

# Billing Run and Customer Receipt Processing Guide TEMPLACMS & ACCESS DIMENSIONS

October 2021



#### **COMMERCIAL STATEMENT**

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### **DOCUMENT CONTROL**

#### **Version Control**

| 25 October 2021 | Keith Williams | Rebranded original content |
|-----------------|----------------|----------------------------|
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## 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  |
|---|------|--|
| с | 1    | For Contracted Invoicing follow Steps 2 – 7.   |
|   |      | For Ad-hoc Invoicing follow Step 8.  |
| с | 2    | Create the Invoice batch (Contracted Invoicing)  |
|   |      | This can be done from the <b>Billing   Invoice Batches</b> menu via clicking on <b>'New'</b> .   |
|   |      | 😳 TemplaCMS - Contract Management System TemplaCMS DEMO<br>File Window Tools Help<br>Close 🕖 Open 💁 New 🍭 View 🏖 Refresh 🍐 Print 🔌 Excel Search 🗳 Clear Search 🛸 Expand 💻 Collapse 🏖 Auto refresh 🔷 🗸 Show   |
|   |      | Filter selected     Un-filter selected     Navigator     Alerts Contracts Attachment Types Workflow Manager Invoice Batches Datasources Invoice List   |
|   |      | Billing Invoice Batches Invoic |
|   |      | Invoice Jackies     Invoices     Billing Review     Billing Review     Invoice     St. Batch number Batch date Net value Vat value Gross value Net suspended Vat suspended Invoice run   |
|   |      | Image: Second                         |
|   |      | 736         51002013         £1.512.00         £0.00         £0.00         £0.00         £0.00         £0.00         £0.00         admic           797         20/12/2013         £0.00         £0.00         £0.00         £0.00         £0.00         £0.00         admic  |
|   |      |  |
|   |      | Contract Admin Payroll   |
|   |      | Workbills<br>Billing   |
|   |      | The billing run is controlled by a group or 'batch' of invoices for a specific invoice frequency   |
|   |      | The billing run is controlled by a group or 'batch' of invoices for a specific invoice frequency.  |
|   |      | Complete the following:  |
|   |      | Invoice Batch Details - *  |
|   |      | File Tools Help  |
|   |      | 📁 💋 Close 🛃 Save 🛸 Notes 📋 Process sheets  |
|   |      | General  |
|   |      | Batch number new batch   |
|   |      | Invoice run type Main Contract   |
|   |      | Accounts system  |
|   |      | Batch date 27/12/2013 💌  |
|   |      | Note, to post or delete this batch you must first apply the lock   |
|   |      |  |
|   |      | Financial period 2013 / 9  |
|   |      |  |
|   |      | InvoiceBatchDetail © 2013 Templa Computer Systems Ltd  |
|   |      | The <b>Batch number</b> will be automatically generated by the system.   |
|   |      | From the <b>Invoice run type</b> option select the relevant invoice run – i.e. ad-hoc invoices or credits or a contracted invoice run.   |
|   |      | The <b>Financial Period</b> 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 <b>Invoices</b> to view the billing lines that will be invoiced.   |

|   | Ella Tools Ha  | n                         | -                            |                               |                              |                       |                                  |                                |                  |
|---|--|---------------------------|------------------------------|-------------------------------|------------------------------|-----------------------|----------------------------------|--------------------------------|------------------|
|   | File Tools He  |                           |                              |                               |                              |                       |                                  |                                |                  |
|   | 💋 Close 🗢  | Previous •                | 🔷 Next ≶                     | Notes 🗎                       | Process she                  | eets                  |                                  |                                |                  |
|   | 🗋 Invoices 🧯   | Summar                    | y invoices (                 | 🔕 Delete 🄇                    | 👌 Post 🙆                     | Lock 🧼 Memo           | s                                |                                |                  |
|   | General  |                           |                              |                               |                              |                       |                                  |                                |                  |
|   | Batch number   | 100                       |                              |                               |                              |                       |                                  |                                |                  |
|   | Batch number   | 120                       |                              |                               |                              |                       |                                  |                                |                  |
|   | Invoice run type   | Start of M                | lonth                        |                               |                              | -                     |                                  |                                |                  |
|   | Accounts system  | Accounts                  | London                       |                               |                              | -                     |                                  |                                |                  |
|   | Batch date   | 01/04/20                  | 16 🖵                         |                               |                              |                       |                                  |                                |                  |
|   | Daton dato   |                           |                              |                               |                              |                       |                                  |                                |                  |
|   |  | Note, to p                | post or delete               | this batch you r              | must first apply             | y the lock            |                                  |                                |                  |
|   |  |                           |                              |                               |                              |                       |                                  |                                |                  |
|   | Financial period   | 2015                      | 5 / 7                        |                               |                              |                       |                                  |                                |                  |
|   | Notes  |                           |                              |                               |                              |                       |                                  |                                |                  |
|   |  |                           |                              |                               |                              |                       |                                  |                                |                  |
|   | S Filter selected  |                           |                              |                               |                              | apse 🥳 Auto refresh   |                                  |                                |                  |
|   | File Tools Help  |                           |                              |                               |                              |                       |                                  |                                |                  |
|   | Close 🥥 Open 🔍   |                           |                              |                               |                              | llapse 🧬 Auto refresh | •                                |                                |                  |
|   |  |                           |                              | B change posted p             |                              |                       |                                  |                                |                  |
|   | Drag a column header here t<br>St Pa Invoice                               | <b>T</b>                  | cod Client name              | Site code                     | Site name                    | Type Dated            | Net value                        | Vat value G                    | ross value :     |
|   |  |                           |                              |                               |                              |                       |                                  | ]                              |                  |
|   | LIMS - LIMS (22)   |                           | LIMS                         | LIMS/01                       | LIMS LONDON                  | Invoice 01/06/2013    | £847.21                          |                                | £1,016.65        |
|   | LIMS - LIMS (22  |                           | LIMS                         | LIMS/01                       | LIMS LONDON                  | Invoice 01/06/2013    | £26.52                           | £5.30                          | £31.82           |
|   | LIMS - LIMS (22  |                           | LIMS                         | LIMS/01                       | LIMS LONDON                  | Invoice 01/06/2013    | £16.85                           | £3.37                          | £20.22           |
|   | LIMS - LIMS (22  |                           | LIMS                         | LIMS/01                       | LIMS LONDON                  | Invoice 01/06/2013    | £31.60                           | £6.32                          | £37.92           |
|   | LIMS - LIMS (22  |                           | LIMS                         | LIMS/01                       | LIMS LONDON                  | Invoice 01/06/2013    | £7.07                            | £1.41                          | £8.48            |
|   | LIMS - LIMS (22  |                           | LIMS                         | LIMS/01                       | LIMS LONDON                  | Invoice 01/06/2013    | £16.85                           | £3.37                          | £20.22           |
|   | LIMS - LIMS (22  |                           | LIMS                         | LIMS/01                       | LIMS LONDON                  | Invoice 01/06/2013    | £16.85                           | £3.37                          | £20.22           |
|   | LIMS - LIMS (22  |                           | LIMS                         | LIMS/01                       | LIMS LONDON                  | Invoice 01/06/2013    | £24.23<br>£43.81                 | £4.85<br>£8.76                 | £29.08<br>£52.57 |
|   | LIMS - LIMS (22  | ·                         | LIMS                         | LIMS/01                       |                              | Invoice 01/06/2013    | £180.50                          | £36.10                         | £216.60          |
|   |  |                           |                              |                               |                              |                       | £23,848.49                       |                                | 28,618.17        |
| 3 | Check and appl<br>Where a new bill<br>frequency where<br>date' is 31/01/20 | ing line is<br>the 'effec | not effectiv<br>ctive from c | ve for the er<br>late' on the | itire billing<br>contract bi | illing line is 10/0   | nple on a <b>n</b><br>1/2014 and | <b>nonthly</b> I<br>I the 'nex | oillin<br>t inv  |
|   | generated.   |                           |                              |                               |                              |                       |                                  |                                |                  |
|   | Any pro-rata inv   |                           |                              |                               |                              |                       |                                  |                                |                  |

| Invoice     | d I I Un-tilter selected<br>List |                |                 |                 |                  |               |             |             |             |             |             |              |
|-------------|----------------------------------|----------------|-----------------|-----------------|------------------|---------------|-------------|-------------|-------------|-------------|-------------|--------------|
| File Too    | ls Help                          |                |                 |                 |                  |               |             |             |             |             |             |              |
| 🥥 Close     | 🗐 Open 🚱 New 🍳                   | 🖁 View 🍣       | Refresh 🍪 Print | 😣 Excel 🦃 R     | einstate 📲 Expan | nd 😐 Collapse | e 🏖 Auto re | fresh       | -           |             |             |              |
| 😽 Filter    | selected 🔲 Un-filter se          | lected 👌 🍪     | Pro-formas 🎯    | Change posted p | eriod            |               |             |             |             |             |             |              |
| Drag a colu | umn header here to group t       | ov that column | 1.              |                 |                  |               |             |             |             |             |             |              |
| 到 St Pa     | Invoice                          | Client cod     | Client name     | Site code       | Site name        | Туре          | Dated       | Net value   | Vat value   | Gross value | Sales analy | sis Accounts |
|             |                                  |                |                 |                 |                  |               |             |             |             |             |             |              |
| <b>~</b>    | ACFS - ACFS (22572)              | ACFS           | ACFS            | ACFS/01         | ACFS 3RD         | Invoice       | 01/07/2013  | £381.90     | £76.38      | £458.28     | 4000        | 0            |
| <b>~</b>    | 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            |
| <b>~</b>    | 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:

| 1 | ✓    | ACFS - ACFS (22572)   | ACFS | ACFS | ACFS/01 | ACFS 3RD | Invoice | 01/07/2013 | £12.52  | £2.50  | £15.02  | 4010 | 1 |
|---|------|-----------------------|------|------|---------|----------|---------|------------|---------|--------|---------|------|---|
|   | <    | ACFS - ACFS (22572)   | ACFS | ACFS | ACFS/01 | ACFS 3RD | Invoice | 01/07/2013 | £0.00   | £0.00  | £0.00   | 4000 | 1 |
|   | 🖌 🏹  | 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 | 1 |
|   | J 🔊  | AFFH - AFFH (22573)   | AFFH | AFFH | AFFH/01 | AFFH 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:

| 1  | Invoice Item I | Details - Invoice fo | or AEFH dated     | 01/07/2013      |                  | X          |
|----|----------------|----------------------|-------------------|-----------------|------------------|------------|
| -  | File Tools He  | łp                   |                   |                 |                  |            |
| 7: | Close 🥥        | Accept 🌀 Acce        | ot and new 🛛 🗢    | Previous 单      | Next 🗿 Appl      | y pro-rata |
| )  | Invoice text   | GE DAILY CLEANING    | 3                 |                 |                  |            |
| )  | Qty            | Price<br>£350.59     | Net<br>£350.59    | VAT<br>£70.12   | Gross<br>£420.71 |            |
|    | Site           | AEFH 2ND             |                   |                 |                  | 0          |
|    | Task type      | Daily office cleani  | ng                |                 |                  | 0          |
|    | Revenue type   | DOC revenue          |                   |                 |                  | 0          |
|    | Sales analysis | 4000 Contracted      | Daily Office Clea | ining           |                  | 0          |
|    | VAT code       | Standard Rate        | •                 | Client order re | ef               |            |
|    | Source details | Contract billing A   | EFH/01 AEFH 2     | ND 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:

|   | Invoice<br>Invoice header  |   |  |             |                                    |   |   |                        |                           |  |                |
|---|--|---|--|-------------|------------------------------------|---|---|------------------------|---------------------------|--|----------------|
|   | Batch  | batch 803 - Main Cor  | ntract for Accounts ending 01/07/20  | 13          | Invoic                             | e 🔻   | AEFH 2ND<br>AEFH 2ND  |                        |                           |  |                |
|   | Client   | AEFH  |  | 0 🗘         | 01/07/                             | 2013 🔍  | W1J 01A   |                        |                           |  |                |
|   | Site   | AEFH 2ND  |  | 0 🗘         | 4                                  |   |   |                        |                           |  |                |
|   | Internal inv Ref   | 22573   | Accounts invoice No  | 0           | _                                  |   |   |                        |                           |  |                |
|   |  | ·   |  |             |                                    |   |   |                        |                           |  |                |
|   | Pa Site  |   | Text   |             | Qty                                | Price   | Net   | VAT                    | Gross V                   | 'AT code                               |                |
|   | aefi   | H/01 - AEFH 2ND   | Period - 01/07/2013 to<br>05/07/2013   |             | 0.00                               | £0.00   | £0.00   | £0.00                  | £0.00                     | 1 - Standar                            |                |
|   |  | H/01 - AEFH 2ND   | MONTHLY CHARGE DAILY   |             | 1.00                               | £56.55  | £56.55  | £11.31                 | £67.86                    | 1 - Standar                            |                |
|   |  | NOT ALITIZINO   | CLEANING   |             | 1.00                               | 200.00  | 200.00  | 211.01                 | 207.00                    |  |                |
|   | AEFI   | H/01 - AEFH 2ND   | M TOILET DEEP CLEAN  |             | 1.00                               | £43.26  | £43.26  | £8.65                  | £51.91                    | 1 - Standar                            |                |
|   |  |   | y with the calculate<br>required value.  | d value     | e it can l                         | be overrid                                      | den by do   | uble-c                 | licking o                 | n the lin                              | e and          |
| 4 | Suspend  | / Release bil   | lling lines if neede   | d           |                                    |   |   |                        |                           |  |                |
|   | Dianco not   | to the follow   | ing hilling line type  |             | ot bo cu                           | u c n o n d o d u                               |   |                        |                           |  |                |
|   | Please no  | te the follow   | ing billing line type  | s cann      | orbest                             | ispended:                                       |   |                        |                           |  |                |
|   | • N  | 1anually (ad-   | hoc) entered invoid  | ce lines    |                                    |   |   |                        |                           |  |                |
|   |  |   | rge invoice lines  |             |                                    |   |   |                        |                           |  |                |
|   |  | Vorkbill invoi  | -  |             |                                    |   |   |                        |                           |  |                |
|   |  |   |  |             |                                    |   |   |                        |                           |  |                |
|   | To susper  | nd  |  |             |                                    |   |   |                        |                           |  |                |
|   | •  |   |  |             |                                    |   |   |                        |                           |  |                |
|   | From with  | in the invoic   | e batch:   |             |                                    |   |   |                        |                           |  |                |
|   |  |   |  |             |                                    |   |   |                        |                           |  |                |
|   | • D  | ouble click o   | on the line to be sus  | spende      | d                                  |   |   |                        |                           |  |                |
|   | • S  | elect Susper  | nd Invoice   |             |                                    |   |   |                        |                           |  |                |
|   |  |   |  |             |                                    |   |   |                        |                           |  |                |
|   | File Tools   |   | A  |             |                                    | · III -   |   |                        |                           |  |                |
|   |  | 🚽 Save 🖓 Previou  | us 🛸 Next 🗘 Notes 🎽 P  | Process she | ets 🎯 Pro                          | o-tormas 🔐 Si                                   | uspend invoice  | Postp                  | one invoice               |  |                |
|   | Invoice<br>Invoice header  |   |  |             |                                    |   | Suspend invo  | oice                   |                           |  |                |
|   | invoice negaci   |   |  |             |                                    |   | Suspend inve  |                        |                           |  |                |
|   | Batch  | batch 803 - Main Co   | ontract for Accounts ending 01/07/201  | 13          | Туре                               | Invoice 👻                                       | Tower House   |                        |                           |  |                |
|   |  | batch 803 - Main Co<br>AAMA   | ontract for Accounts ending 01/07/201  | 13          | 1                                  | Invoice -<br>01/07/2013 -                       | Tower House<br>St John's Market<br>Hildenborough  |                        |                           |  |                |
|   | Batch  |   | ontract for Accounts ending 01/07/201  |             | Dated                              | 01/07/2013 👻                                    | Tower House<br>St John's Market   | ]                      |                           |  |                |
|   | Batch<br>Client  | AAMA<br>Tower House   | ontract for Accounts ending 01/07/201  | 6           | Dated                              | 01/07/2013 👻                                    | Tower House<br>St John's Market<br>Hildenborough<br>Kent  |                        | 22571 Accounts            | s inv no                               |                |
|   | Batch<br>Client<br>Site<br>Invoicee conta                          | AAMA<br>Tower House   |  | 6           | Dated<br>Address to                | 01/07/2013 v<br>Site v                          | Tower House<br>St John's Market<br>Hildenborough<br>Kent<br>TN119JG<br>Internal inv Ref                           |                        |                           |  | Taska          |
|   | Batch<br>Client<br>Site<br>Invoicee conta                          | AAMA<br>Tower House   | Text<br>Period - 01/07/2013 to<br>31/07/2013<br>Daily Cleaning   | 6           | Dated                              | 01/07/2013 👻                                    | Tower House<br>St John's Market<br>Hildenborough<br>Kent<br>TN119JG   |                        | Gross                     | s inv no<br>VAT code<br>1 - Standar    | Task ty<br>DOC |
|   | Batch<br>Client<br>Site<br>Invoicee contr<br>Pa Site<br>AAM        | AAMA<br>Tower House   | Text<br>Period - 01/07/2013 to<br>31/07/2013   | 6           | Dated<br>Address to<br>Qty         | 01/07/2013 -<br>Site -<br>Price                 | Tower House<br>St John's Market<br>Hildenborough<br>Kent<br>TN119JG<br>Internal inv Ref                           | VAT                    | Gross<br>£330.00          | VAT code                               |                |
|   | Batch<br>Client<br>Site<br>Invoicee contr<br>Pa Site<br>AAM        | AAMA<br>Tower House<br>ac   | Text<br>Period - 01/07/2013 to<br>31/07/2013<br>Daily Cleaning   | 6           | Dated<br>Address to<br>Oty<br>1.00 | 01/07/2013<br>Site<br>Price<br>£275.00          | Tower House<br>St. John's Market<br>Hildenborough<br>Kent<br>TN119JG<br>Internal inv Ref<br><u>Net</u><br>£275.00 | VAT<br>£55.00          | Gross<br>£330.00          | VAT code<br>1 - Standar                | DOC            |
|   | Batch<br>Client<br>Site<br>Invoicee contr<br>Pa Site<br>AAM        | AAMA<br>Tower House<br>ac   | Text<br>Period - 01/07/2013 to<br>31/07/2013<br>Daily Cleaning   | 6           | Dated<br>Address to<br>Oty<br>1.00 | 01/07/2013<br>Site<br>Price<br>£275.00          | Tower House<br>St. John's Market<br>Hildenborough<br>Kent<br>TN119JG<br>Internal inv Ref<br>£275.00<br>£2.86      | VAT<br>£55.00<br>£0.57 | Gross<br>£330.00<br>£3.43 | VAT code<br>1 - Standar                | DOC            |
|   | Batch<br>Client<br>Site<br>Invoicee conta<br>Pa Site<br>AAM        | AAMA<br>Tower House<br>ac   | Text<br>Period - 01/07/2013 to<br>31/07/2013<br>Daily Cleaning<br>Tea Towels x 2 weekly  | 6           | Dated<br>Address to<br>Oty<br>1.00 | 01/07/2013<br>Site<br>Price<br>£275.00          | Tower House<br>St. John's Market<br>Hildenborough<br>Kent<br>TN119JG<br>Internal inv Ref<br><u>Net</u><br>£275.00 | VAT<br>£55.00          | Gross<br>£330.00          | VAT code<br>1 - Standar                | DOC            |
|   | Batch<br>Client<br>Site<br>Invoicee contr<br>Pa Site<br>AAM        | AAMA<br>Tower House<br>ac   | Text<br>Period - 01/07/2013 to<br>31/07/2013<br>Daily Cleaning<br>Tea Towels x 2 weekly  |             | Dated<br>Address to<br>Qty<br>1.00 | 01/07/2013<br>Site<br>Price<br>£275.00          | Tower House<br>St. John's Market<br>Hildenborough<br>Kent<br>TN119JG<br>Internal inv Ref<br>£275.00<br>£2.86      | VAT<br>£55.00<br>£0.57 | Gross<br>£330.00<br>£3.43 | VAT code<br>1 - Standar                | DOC<br>WASH    |
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|   | Invoice heade  | er   |   |   |  |   |                                  |                                  |                                      |                                 | G                      | ancel in  | voice                             |
|   | Batch  | batch 774 - Sp   | ecial Recha   | rgeable Goods fo  | or Accounts ending   | 31/0 Type   | I                                | nvoice                           | - GACS<br>GACS                       |                                 |                        |           |                                   |
|   | Client   | GACS   |   |   |  | 📵 🚺 Dated   |                                  | 31/05/2013                       | -                                    |                                 |                        |           |                                   |
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|   | Invoicee co  | ntac   |   |   |  |   |                                  |                                  | Internal in                          | nv Ref                          | 21701                  | Accounts  | inv no                            |
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|   |  | e<br>ACS/01 - GACS 1C  |   |   |  | 13  | Qty<br>2.00                      | £7.73                            | £15.46                               |                                 |                        |           | 1 - Standar                       |
|   | ✓ G/   | ACS/01 - GACS 1C   | OL  | Ref:7573/1, De  | el Date:01/05/201<br>) CENTREFEED  | 13  | 4.00                             | £15.29                           | £61.10                               | 6 £12                           | 2.23 £                 | 73.39     | 1 - Standar                       |
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| с | 8 | Ad-hoc Invoices & Credit notes  |
|---|---|---|
|   |   | From the <b>Billing   Invoice Batch</b> menu select <b>New</b> . Then select <b>ad-hoc invoice or credit</b> as the invoice run type. Select the relevant <b>Accounts system</b> , enter the <b>Batch date</b> and check the <b>Financial period</b> is correct with the Batch date.  |
|   |   | Select <b>Save</b> to generate the batch.   |
|   |   | Invoice Batch Details - *   |
|   |   | File Tools Help   |
|   |   | General Close 🗟 Save 🗘 Notes 🎽 Process sheets   |
|   |   | Batch number new batch  |
|   |   | Invoice run type (ad-hoc invoice or credit)   |
|   |   | Accounts system Accounts  |
|   |   | Batch date 05/02/2014   |
|   |   | Note, to post or delete this batch you must first apply the lock  |
|   |   | Financial period 2013 / 11  |
|   |   | Financial period 2013 / 11  |
|   |   | Once the batch has been created select <b>Lock</b> and then select <b>Invoices</b> :  |
|   |   | Invoice Batch Details - ad-hoc invoicing for Accounts dated 05/02/2014  |
|   |   | File Tools Help   |
|   |   | 📁 💭 Close 🧐 Notes 📋 Process sheets  |
|   |   | 🗋 Invoices 🍐 Summary invoices 🔕 Delete 🍩 Post 🙆 Lock  |
|   |   | General   |
|   |   | Batch number 800  |
|   |   | Invoice run type (ad-hoc invoice or credit)   |
|   |   | Accounts system Accounts  |
|   |   | Batch date 05/02/2014 -   |
|   |   | Note, to post or delete this batch you must first apply the lock  |
|   |   |   |
|   |   | Financial period 2013 / 11  |
|   |   |   |
|   |   | On the following screen seelct <b>New</b> to start entering the invoice or credit note:   |
|   |   | Invoice List  File Tools Help   |
|   |   | File Tools Help<br>Close 🥥 Open 📀 New 🔍 View 🍣 Refresh 🍪 Print 🔌 Excel 🦃 Reinstate 📲 Expand 💻 Collapse 🚭 Auto refresh 💿 👻   |
|   |   | Sector Filter selected Sector Pro-formas Change posted period   |
|   |   | Drag a column header here to group by that column.           Image: Still Pail Invoice         Client cod         Client name         Site code         Site name         Type         Dated         Net value         Vat value         Gross value Sales analy  |
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| Invoice Det      | ails                    |                           |              |                   |            |              |     |                |        |
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| Invoice          |                         |                           |              |                   |            |              |     |                |        |
| Invoice header   |                         |                           |              |                   |            |              |     |                |        |
| Batch            | batch 800 - ad-hoc invo | oicing for Accounts dated | d 05/02/2014 | Invoice           | -          | AAMA<br>AAMA |     |                |        |
| Client           | AAMA                    |                           | Ø 🕄 💋        | Invoice<br>Credit |            | LONDON       |     |                |        |
| Site             | AAMA 8th                |                           | Ø 🕄 🖉        | Addres            | ss to site |              |     |                |        |
| Internal inv Ref | 0 Ac                    | ccounts invoice No        | 0            |                   |            |              |     |                |        |
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|                  |                         |                           |              |                   |            |              |     |                |        |
| Pa Site          | •                       | Text                      |              | Qty               | Price      | Net          | VAT | Gross VAT code | Task   |
| Pa Site          | •                       | Text                      |              | Qty               | Price      | Net          | VAT | Gross VAT code | Task t |
| Pa Site          |                         | Text                      |              | Qty               | Price      | Net          | VAT | Gross VAT code | Task t |
| Pa Site          | •                       | Text                      |              | Qty               | Price      | Net          | VAT | Gross VAT code | Taskt  |
| Pa Site          | •                       | Text                      |              | Qty               | Price      | Net          | VAT | Gross VAT code | Taskt  |
| Pa Site          |                         | Text                      |              | Qty               | Price      | Net          | VAT | Gross VAT code | Taskt  |
| Pa Site          |                         | Text                      |              | Qty               | Price      | Net          | VAT | Gross VAT code | Task   |
| Pa Site          |                         | Text                      |              | Qty               | Price      | Net          | VAT | Gross VAT code | Task   |
| Pa Site          |                         | Text                      |              | Qty               | Price      | Net          | VAT | Gross VAT code | Task   |
| Pa Site          |                         | Text                      |              | Qty               | Price      | Net          | VAT | Gross VAT code | Task   |
| Pa Site          |                         | Text                      |              | Qty               | Price      | Net          | VAT | Gross VAT code | Task   |
| Pa Site          |                         | Text                      |              | Qty               | Price      | Net          | VAT | Gross VAT code | Task   |
| Pa Site          |                         | Text                      |              | Qty               | Price      | Net          | VAT | Gross VAT code | Task   |
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| Pa Site          |                         | Text                      |              | Qty               | Price      | Net          | VAT | Gross VAT code | Task   |
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| Pa Site          |                         | Text                      |              | Qty               | Price      | Net          | VAT | Gross VAT code | Taskt  |

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.

| File Tool    | s Help             |  |        |               |              |         |           |           |            |
|--------------|--------------------|--|--------|---------------|--------------|---------|-----------|-----------|------------|
|              |                    | s 🃋 Process sheets 🍪 Pro-formas                        |        |               |              |         |           |           |            |
| Credit       |                    |  |        |               |              |         |           |           |            |
| Credit heade | er                 |  |        |               |              |         |           |           |            |
| Batch        | batch 800 - ad-hoc | invoicing for Accounts dated 05/02/2014                | Credit | •             | AAMA<br>AAMA |         |           |           |            |
| Client       | AAMA               | 0  | 05/02  | /2014 💌       | LONDON       |         |           |           |            |
| Site         | AAMA 8th           | @ <b>()</b>  | 🔼 🔲 Ad | dress to site |              |         |           |           |            |
| Internal inv | Ref 0              | Accounts invoice No 0                                  |        |               |              |         |           |           |            |
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| А            | AMA/01 - AAMA 8th  | Period - 01/04/2013 to<br>30/04/2013<br>Daily Cleaning | 1      | £275.00       | £275.00      | £55.00  | £330.00 1 | - Standar | DOC - Dai  |
| А            | AMA/01 - AAMA 8th  | Tea Towels x 2 weekly                                  | 1      | £2.86         | £2.86        | £0.57   | £3.43 1   | Standar   | WASH - W   |
| А            | AMA/01 - AAMA 8th  | Period - 01/05/2012 to<br>31/05/2012<br>Daily Cleaning | 1      | £275.00       | £275.00      | £55.00  | £330.00 1 | - Standar | DOC - Dai  |
| А            | AMA/01 - AAMA 8th  | Tea Towels x 2 weekly                                  | 1      | £2.86         | £2.86        | £0.57   | £3.43 1   | Standar   | WASH - W   |
| А            | AMA/01 - AAMA 8th  | Period - 01/04/2013 to<br>30/04/2013<br>Daily Cleaning | 1      | £275.00       | £275.00      | £55.00  | £330.00 1 | - Standar | DOC - Dai  |
|              |                    |  |        |               | £830.72      | £166.14 | £996.86   |           |            |
| •            |                    | m  |        |               | 2000.72      | 2100.14 | 2000.00   |           | +          |
|              |                    |  |        |               |              |         |           |           | rom posted |

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.

|   |    | Confirm action                         | 114 (84   |                           | X  |     |
|---|----|--|---|---------------------------|--|-----|
|   |    | 🔰 🤨 the invoid                         | ne selected invoice line(s)<br>ce being added/amended<br>ou like to reverse their val |                           | pe from  |     |
|   |    |  |   | Yes                       | No   |     |
|   |    |  | ro a <b>Cradit nata</b> is an   | torod it is import        | tant to ansure that the values entered are negativ   | 10  |
|   |    |  |   |                           | tant to ensure that the values entered are negativ<br>pear to inform the user if the credit is for a positiv |     |
|   |    |  | have the same as an i   |                           | · · ·  |     |
|   |    | Confirm action                         |   |                           |  |     |
|   |    | WARNING<br>invoice).<br>Continue?      | G this CREDIT is for a P(   | OSITIVE value (i.e. it i  | : is an  |     |
|   |    |  | [   | Yes                       | No   |     |
|   |    |  |   |                           |  |     |
| С | 9  | Take a back-up ca                      | alled Pre_INV_POST_   | _*** where *** is         | is the CMS batch number.   |     |
| с | 10 | Posting an Invoic                      | e batch   |                           |  |     |
|   |    | This process is the                    | same regardless of th   | ne type of batch (        | (contracted, ad-hoc or credit notes).  |     |
|   |    | When the batch is select <b>Lock</b> : | ready to be posted, g   | o back to <b>Billing</b>  | <b>g   Invoice Batches</b> . Double-click on the batch. Th   | nen |
|   |    | Invoice Batch Deta                     | ails - Run 2 for Demo accou   | ints ending 16/01/201     | 012  |     |
|   |    | File Tools Help                        | _   |                           | _  |     |
|   |    |  | ous 🔿 Next 🧐 Notes  | <b>*</b>                  |  |     |
|   |    | General                                | mmary invoices 🚳 Delet  | e 🌚 Post 🐚 Lock           |  |     |
|   |    | Batch number                           | 73  |                           |  |     |
|   |    | Invoice run type                       | Run 2   |                           | T  |     |
|   |    | Accounts system                        | Demo accounts   |                           |  |     |
|   |    | Batch date                             | 16/01/2012 💌  |                           |  |     |
|   |    |  | Note, to post or delete this b  | atch you must first apply | ly the lock  |     |
|   |    | Financial period                       | 2010 / 11   |                           |  |     |
|   |    | InvoiceBatchDetail                     |   |                           | © 2012 Templa Computer Systems Ltd   |     |
|   |    |  |   |                           |  |     |
|   |    | Unce the batch ha                      | s been locked, <b>Post</b> w  | /ill become enab          | oled:  |     |

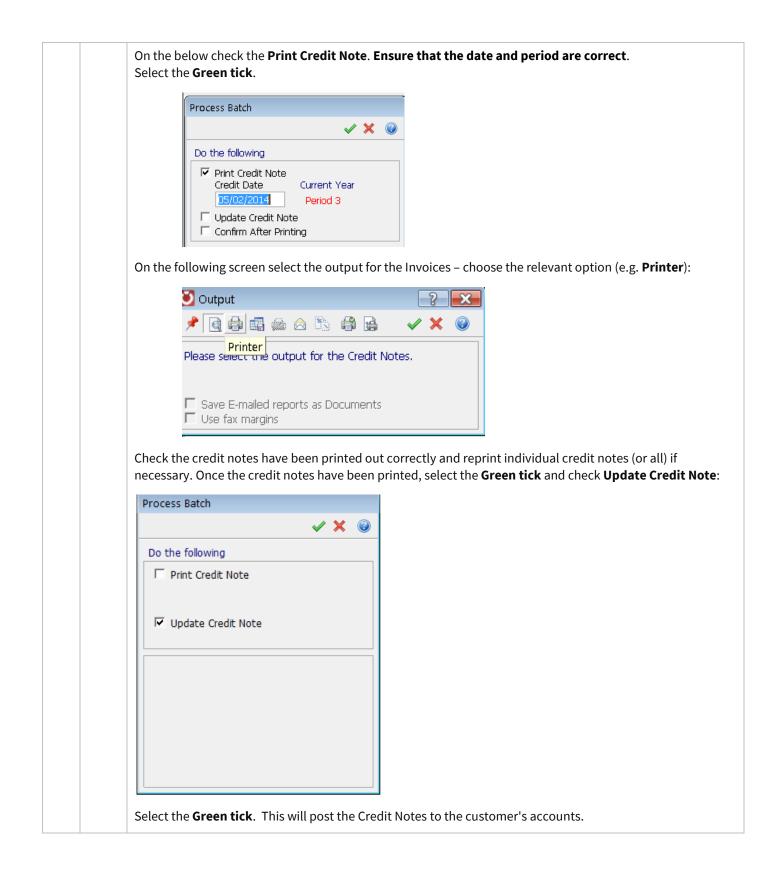
|   |    | Invoice Batch Details - Run 2 for Demo accounts ending 16/01/2012  |
|---|----|--|
|   |    | File Tools Help  |
|   |    | Close 🚽 Save 🌳 Previous 🛸 Next 🛸 Notes 🗎 Process sheets 🖕  |
|   |    | 🔆 🗋 Invoices 🍐 Summary invoices 🥝 Delete 🍥 Post 🖕  |
|   |    | Batch number 73  |
|   |    |  |
|   |    | Accounts system Demo accounts  |
|   |    | Batch date 16/01/2012  |
|   |    |  |
|   |    | Note, whilst this batch is open, all other users will be prevented from opening associated details for amendment.  |
|   |    | Financial period 2010 / 11   |
|   |    |  |
|   |    | InvoiceBatchDetail © 2012 Templa Computer Systems Ltd  |
|   |    | 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:   |
|   |    | <ul> <li>Apply the batch period to all invoices – select Yes on the confirm action screen.</li> <li>Apply the determined period to each invoice – select No on the confirm action screen.</li> </ul> |
|   |    |  |
|   |    | Confirm action   |
|   |    |  |
|   |    | The batch contains transactions for differing periods:   |
|   |    | 2013-03  |
|   |    | Press YES to post all transactions to the BATCH period.  |
|   |    | Press NO to post each transaction to the SPECIFIC period.  |
|   |    |  |
|   |    | Ves No Cancel  |
|   |    | After selecting <b>Yes</b> or <b>No</b> , the batch will be posted to Access Dimensions.   |
|   |    | And selecting res of no, the batch will be posted to Access Dimensions.  |
| D | 10 | Processing Invoices in Access Dimensions:  |
|   |    | From the <b>Selling</b> tab, select <b>Orders</b> :  |
|   |    |  |
|   |    | Home Debtors Creditors Financials Selling System   |
|   |    | 💷 Price Record 🔄 📑 📝 Credit Notes Order Statu: * 🏥 Records * 📺   |
|   |    | New Credit<br>Orders Orders Estimate   |
|   |    | Order         Note         Estimate           Records         Transactions         Process Batch         Reports         Options   |
|   |    | â â 🕸 🐴 🖽 🎚 🖳 😝 🖷 🗳 👔 🏖 🐃 🔡 📓 🐻 🗈 🕢 🐼  |
|   |    | Orders   |
|   |    | View, edit and process sales<br>orders which have previously   |
|   |    | been batched.  |
|   |    | Press F1 for more help   |
|   |    |  |

| e  | <ul> <li>Find</li> <li>All</li> </ul>  |  |  |  |   |  |  |   |   |   |  |
|--|--|--|--|--|---|--|--|---|---|---|--|
| e  | Find 🔍 All   |  |  |  |   | 63 (   | 0  |   |   |   |  |
|  |  |  |  | Orde   | rs with   |  |  |   |   |   |  |
|  | Regd Date  |  |  | to   |   |  |  |   |   |   |  |
|  | Order Date   |  |  | to   |   |  |  |   |   |   |  |
|  | Period   |  | to   | All Year   | s   |  |  |   |   |   |  |
|  | Order Account  | Q  |  |  |   |  |  |   |   |   |  |
|  | Delivery Route   | Q  |  |  |   |  |  |   |   |   |  |
|  |  |  |  |  |   |  |  |   |   |   |  |
|  | Order No.  |  |  | to   |   |  |  |   |   |   |  |
|  |  | CM   | SSI799   |  |   |  | _  |   |   |   |  |
|  |  |  |  |  |   | ]  |  |   |   |   |  |
|  |  |  |  |  |   | ]  |  |   |   |   |  |
|  |  | -  | -  | Lleon Koue   |   |  |  |   |   |   |  |
|  | he Invoices that s   | should t   | oe proces  | sed to Yes   | s. The  | se car   | ו be   | toggled   | all at o  | nce by us   | ing the  |
| Process Batch  |  |  |  |  |   |  |  |   |   |   |  |
|  |  | 2  |  | T  | <b>~</b>  | ×  | ۲  |   |   |   |  |
|  | r  |  |  |  |   |  |  |   |   |   | Delivery   |
| rder Account   | Name<br>ABP Ports  |  | Order No.<br>4977  | Reqd Date  |   |  |  | Order Date<br>1 APR 09  |   | Batch Ref.<br>CMSSI1  |  |
| rder Account   | Name   |  |  | Reqd Date  |   | value  | YES<br>YES   |   | Normal<br>Normal  | Batch Ref.<br>CMSSI1<br>CMSSI1<br>CMSSI1  |  |
| rder Account<br>BP001<br>BP001<br>BP001<br>BP001   | Name           ABP Ports           ABP Ports           ABP Ports           ABP Ports           ABP Ports   |  | 4977<br>4976<br>4975<br>4974   | Reqd Date  |   | Value<br>1368.43<br>1368.43<br>1368.43<br>1368.43  | YES<br>YES<br>YES<br>YES   | 1 APR 09<br>1 MAR 09<br>1 FEB 09<br>1 JAN 09  | Normal<br>Normal<br>Normal<br>Normal  | CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1  |  |
| rder Account<br>BP001<br>BP001<br>BP001  | Name<br>ABP Ports<br>ABP Ports<br>ABP Ports  |  | 4977<br>4976<br>4975   | Reqd Date  |   | 1368.43<br>1368.43<br>1368.43  | YES<br>YES<br>YES<br>YES<br>YES  | 1 APR 09<br>1 MAR 09<br>1 FEB 09  | Normal<br>Normal<br>Normal<br>Normal<br>Normal  | CMSSI1<br>CMSSI1<br>CMSSI1  |  |
| rder Account<br>BP001<br>BP001<br>BP001<br>BP001<br>BP001<br>BP001<br>BP001  | Name           ABP Ports   |  | 4977<br>4976<br>4975<br>4974<br>4973<br>4972<br>4971   | Reqd Date  |   | Value<br>1368.43<br>1368.43<br>1368.43<br>1368.43<br>1368.43<br>1368.43<br>1368.43   | YES<br>YES<br>YES<br>YES<br>YES<br>YES<br>YES  | 1 APR 09<br>1 MAR 09<br>1 FEB 09<br>1 JAN 09<br>1 DEC 08<br>1 NOV 08<br>1 OCT 08  | Normal<br>Normal<br>Normal<br>Normal<br>Normal<br>Normal  | CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1  |  |
| rder Account<br>BP001<br>BP001<br>BP001<br>BP001<br>BP001<br>BP001<br>BP001  | Name<br>ABP Ports<br>ABP Ports<br>ABP Ports<br>ABP Ports<br>ABP Ports<br>ABP Ports   |  | 4977<br>4976<br>4975<br>4974<br>4973<br>4972   | Reqd Date  |   | Value<br>1368.43<br>1368.43<br>1368.43<br>1368.43<br>1368.43<br>1368.43  | YES<br>YES<br>YES<br>YES<br>YES<br>YES<br>YES<br>YES   | 1 APR 09<br>1 MAR 09<br>1 FEB 09<br>1 JAN 09<br>1 DEC 08<br>1 NOV 08  | Normal<br>Normal<br>Normal<br>Normal<br>Normal<br>Normal<br>Normal  | CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1  |  |
| rder Account<br>BP001<br>BP001<br>BP001<br>BP001<br>BP001<br>BP001<br>BP001<br>BP001<br>BP001                        | Name<br>ABP Ports<br>ABP Ports  |  | 4977<br>4976<br>4975<br>4974<br>4973<br>4972<br>4971<br>4970<br>4970<br>4969<br>4968   | Reqd Date  |   | Value           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43  | YES<br>YES<br>YES<br>YES<br>YES<br>YES<br>YES<br>YES<br>YES<br>YES   | 1 APR 09<br>1 MAR 09<br>1 FEB 09<br>1 JAN 09<br>1 DEC 08<br>1 NOV 08<br>1 OCT 08<br>1 SEP 08<br>1 AUG 08<br>1 JUL 08  | Normal<br>Normal<br>Normal<br>Normal<br>Normal<br>Normal<br>Normal<br>Normal<br>Normal  | CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1  |  |
| rder Account<br>BP001<br>BP001<br>BP001<br>BP001<br>BP001<br>BP001<br>BP001<br>BP001<br>BP001<br>BP001               | Name<br>ABP Ports<br>ABP Ports<br>ABP Ports<br>ABP Ports<br>ABP Ports<br>ABP Ports<br>ABP Ports<br>ABP Ports<br>ABP Ports  |  | 4977<br>4976<br>4975<br>4974<br>4973<br>4972<br>4971<br>4970<br>4970<br>4969   | Reqd Date  |   | Value           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43           1368.43  | YES<br>YES<br>YES<br>YES<br>YES<br>YES<br>YES<br>YES<br>YES<br>YES   | 1 APR 09<br>1 MAR 09<br>1 FEB 09<br>1 JAN 09<br>1 DEC 08<br>1 NOV 08<br>1 OCT 08<br>1 SEP 08<br>1 AUG 08  | Normal<br>Normal<br>Normal<br>Normal<br>Normal<br>Normal<br>Normal<br>Normal<br>Normal  | CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1  |  |
| rder Account<br>8001<br>8001<br>8001<br>8001<br>8001<br>8001<br>8001<br>8001<br>8001<br>8001<br>8001<br>8001<br>8001 | Name           ABP Ports           ABP Ports |  | 4977<br>4976<br>4975<br>4974<br>4973<br>4972<br>4971<br>4970<br>4969<br>4968<br>4968<br>4967   | Reqd Date  |   | Value<br>1368.43<br>1368.43<br>1368.43<br>1368.43<br>1368.43<br>1368.43<br>1368.43<br>1368.43<br>1368.43<br>1368.43<br>1368.43   | YES<br>YES<br>YES<br>YES<br>YES<br>YES<br>YES<br>YES<br>YES<br>YES   | 1 APR 09<br>1 MAR 09<br>1 FEB 09<br>1 JAN 09<br>1 DEC 08<br>1 NOV 08<br>1 OCT 08<br>1 SEP 08<br>1 AUG 08<br>1 JUL 08<br>1 JUL 08<br>1 JUN 08  | Normal<br>Normal<br>Normal<br>Normal<br>Normal<br>Normal<br>Normal<br>Normal<br>Normal<br>Normal<br>Normal  | CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1<br>CMSSI1  |  |
|  | oggle all t  | Delivery Route<br>Customer Ref.<br>Order No.<br>Batch Ref.<br>O/S Stock Code<br>Customer Sort Key<br>User Id.<br>Partially Processe<br>P Delivery Notes to<br>Delivery Notes to<br>Awaiting Purcha<br>Only Display Ord | Delivery Route       Q         Customer Ref.       Order No.         Batch Ref.       CM         O/S Stock Code       Q         Customer Sort Key       Q         User Id.       Q         Partially Processed       ✓         ✓       Delivery Notes to print         ✓       Delivery Notes to update         Awaiting Purchase Order       ✓         ✓       Only Display Orders With | Delivery Route Q<br>Customer Ref.<br>Order No.<br>Batch Ref.<br>O/S Stock Code Q<br>Customer Sort Key Q<br>User Id.<br>Partially Processed A<br>Partially Processed A<br>Delivery Notes to print I<br>Delivery Notes to update I<br>Awaiting Purchase Order Delivery<br>Only Display Orders With Allocated S<br>poggle all the Invoices that should be processed | Delivery Route       ■         Customer Ref.       □         Order No.       □         Batch Ref.       CMSSI799         O/S Stock Code       ■         Customer Sort Key       ■         User Id.       ■         Partially Processed       ■         Accounts O       ■         Delivery Notes to print       ■         Invoices to       ■         Awaiting Purchase Order Delivery       ■         Only Display Orders With Allocated Stock | Delivery Route   Customer Ref.   Order No.   Batch Ref.   O/S Stock Code   Q   Customer Sort Key   Q   User Id.   Q   Partially Processed   Accounts On Stop   Polivery Notes to print   Partially Processed   Accounts On Stop   Delivery Notes to print   Partially Processed   Accounts On Stop   Olivery Notes to update   Awaiting Purchase Order Delivery   Only Display Orders With Allocated Stock | Delivery Route       Q         Customer Ref.       Order No.         Order No.       to         Batch Ref.       CMSSI799         O/S Stock Code       Q         Customer Sort Key       Q         User Id.       Q         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         veggle all the Invoices that should be processed to Yes. These card | Delivery Route       Q         Customer Ref.       Image: Customer Ref.         Order No.       Image: Customer Ref.         Batch Ref.       CMSSI799         O/S Stock Code       Q         Customer Sort Key       Q         User Id.       Q         Partially Processed       Accounts On Stop         Volumer Delivery Notes to print       ✓ Invoices to print         ✓ Delivery Notes to update       ✓ Invoices to update         Awaiting Purchase Order Delivery       ✓ Only Display Orders With Allocated Stock         orggle all the Invoices that should be processed to Yes. These can be | Delivery Route   Customer Ref.   Order No.   Batch Ref.   O/S Stock Code   Q   Customer Sort Key   Q   User Id.   Partially Processed   Accounts On Stop   Partially Processed   Accounts On Stop   Delivery Notes to print   Partially Processed   Accounts On Stop   Delivery Notes to print   Partially Processed   Accounts On Stop   Order No.   Order Stop   Partially Processed   Partially Processed   Notices to print   Partially Processed   Order Stop   Order No.   Order Stop   Only Display Orders With Allocated Stock   Stopped to Yes. These can be toggled | Delivery Route<br>Customer Ref.<br>Order No.<br>Batch Ref.<br>O/S Stock Code<br>Customer Sort Key<br>User Id.<br>Partially Processed<br>Vuser Keys<br>Partially Processed<br>Accounts On Stop<br>Delivery Notes to print<br>Delivery Notes to print<br>Delivery Notes to update<br>Accounts On Stop<br>Delivery Notes to update<br>Accounts On Stop<br>Delivery Notes to update<br>Accounts On Stop<br>Only Display Orders With Allocated Stock<br>Deggle all the Invoices that should be processed to Yes. These can be toggled all at o | Delivery Route Customer Ref.<br>Order No.<br>Batch Ref.<br>O/S Stock Code Customer Sort Key Customer Sort Ke |

|  | × ×                                |
|--|------------------------------------|
| Do the following   |                                    |
| ✓     Print Invoice<br>Invoice Date     Current Year       ○5/02/2014     Period 3       ✓     Update Invoice       ✓     Confirm After Printing |                                    |
| Print Picking List   | 🗖 Start New Page for each subtotal |
| Subtotal By :- Stock Code  | 🗖 Show Detail Text                 |
| 🗖 Show Order Detail  | 🗖 Show Order Status Notes          |
| Sort By :- Order Number  | ☐ Show Order Status                |

|  | 2 🖏 🖨 🔒              | ✓ X @              |                               |
|--|----------------------|--------------------|-------------------------------|
| Please select the outp                           | ut for the Invoices. |                    |                               |
| Save E-mailed repo                               | rts as Documents     |                    |                               |
| Check the invoices have been pri                 | nted out correctly a | nd reprint individ | ual invoices (or all) as nece |
| Once printed as required, select t               |                      |                    |                               |
|  |                      |                    | =                             |
| Process Batch                                    |                      |                    |                               |
|  |                      | 🗸 🗙 🎯              | )                             |
| Do the following                                 |                      |                    |                               |
| Print Invoice                                    |                      |                    |                               |
|  |                      |                    |                               |
|  |                      |                    |                               |
| ✓ Update Invoice                                 |                      |                    |                               |
|  |                      |                    |                               |
| Print Picking List                               | ☐ Start New Page fo  | r each subtotal    | -                             |
| Print Picking List     Subtotal By :- Stock Code | Show Detail Text     |                    | =                             |
| Print Picking List                               |                      | s Notes            | _                             |

| D | 11 | Processing Credit Notes in Access Dimensions   |
|---|----|--|
|   |    | From the <b>Selling</b> tab, select <b>Credit Notes</b> :  |
|   |    | Home Debtors Creditors Financials Selling System   |
|   |    | Image: Price Record New Order Vote:       Image: Credit Note:       Order Vote:       Image: Price Records Vote:       Image: |
|   |    | Records     Transactions     Process Batch     Reports     Options       3     3     4     4     4     4     4   |
|   |    | S S S S S S S S S S S S S S S S S S S  |
|   |    | Press F1 for more help   |
|   |    | On <b>the Sales Credit Note Batch Selection</b> screen enter the batch reference no as <b>CMSSI#</b> , where <b>#</b> 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:   |
|   |    | Sales Credit Note Batch Selection  |
|   |    |  |
|   |    | Find 🔍 All Credit Notes with   |
|   |    | Date       to         Period       to         Order Account       Image: Customer Ref.         Order No.       to         Batch Ref.       CMSSI800         Process Status       Credit Notes to print         Image: Credit Notes to update       Accounts On Stop         Display:       Image: Urgent Delivery Status         User Id.       Image: Credit Notes to Yes.         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 <b>Green tick</b> .   |
|   |    | Process Batch  |
|   |    |  |
|   |    | Order Account     Name     Credit No.     Reqd Date     Value     Torder Date     Priority     Batch Ref.       AAMA     AAMA     10769     996.86 YES     05/02/2014     Normal     CMSS1800  |



| From the <b>Debtors</b> tab, select <b>Bulk Receipts</b> :  |
|---|
| From the <b>Debtors</b> tab, select <b>bulk receipts</b> :  |
| O- Home Debtors Creditors Financials Selling System   |
| Analysis<br>Customers     Post     Invoice     Bulk     Invoice     Bulk     Allocation     ACR     Transactions     Period End   |
| Batch         Receipts         Adjustment: *         *         (Period 6)           Records         Transactions         Allocation         Reports         Options   |
| 8 8 👒 🚈 🖽 🗐 📭 📭 📭 🕼 2 😭 🦛 📰 🔤 🕼 🖻 🖉 🕼 🛞   |
| Bulk Receipts<br>Create receipts for multiple<br>transactions.<br>Receipts are generated and<br>allocated automatically to<br>multiple Sales Ledger   |
| Press F1 for more help  |
|   |
|   |
| From the <b>Bulk Receipts</b> selection window, locate the outstanding transactions for a specific cus  |
| leave the screen blank to display all. Select <b>Enter</b> to display a list of the transactions:   |
| Bulk Receipts   |
|   |
| Find Transaction by   |
| Customer 🔍 to   |
|   |
| Trans. Date to  |
| Trans. Date     to       Due By     to  |
|   |
| Due By to   |
| Due By to Sett.Date to  |
| Due By     to       Sett.Date     to       Invoice No.     to   |
| Due BytoSett.DatetoInvoice No.toO/S Invoice Value0.00to0.00   |
| Due By       to         Sett.Date       to         Invoice No.       to         O/S Invoice Value       0.00         Currency       £         ➡ User Keys         Exclude Future Period Transactions  |
| Due By       to         Sett.Date       to         Invoice No.       to         O/S Invoice Value       0.00         Currency       £         ➡ User Keys         Exclude Future Period Transactions  |
| Due By       to         Sett.Date       to         Invoice No.       to         O/S Invoice Value       0.00         Currency       £         Image: Setter Structure       Image: Structure Structure         Payment Detail       Reference   |
| Due By       to         Sett.Date       to         Invoice No.       to         O/S Invoice Value       0.00         Currency       £         Image: Exclude Future Period Transactions         Payment Detail         Reference         Receipt Date       13 APR 11   |
| Due By       to         Sett.Date       to         Invoice No.       to         O/S Invoice Value       0.00         Currency       £         Exclude Future Period Transactions  |
| Due By to   Sett.Date to   Invoice No. to   O/S Invoice Value 0.00   O/S Invoice Value 0.00   Currency £  |
| Due By to   Sett.Date to   Invoice No. to   O/S Invoice Value 0.00   Currency £   |
| Due By       to         Sett.Date       to         Invoice No.       to         O/S Invoice Value       0.00         O/S Invoice Value       0.00         Currency       £         Exclude Future Period Transactions         Payment Detail         Reference         Receipt Date       13 APR 11         Bank       Q       A3510         Discount       Q       XSD |
| Due By to   Sett.Date to   Invoice No. to   O/S Invoice Value 0.00   O/S Invoice Value 0.00   Currency £  |
| Due By       to         Sett.Date       to         Invoice No.       to         O/S Invoice Value       0.00         O/S Invoice Value       0.00         Currency       £         Exclude Future Period Transactions         Payment Detail         Reference         Receipt Date       13 APR 11         Bank       Q         A3510                                  |

| Customer /   | Name   | Date Ref.   |   | Allocated Value  | Outstanding Set %                                  | D Audit No.                       |                 |
|--|--|---|---|--|--|-----------------------------------|-----------------|
| BOUR01   | Bourne Financial Ltd   | 31 JAN 16 84918   | Type  | Allocated Value  | 945.47   | 35 🔺                              |                 |
| BOUR01<br>BOUR01   | Bourne Financial Ltd<br>Bourne Financial Ltd   | 29 FEB 16 85008<br>29 FEB 16 10085131   | INV<br>INV  |  | 3760.74<br>454.56                                  | 32<br>393                         |                 |
| BPOIL1<br>BPOIL1   | BP OILUK Ltd<br>BP OILUK Ltd   | 31 JAN 16 84864   | INV   | 1019.14  | 73.17  | 41                                |                 |
| BPOIL1<br>BPOIL1   | BP Oil UK Ltd<br>BP Oil UK Ltd   | 1 FEB 16 84849<br>1 MAR 16 10085162   | INV<br>INV  |  | 1019.14<br>1019.14                                 | 40 456                            |                 |
| BRIT02<br>CAMP01   | British Retail Consortium<br>Campion Capital LLC   | 29 FEB 16 85010<br>31 DEC 15 84539  | INV<br>INV  |  | 729.84<br>90.64                                    | 43<br>47                          |                 |
| CAMP01<br>CAMP01   | Campion Capital LLC<br>Campion Capital LLC   | 31 JAN 16 84792<br>29 FEB 16 85012  | INV<br>INV  |  | 327.29<br>327.29                                   | 46<br>45                          |                 |
| CANDM01<br>CANDM01   | C and M Travel Recruitmen<br>C and M Travel Recruitmen   | 31 DEC 15 84718<br>31 JAN 16 84793  | INV<br>INV  |  | 192.00<br>762.61                                   | 50<br>49                          |                 |
| CANDM01  | C and M Travel Recruitmen  | 31 JAN 16 84911   | INV   |  | 192.00   | 51                                |                 |
| CANDM01<br>CANDM01   | C and M Travel Recruitmen<br>C and M Travel Recruitmen   | 31 JAN 16 84959<br>29 FEB 16 85090  | INV<br>INV  |  | 267.00<br>15.84                                    | 53 —<br>48                        |                 |
| CANDM01<br>CANDM01   | C and M Travel Recruitmen<br>C and M Travel Recruitmen   | 29 FEB 16 85013<br>29 FEB 16 10085132   | INV<br>INV  |  | 762.61<br>192.00                                   | 52<br>394                         |                 |
| CAPT01<br>CAPT01   | Capital Staffing<br>Capital Staffing   | 29 FEB 16 85104<br>29 FEB 16 85014  | INV   |  | 25.75<br>703.74                                    | 54<br>56                          |                 |
| CHAL02   | Challenge Group Brokers (u   | 31 JAN 16 84795   | INV   |  | 156.42   | 58                                |                 |
| CHAL02<br>CHSE03   | Challenge Group Brokers (u<br>Charterhouse Development   | 29 FEB 16 85015<br>1 MAR 16 10085138  | INV<br>INV  |  | 156.42<br>3652.14                                  | 57<br>419                         |                 |
| CLAR01<br>COVG01   | Clark White Publication Ltd<br>Covent Garden Bureau  | 29 FEB 16 85016<br>1 JAN 16 84602   | INV<br>INV  |  | 310.43<br>241.38                                   | 60<br>62                          |                 |
| COVG01<br>DAKS01   | Covent Garden Bureau<br>Daks-Simpson Ltd   | 1 MAR 16 10085140<br>29 FEB 16 85017  | INV<br>INV  |  | 241.38   | 421<br>63                         |                 |
| DAKS1  | DAKS LTD   | 29 FEB 16 85018   | INV   |  | 4234.01<br>2602.92                                 | 64                                |                 |
| DANF01<br>DELC01   | Danfoss Limited<br>Delcon Construction Limite  | 29 FEB 16 85019<br>30 NOV 15 84405  | INV<br>CRN  |  | 974.03<br>-50.00                                   | 66<br>67                          |                 |
| DELC01<br>DELC01   | Delcon Construction Limite<br>Delcon Construction Limite   | 29 JAN 16 84771<br>29 FEB 16 85020  | INV<br>INV  |  | 28.38<br>213.66                                    | 69<br>68                          |                 |
| DIOR01<br>DIOR01   | The Dior Beauty Boutique<br>The Dior Beauty Boutique   | 31 DEC 15 84638<br>31 DEC 15 84546  | INV<br>INV  |  | 121.46<br>1221.66                                  | 70<br>73                          |                 |
| DIOR01   | The Dior Beauty Boutique   | 29 FEB 16 85105<br>29 FEB 16 85021  | INV   |  | 25.31  | 73<br>72<br>74                    |                 |
| DIOR01<br>DIOR01   | The Dior Beauty Boutique<br>The Dior Beauty Boutique   | 29 FEB 16 10085130  | INV   |  | 1221.66<br>120.00                                  | 392                               |                 |
| DNA01<br>DNA01   | DNA<br>DNA   | 1 DEC 15 84383<br>1 JAN 16 84603  | INV<br>INV  |  | 182.47<br>182.47                                   | 75<br>76                          |                 |
| DNA01<br>DNA01   | DNA<br>DNA   | 1 FEB 16 84852<br>1 MAR 16 10085141   | INV<br>INV  |  | 182.47<br>182.47                                   | 77<br>422                         |                 |
| DRON05<br>DRON05   | West of England Ship Own<br>West of England Ship Own   | 29 FEB 16 85022<br>29 FEB 16 85102  | INV<br>INV  |  | 5173.36<br>208.49                                  | 78<br>79                          |                 |
| DRON05   | West of England Ship Own   | 29 FEB 16 85023   | INV   |  | 564.73   | 80                                |                 |
| DRON06<br>DRON06   | Dron & Wright<br>Dron & Wright   | 29 FEB 16 85103<br>29 FEB 16 85024  | INV   |  | 282.84<br>1418.60                                  | 82<br>83                          |                 |
| EDI0101<br>ELEM01  | EDI PLC<br>Elemis  | 22 AUG 13 3<br>31 JAN 16 85126  | CRN<br>INV  |  | -357.60<br>3538.46                                 | 344<br>90                         |                 |
| ELEM01   | Elemis   | 29 FEB 16 85026   | INV   |  | 1795.25  | 92 <b>v</b>                       |                 |
| ** Sett. Disc. can   | not be applied to a partial alloc  | ation with multiple VAT Co  | des. Anv adiustme   | nt will have to be en  | tered manually.                                    |                                   |                 |
| Allocated Value  | £ 1019   |   |   | T *Disputed  |  |                                   |                 |
| Total  | £ 1019   | .14 £   | 0.00  |  |  |                                   |                 |
| Receipt Balance  | 1019.  |   |   |  |  |                                   |                 |
| Outstanding Bala   |  | 05  |   |  |  |                                   |                 |
| o Allocate   |  |   |   |  |  |                                   |                 |
|  | lect transactions  | -   |   |  |  |                                   |                 |
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| at   |  |   | Sett £  |  | 0.00 🗆 *Disputed                                   |                                   |                 |
|  | £  | 300.00  |   |  |  |                                   |                 |
| at<br>Ilocated Value   | £  | 300.00  | £   |  | 0.00   |                                   |                 |
| llocated Value   | £  | 300.00<br>600.00  |   | 1  | 0.00   |                                   |                 |
| llocated Value   | £  |   |   |  | 0.00   |                                   |                 |
| llocated Value   | £  | 600.00  |   |  | 0.00   |                                   |                 |
| Ilocated Value<br>Total<br>Receipt Balance<br>Dutstanding Bala   | £  | 600.00<br>600.00<br>36143.26  | £   |  |  | d transaction                     | s less Settle   |
| Ilocated Value<br>Total<br>Receipt Balance<br>Dutstanding Bala   | £<br>ance<br>le <b>Receipt Balan</b>   | 600.00<br>600.00<br>36143.26<br><b>ce</b> shows the to  | £<br>otal <b>Alloca</b>   | ated Value   | of the selecte                                     |                                   |                 |
| Illocated Value<br>iotal<br>Receipt Balance<br>Dutstanding Bak<br>Th<br>Di   | £<br>ance<br>le Receipt Balan<br>scount (if used),   | 600.00<br>600.00<br>36143.26<br><b>ce</b> shows the to<br>and therefore   | £<br>otal <b>Alloca</b><br>represents   | ated Value   | of the selecte<br>sulating value                   | of the Receip                     | ts              |
| Illocated Value<br>Total<br>Ecceipt Balance<br>Dutstanding Bala<br>Th<br>Dis<br>. Th                                   | £<br>ance<br>le Receipt Balan<br>scount (if used),<br>le Outstanding E   | 600.00<br>600.00<br>36143.26<br>ce shows the to<br>and therefore is<br>Balance shows  | £<br>otal <b>Alloca</b><br>represents<br>the total v                          | ated Value   | of the selecte<br>sulating value                   | of the Receip                     | ts              |
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| Allocated Value<br>iotal<br>ecceipt Balance<br>Dutstanding Bala<br>Th<br>Di:<br>Th<br>rej                              | £<br>ee Receipt Balan<br>scount (if used),<br>ee Outstanding E<br>presents the max                                 | 600.00<br>600.00<br>36143.26<br><b>ce</b> shows the to<br>and therefore is<br>Balance shows<br>cimum value of                 | £<br>potal <b>Alloca</b><br>represents<br>the total v<br>Invoices             | ated Value<br>s the accum<br>value of all t                  | of the selecte<br>Julating value<br>transactions i | of the Receip<br>n the list and t | ts<br>therefore |
| Allocated Value<br>Total<br>Except Balance<br>Dutstanding Bala<br>Th<br>Dis<br>Th<br>rep                               | £<br>The Receipt Balan<br>scount (if used),<br>the Outstanding E<br>presents the max<br>llocations have b          | 600.00<br>600.00<br>36143.26<br><b>ce</b> shows the to<br>and therefore is<br>Balance shows<br>cimum value of                 | £<br>potal <b>Alloca</b><br>represents<br>the total v<br>Invoices             | ated Value<br>s the accum<br>value of all t                  | of the selecte<br>Julating value<br>transactions i | of the Receip<br>n the list and t | ts<br>therefore |
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