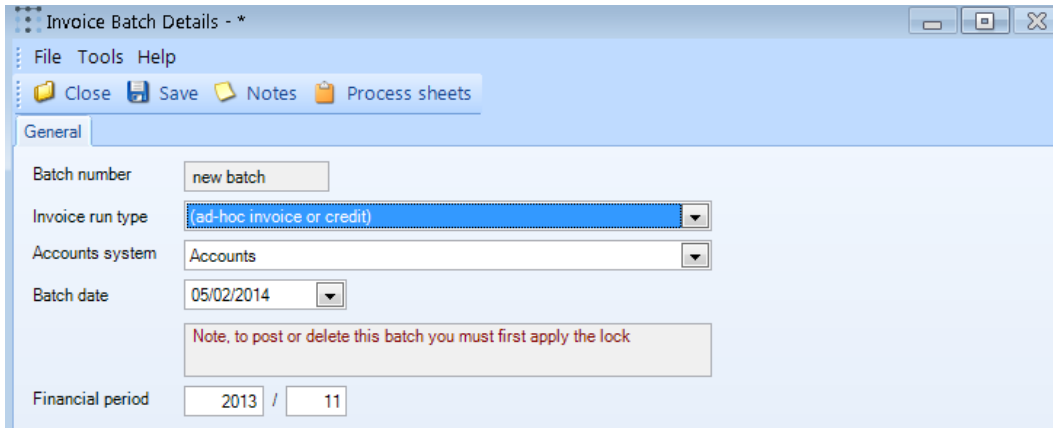
Pa	Site	Text	Qty	Price	Net	VAT	Gross	VAT code	Task
✓	AAMA/01 - Tower House	Period - 01/06/2013 to 30/06/2013 Daily Cleaning	-1.00	£275.00	£-275.00	£-55.00	£-330.00	1 - Standar	DOC

Once a manual line or invoice is deleted, no trace of it will remain within the batch.

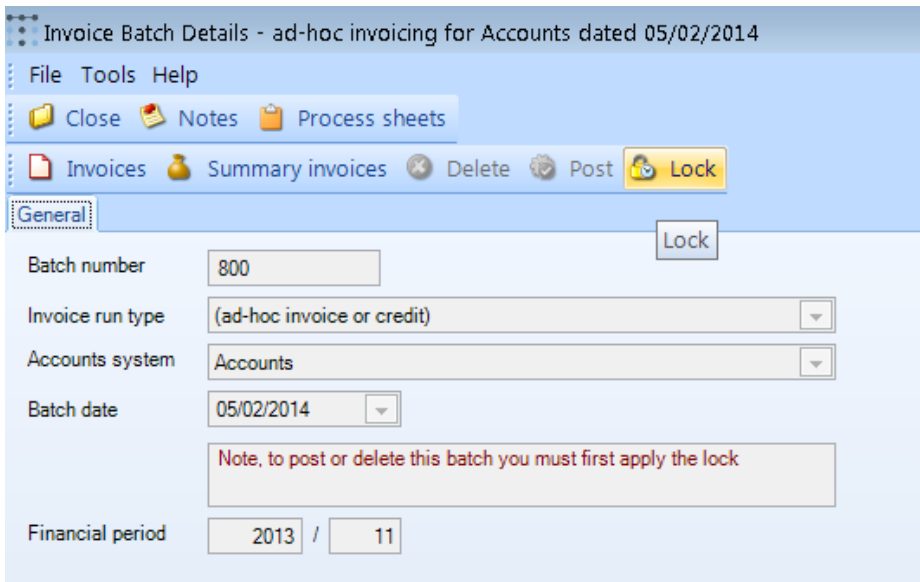
C 8 Ad-hoc Invoices & Credit notes

From the **Billing | Invoice Batch** menu select **New**. Then select **ad-hoc invoice or credit** as the invoice run type. Select the relevant **Accounts system**, enter the **Batch date** and check the **Financial period** is correct with the Batch date.

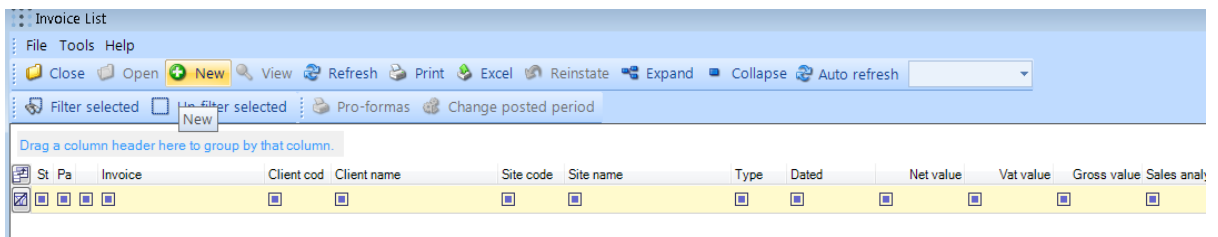
Select **Save** to generate the batch.



Once the batch has been created select **Lock** and then select **Invoices**:



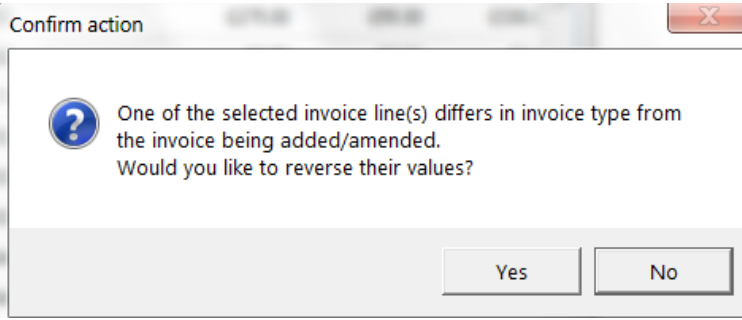
On the following screen select **New** to start entering the invoice or credit note:



Select the **Client** and **Site** and whether this is an **Invoice or Credit**:

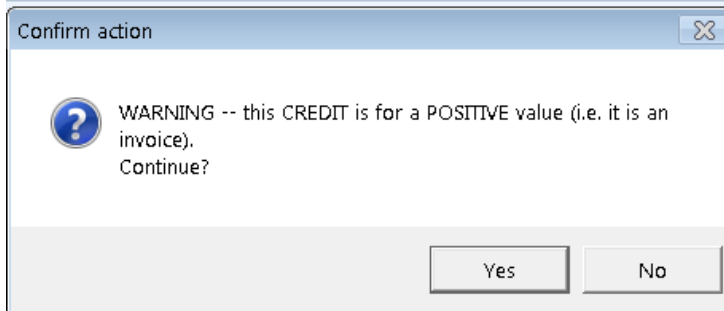
Select **Add** to enter the line details manually. Alternatively, line details can be automatically added via the **Build from posted** option which can be used to retrieve the details from earlier posted transactions. This is especially useful for crediting an existing invoice as this would allow the user to pull in all the details from the invoice that is to be credited.

Where the invoice type of the selected line(s) differs from the invoice type being edited the user is prompted with the option to reverse the sign of the invoices.



Please Note: Where a **Credit note** is entered it is important to ensure that the values entered are negative.

On saving the credit note the following message will appear to inform the user if the credit is for a positive value i.e. it will behave the same as an invoice.

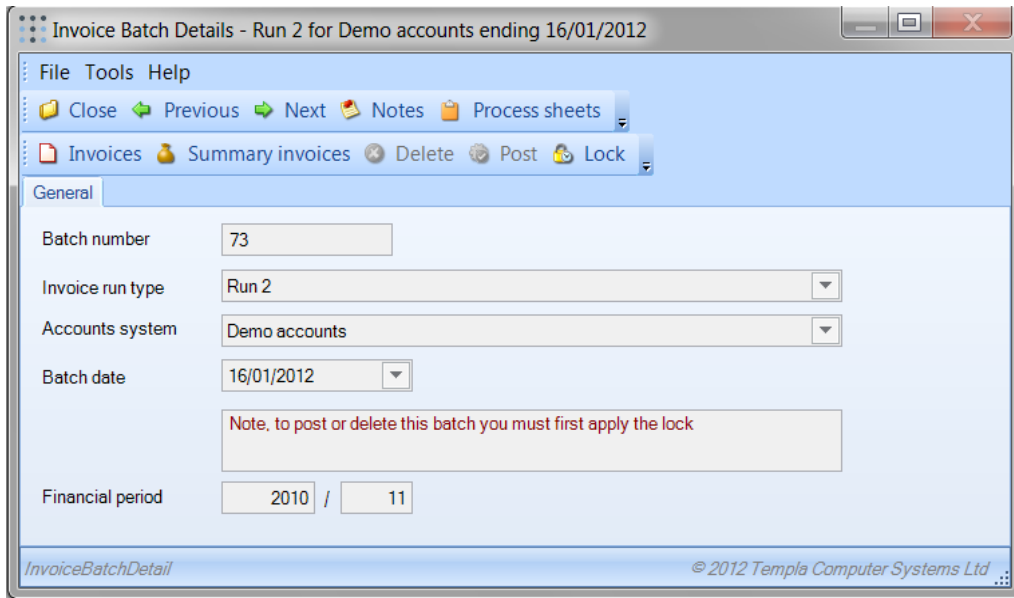


C 9 Take a back-up called Pre_INV_POST_* where *** is the CMS batch number.**

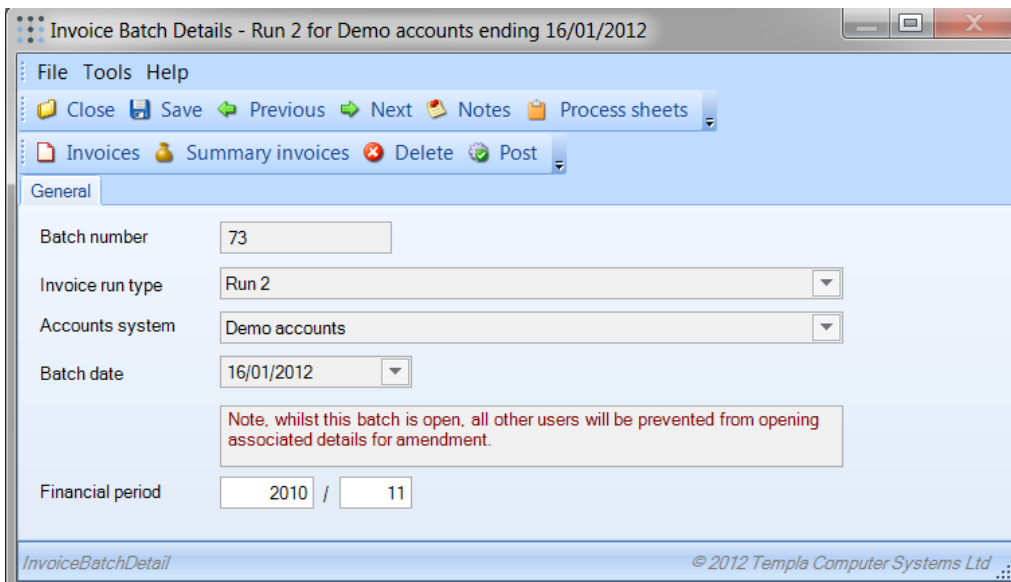
C 10 Posting an Invoice batch

This process is the same regardless of the type of batch (contracted, ad-hoc or credit notes).

When the batch is ready to be posted, go back to **Billing | Invoice Batches**. Double-click on the batch. Then select **Lock**:



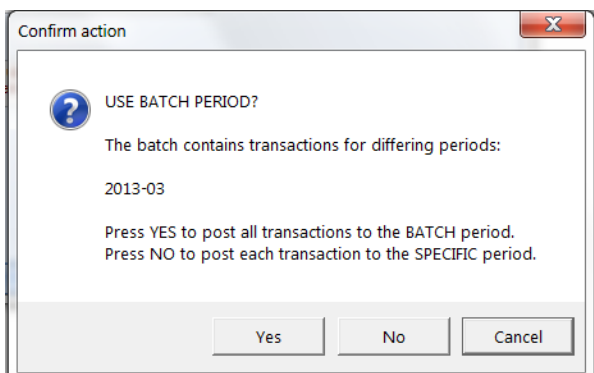
Once the batch has been locked, **Post** will become enabled:



MAKE A NOTE OF THE BATCH NUMBER.

Invoice batches may contain invoices with a mixture of invoice dates that could be posted into separate periods within Dimensions. At posting time, the possible period of each invoice is determined, and where more than one period may be targeted and is open, the user will be warned of this and presented with the following options:

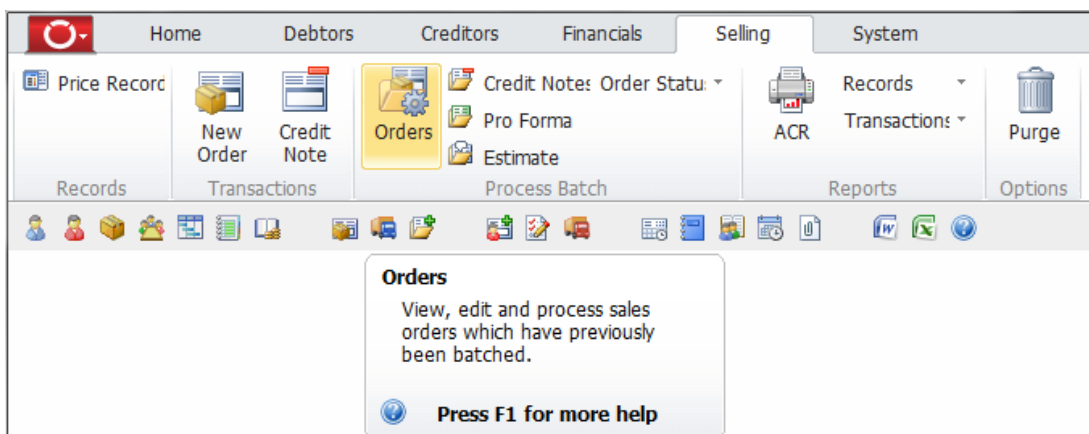
- Apply the batch period to **all** invoices – select **Yes** on the confirm action screen.
- Apply the determined period to **each** invoice – select **No** on the confirm action screen.



After selecting **Yes** or **No**, the batch will be posted to Access Dimensions.

D 10 Processing Invoices in Access Dimensions:

From the **Selling** tab, select **Orders**:



On the **Sales Order Batch Selection** screen enter the **Batch Ref.** as **CMSSI#**, where # is the batch number as noted in C9 above. Select **enter** to display all the items from the batch posted from CMS:

Sales Order Batch Selection

Find Orders with

Reqd Date to

Order Date to

Period to

Order Account

Delivery Route

Customer Ref.

Order No. to

Batch Ref.

O/S Stock Code

Customer Sort Key

User Id.

Partially Processed Accounts On Stop
 Delivery Notes to print Invoices to print
 Delivery Notes to update Invoices to update
 Awaiting Purchase Order Delivery
 Only Display Orders With Allocated Stock

Toggle all the Invoices that should be processed to Yes. These can be toggled all at once by using the **square** button (highlighted) and then select the **Green tick**:

Order Account	Name	Order No.	Reqd Date	Value	Order Date	Priority	Batch Ref.	Delivery Route
ABP001	ABP Ports	4977		1368.43 YES	1 APR 09	Normal	CMSSI1	
ABP001	ABP Ports	4976		1368.43 YES	1 MAR 09	Normal	CMSSI1	
ABP001	ABP Ports	4975		1368.43 YES	1 FEB 09	Normal	CMSSI1	
ABP001	ABP Ports	4974		1368.43 YES	1 JAN 09	Normal	CMSSI1	
ABP001	ABP Ports	4973		1368.43 YES	1 DEC 08	Normal	CMSSI1	
ABP001	ABP Ports	4972		1368.43 YES	1 NOV 08	Normal	CMSSI1	
ABP001	ABP Ports	4971		1368.43 YES	1 OCT 08	Normal	CMSSI1	
ABP001	ABP Ports	4970		1368.43 YES	1 SEP 08	Normal	CMSSI1	
ABP001	ABP Ports	4969		1368.43 YES	1 AUG 08	Normal	CMSSI1	
ABP001	ABP Ports	4968		1368.43 YES	1 JUL 08	Normal	CMSSI1	
ABP001	ABP Ports	4967		1368.43 YES	1 JUN 08	Normal	CMSSI1	
ABP001	ABP Ports	4966		1368.43 YES	1 MAY 08	Normal	CMSSI1	
ABP001	ABP Ports	4965		1368.43 YES	1 APR 08	Normal	CMSSI1	
ABP001	ABP Ports	4964		1368.43 YES	1 MAR 08	Normal	CMSSI1	
ABP001	ABP Ports	4963		1368.43 YES	1 FEB 08	Normal	CMSSI1	

On the following screen tick the **Print Invoices** check-box. **Make sure that the date and period are correct.** Select the **Green tick** to continue.

Process Batch

Do the following

Print Invoice
 Invoice Date Current Year
 Period

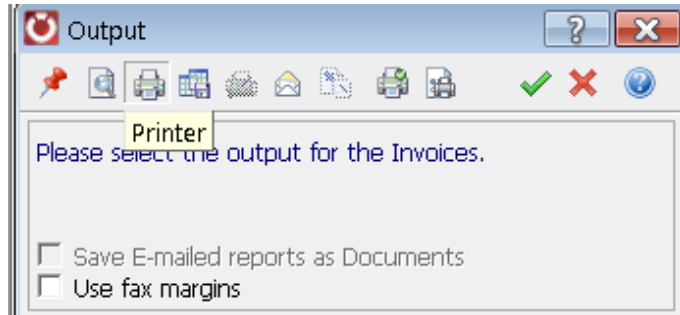
Update Invoice
 Confirm After Printing

Print Picking List
 Subtotal By :-

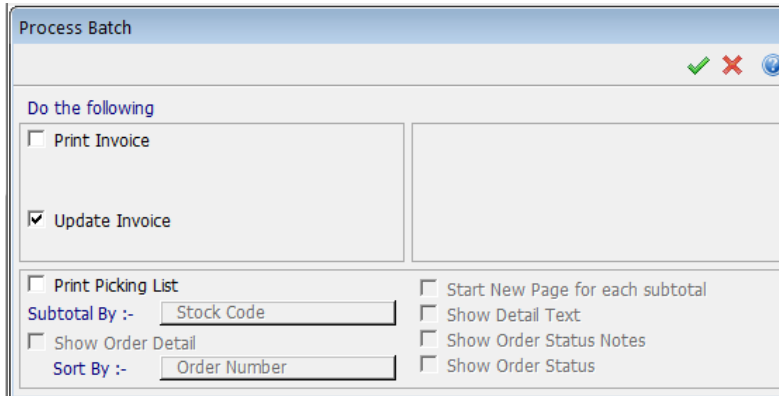
Show Order Detail
 Sort By :-

Start New Page for each subtotal
 Show Detail Text
 Show Order Status Notes
 Show Order Status

On the following screen select the output for the Invoices – choose the relevant option for example printer:



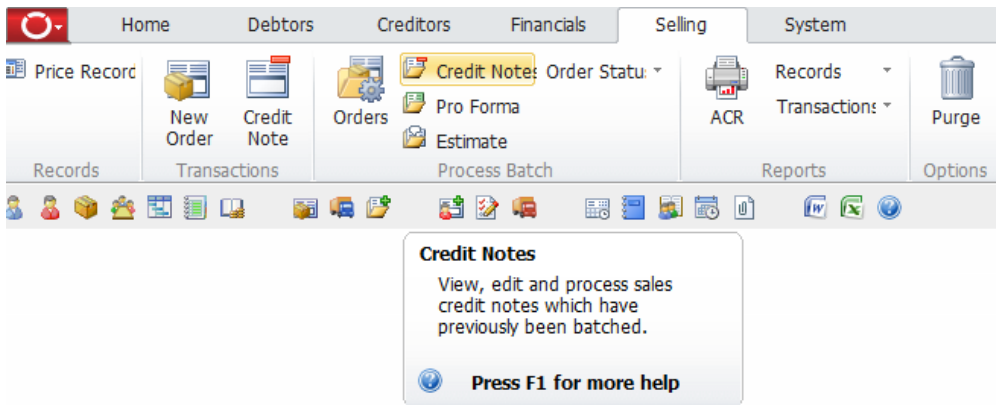
Check the invoices have been printed out correctly and reprint individual invoices (or all) as necessary. Once printed as required, select the **Green tick** again and this time check the **Update Invoice** box:



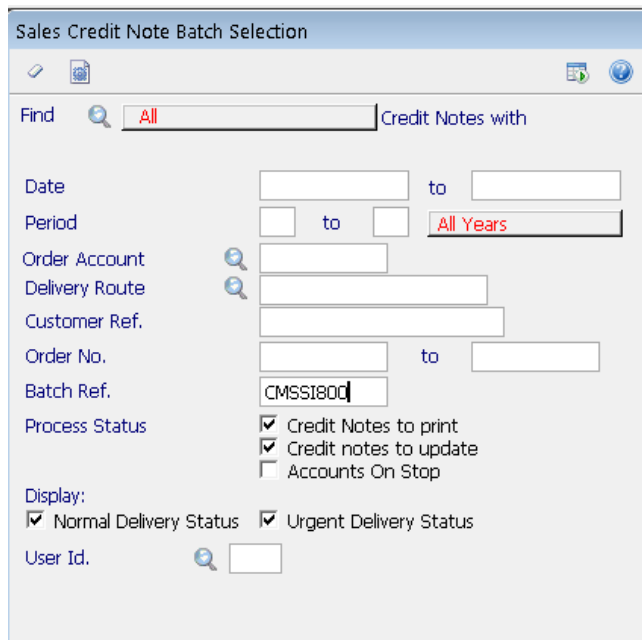
Select the **Green tick**. This will post the Invoices to the customer's accounts.

D 11 Processing Credit Notes in Access Dimensions

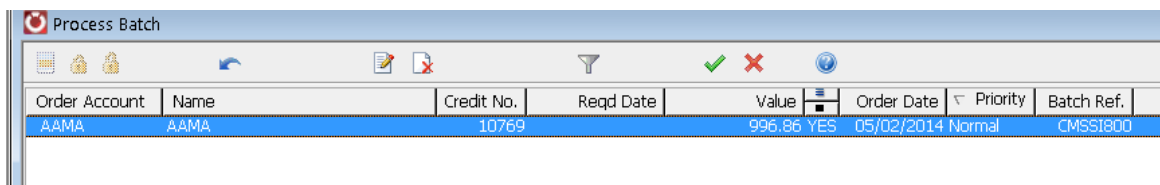
From the **Selling** tab, select **Credit Notes**:



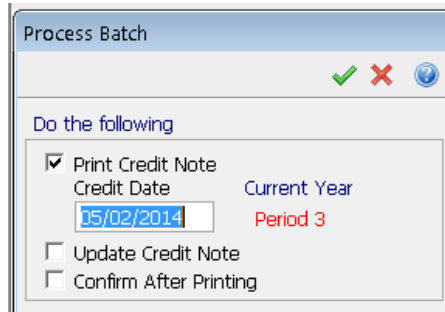
On the **Sales Credit Note Batch Selection** screen enter the batch reference no as **CMSSI#**, where # is the CMS batch number. Press enter (or use the Green arrow) and this will bring up all the items from the batch posted from CMS:



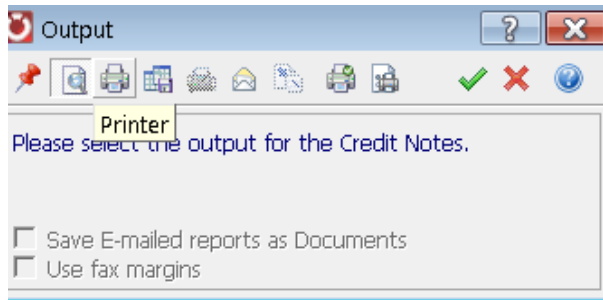
Toggle all the Credit Notes that should be processed to **Yes**. These can be toggled all at once by using the square button (highlighted). Then select the **Green tick**.



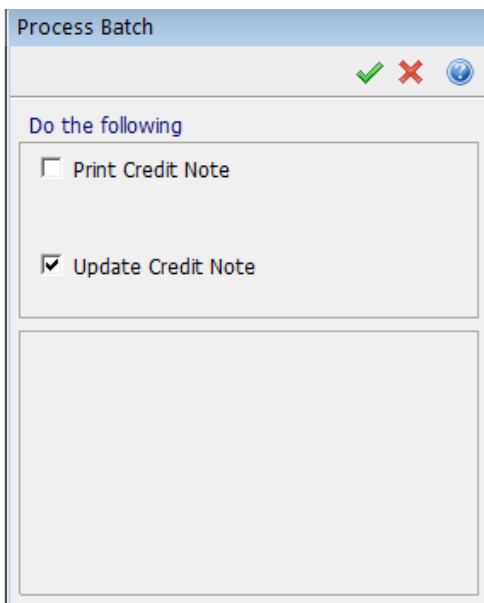
On the below check the **Print Credit Note**. Ensure that the date and period are correct. Select the **Green tick**.



On the following screen select the output for the Invoices – choose the relevant option (e.g. **Printer**):



Check the credit notes have been printed out correctly and reprint individual credit notes (or all) if necessary. Once the credit notes have been printed, select the **Green tick** and check **Update Credit Note**:



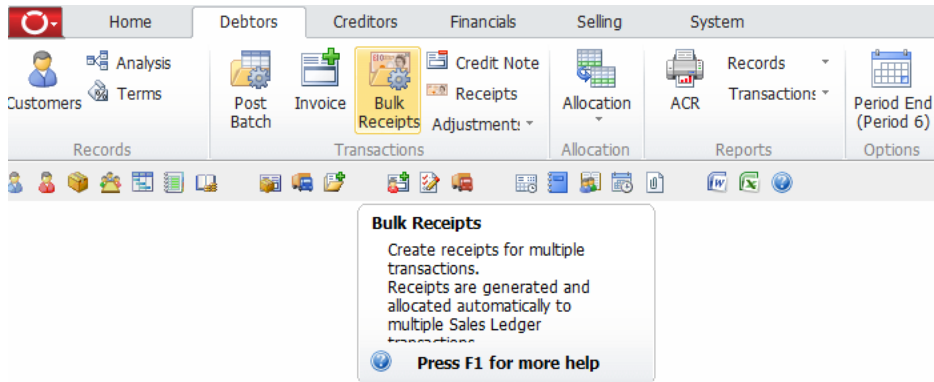
Select the **Green tick**. This will post the Credit Notes to the customer's accounts.

D

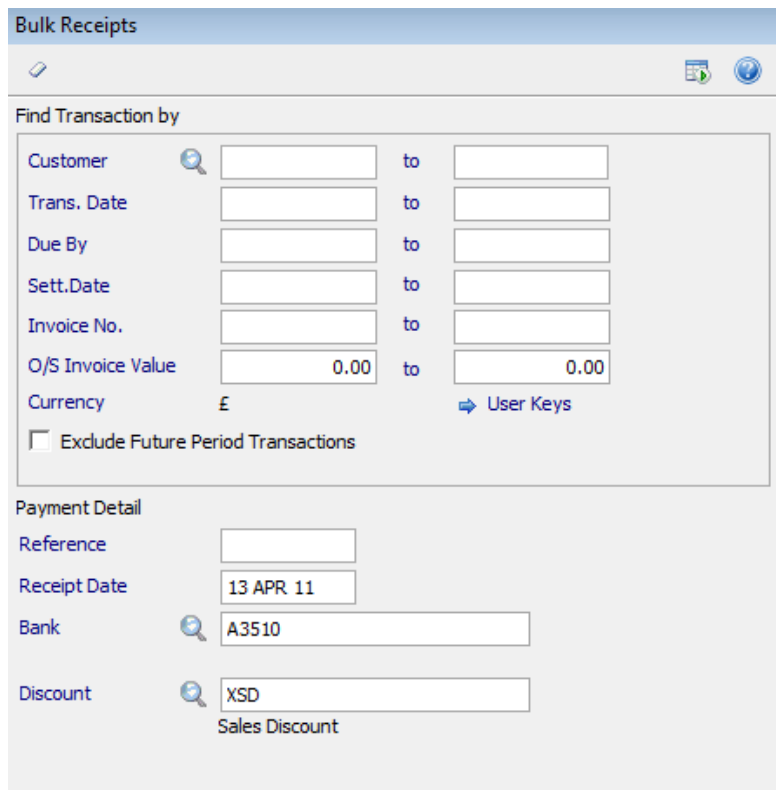
12

Customer Receipts & Allocations (Bulk option)

From the **Debtors** tab, select **Bulk Receipts**:



From the **Bulk Receipts** selection window, locate the outstanding transactions for a specific customer or leave the screen blank to display all. Select **Enter** to display a list of the transactions:



Please Note: Ensure information defaulted in on the **Payment Detail** section is correct before continuing. The **Reference** field should be left blank unless the same reference needs to be recorded against all the transactions regardless of the customer.

Customer /	Name	Date	Ref.	Type	Allocated Value	Outstanding	Set %	D	Audit No.
BOUR01	Bourne Financial Ltd	31 JAN 16	84918	INV		945.47			35
BOUR01	Bourne Financial Ltd	29 FEB 16	85008	INV		3760.74			32
BOUR01	Bourne Financial Ltd	29 FEB 16	10085131	INV		454.56			393
BPOIL1	BP Oil UK Ltd	1 DEC 15	84380	INV	1019.14	1019.14			38
BPOIL1	BP Oil UK Ltd	31 JAN 16	84864	INV		73.17			41
BPOIL1	BP Oil UK Ltd	1 FEB 16	84849	INV		1019.14			40
BPOIL1	BP Oil UK Ltd	1 MAR 16	10085162	INV		1019.14			456
BRIT02	British Retail Consortium	29 FEB 16	85010	INV		729.84			43
CAMP01	Campion Capital LLC	31 DEC 15	84539	INV		90.64			47
CAMP01	Campion Capital LLC	31 JAN 16	84792	INV		327.29			46
CAMP01	Campion Capital LLC	29 FEB 16	85012	INV		327.29			45
CANDM01	C and M Travel Recruitmen	31 DEC 15	84718	INV		192.00			50
CANDM01	C and M Travel Recruitmen	31 JAN 16	84793	INV		762.61			49
CANDM01	C and M Travel Recruitmen	31 JAN 16	84911	INV		192.00			51
CANDM01	C and M Travel Recruitmen	31 JAN 16	84959	INV		267.00			53
CANDM01	C and M Travel Recruitmen	29 FEB 16	85090	INV		15.84			48
CANDM01	C and M Travel Recruitmen	29 FEB 16	85013	INV		762.61			52
CANDM01	C and M Travel Recruitmen	29 FEB 16	10085132	INV		192.00			394
CAPT01	Capital Staffing	29 FEB 16	85104	INV		25.75			54
CAPT01	Capital Staffing	29 FEB 16	85014	INV		703.74			56
CHAL02	Challenge Group Brokers (u	31 JAN 16	84795	INV		156.42			58
CHAL02	Challenge Group Brokers (u	29 FEB 16	85015	INV		156.42			57
CHSE03	Charterhouse Development	1 MAR 16	10085138	INV		3652.14			419
CLAR01	Clark White Publication Ltd	29 FEB 16	85016	INV		310.43			60
COVG01	Covent Garden Bureau	1 JAN 16	84602	INV		241.38			62
COVG01	Covent Garden Bureau	1 MAR 16	10085140	INV		241.38			421
DAKS01	Daks-Simpson Ltd	29 FEB 16	85017	INV		4234.01			63
DAKS1	DAKS LTD	29 FEB 16	85018	INV		2602.92			64
DANF01	Danfoss Limited	29 FEB 16	85019	INV		974.03			66
DELCO1	Delcon Construction Limite	30 NOV 15	84405	CRN		-50.00			67
DELCO1	Delcon Construction Limite	29 JAN 16	84771	INV		28.38			69
DELCO1	Delcon Construction Limite	29 FEB 16	85020	INV		213.66			68
DJOR01	The Dior Beauty Boutique	31 DEC 15	84638	INV		121.46			70
DJOR01	The Dior Beauty Boutique	31 DEC 15	84546	INV		1221.66			73
DJOR01	The Dior Beauty Boutique	29 FEB 16	85105	INV		25.31			72
DJOR01	The Dior Beauty Boutique	29 FEB 16	85021	INV		1221.66			74
DJOR01	The Dior Beauty Boutique	29 FEB 16	10085130	INV		120.00			392
DNA01	DNA	1 DEC 15	84383	INV		182.47			75
DNA01	DNA	1 JAN 16	84603	INV		182.47			76
DNA01	DNA	1 FEB 16	84852	INV		182.47			77
DNA01	DNA	1 MAR 16	10085141	INV		182.47			422
DRON05	West of England Ship Own	29 FEB 16	85022	INV		5173.36			78
DRON05	West of England Ship Own	29 FEB 16	85102	INV		208.49			79
DRON05	West of England Ship Own	29 FEB 16	85023	INV		564.73			80
DRON06	Dron & Wright	29 FEB 16	85103	INV		282.84			82
DRON06	Dron & Wright	29 FEB 16	85024	INV		1418.60			83
EDI0101	EDI PLC	22 AUG 13	3	CRN		-357.60			344
ELEM01	Elemis	31 JAN 16	85126	INV		3538.46			90
ELEM01	Elemis	29 FEB 16	85026	INV		1795.25			92

** Sett. Disc. cannot be applied to a partial allocation with multiple VAT Codes. Any adjustment will have to be entered manually.

Allocated Value	£	1019.14	Sett	£	0.00	<input type="checkbox"/> *Disputed
Total	£	1019.14	£	0.00		
Receipt Balance		1019.14				
Outstanding Balance		12535793.83				

To Allocate:

- 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 at the bottom of the screen:

Allocated Value	£	<input type="text" value="300.00"/>	Sett	£	<input type="text" value="0.00"/>	<input type="checkbox"/> *Disputed
Total	£	600.00	£	0.00		
Receipt Balance		600.00				
Outstanding Balance		36143.26				

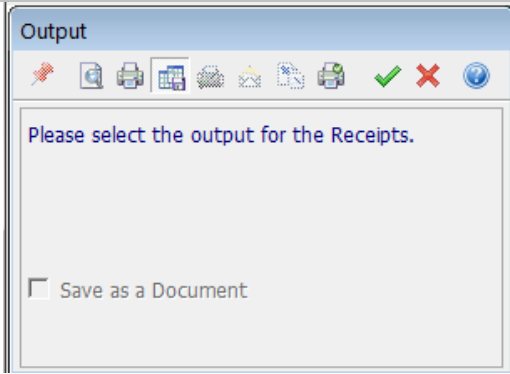
- The **Receipt Balance** shows the total **Allocated Value** of the selected transactions less **Settlement Discount** (if used), and therefore represents the accumulating value of the Receipts
- The **Outstanding Balance** shows the total value of all transactions in the list and therefore represents the maximum value of Invoices

Once the allocations have been made and are ready to be processed select the **Green tick** and then select **Yes** when prompted:

OK to print receipts for a total value of £1019.14?

No Yes

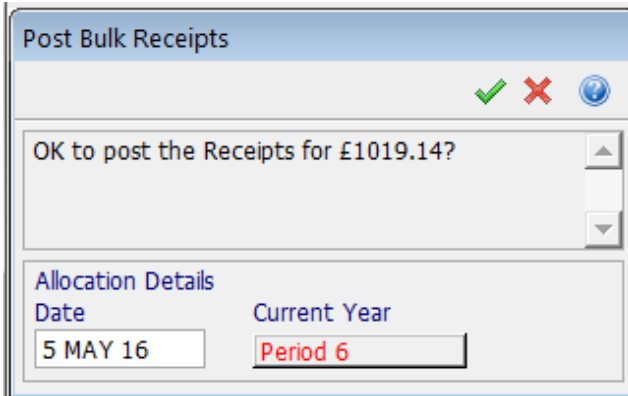
On the following screen select the output for the **Receipts**. Choose the relevant option for example printer (or print to file if receipts won't be sent to the customer and select the **Green tick**).



If the receipt printed (or exported) is okay, select **No**:



On the below screen check the total for the Receipts and make sure the **Allocation Details Date** and **Period** are correct before selecting the **Green Tick** to post the transactions to the customer accounts.





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