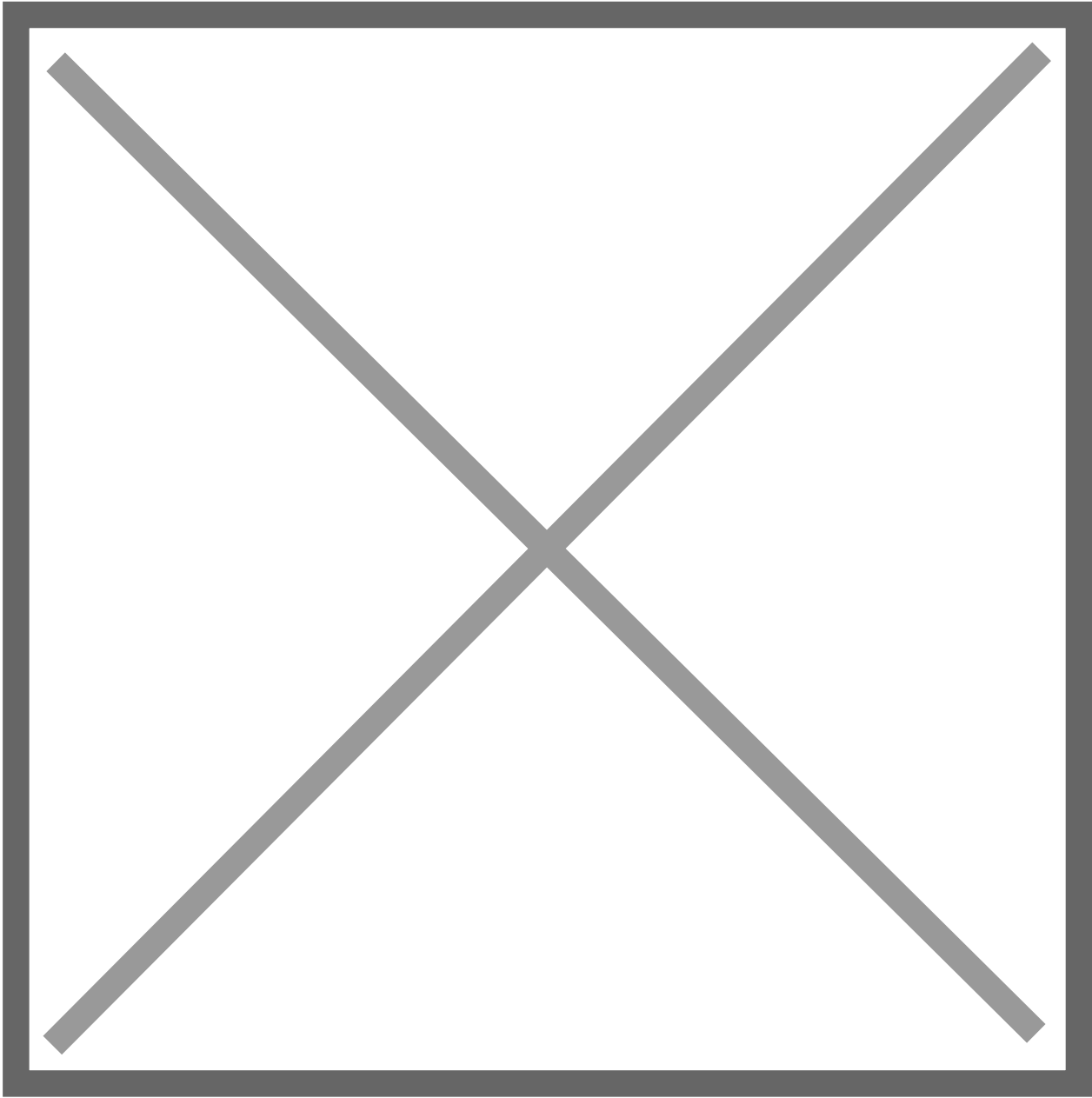


Creditors Allocations



Allocating a receipt to a specific invoice

General Tab

Creditor Code	to select a creditor
Currency	currency used by the creditor comes up when the creditor is selected

Date From and Date To	select the date from and the date to which the invoices will be running from
Status	select the allocation status from the drop down arrow
Grid View	select the grid view from the drop down arrow
Credit Lines Tab	shows the payments lines according to the selection made on General tab
Associated Debit Lines Tab	shows the invoice associated with the payment
Debit Lines Tab	shows the invoice lines according to the selection made on General tab
Associated Credit Lines Tab	the payment associated with the invoice
Notes Tab	allows a user to make notes on allocations
Contact	Select the contact from the drop down arrow
Date from	enter the date from which the allocation will run from
Sort By	select from the drop down arrow
Show Complete	select from the drop down arrow
Date To	enter the date to
Insert button	to insert a reminder
Amend	to make changes on the reminder
Delete button	delete the reminder
View button	view the reminder
Send button	send the reminder to a selected contact person

Allocations

Allocations is where you tie up the payment to an invoice.

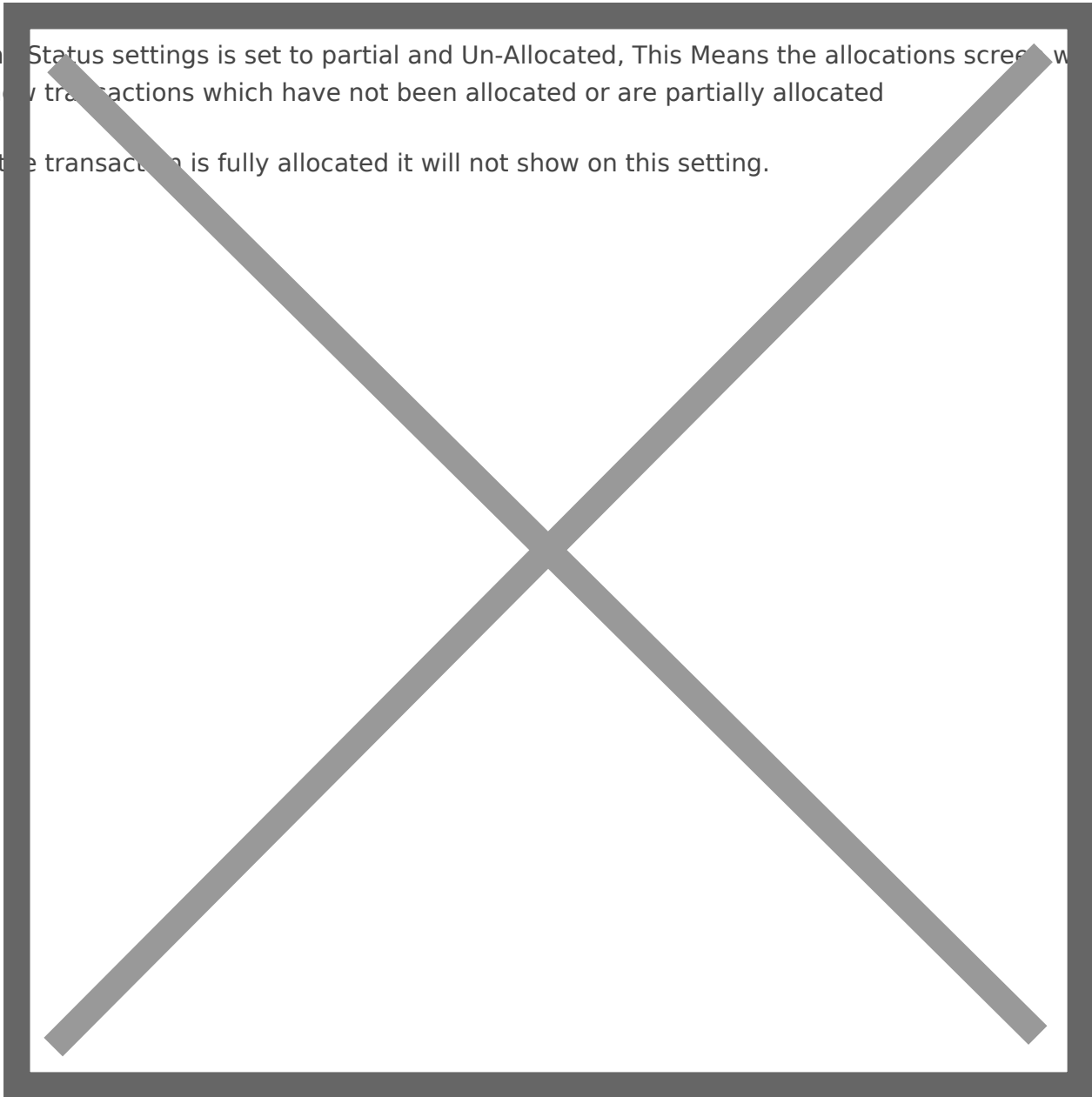
Go to debtors/Creditors> Activity> Allocations

Select the debtor or Creditor to allocate and then click on Search

The data goes back 6 Months , Should you want to go further back change your date from.

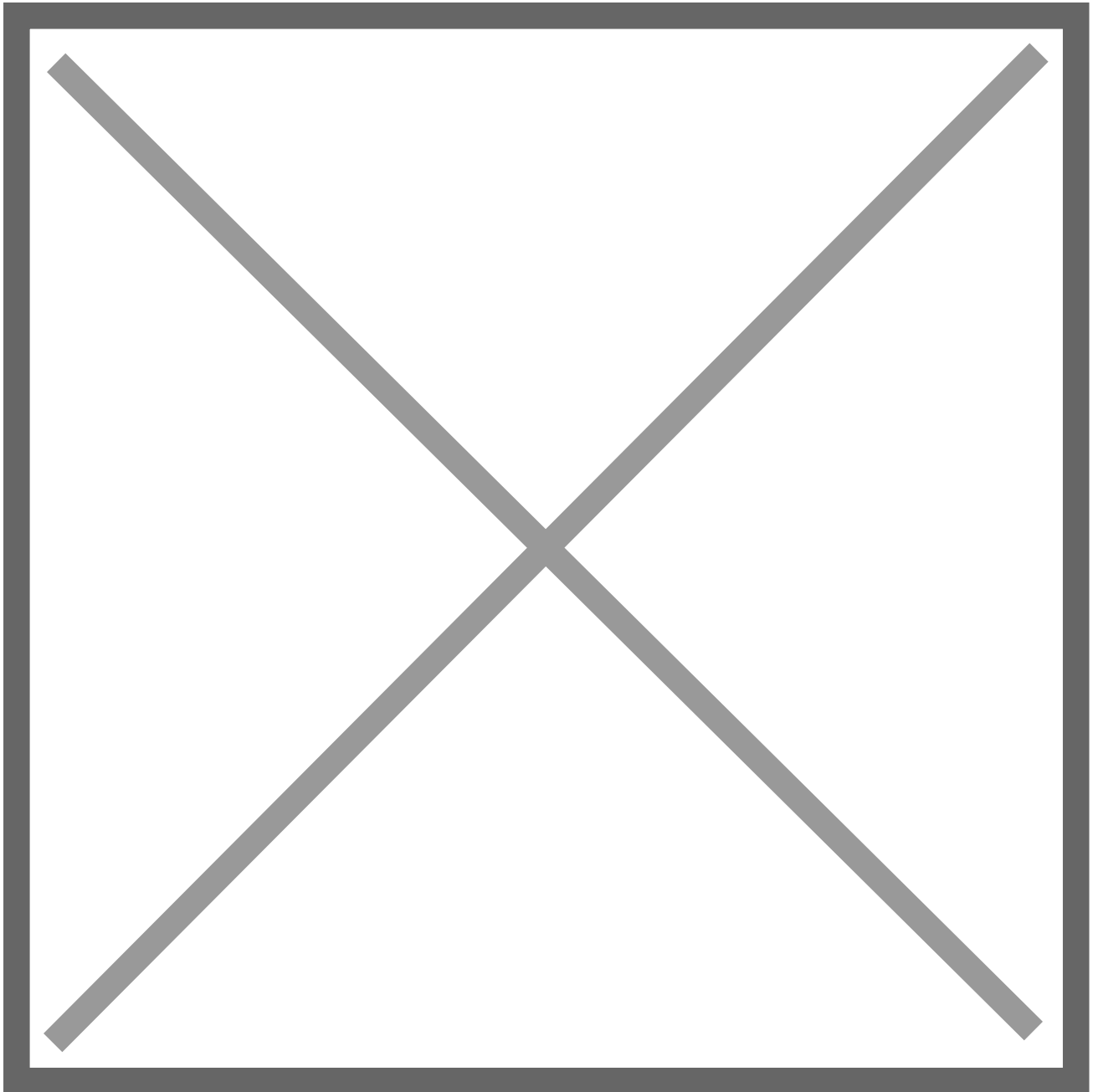
The Status settings is set to partial and Un-Allocated, This Means the allocations screen will only show transactions which have not been allocated or are partially allocated

If the transaction is fully allocated it will not show on this setting.



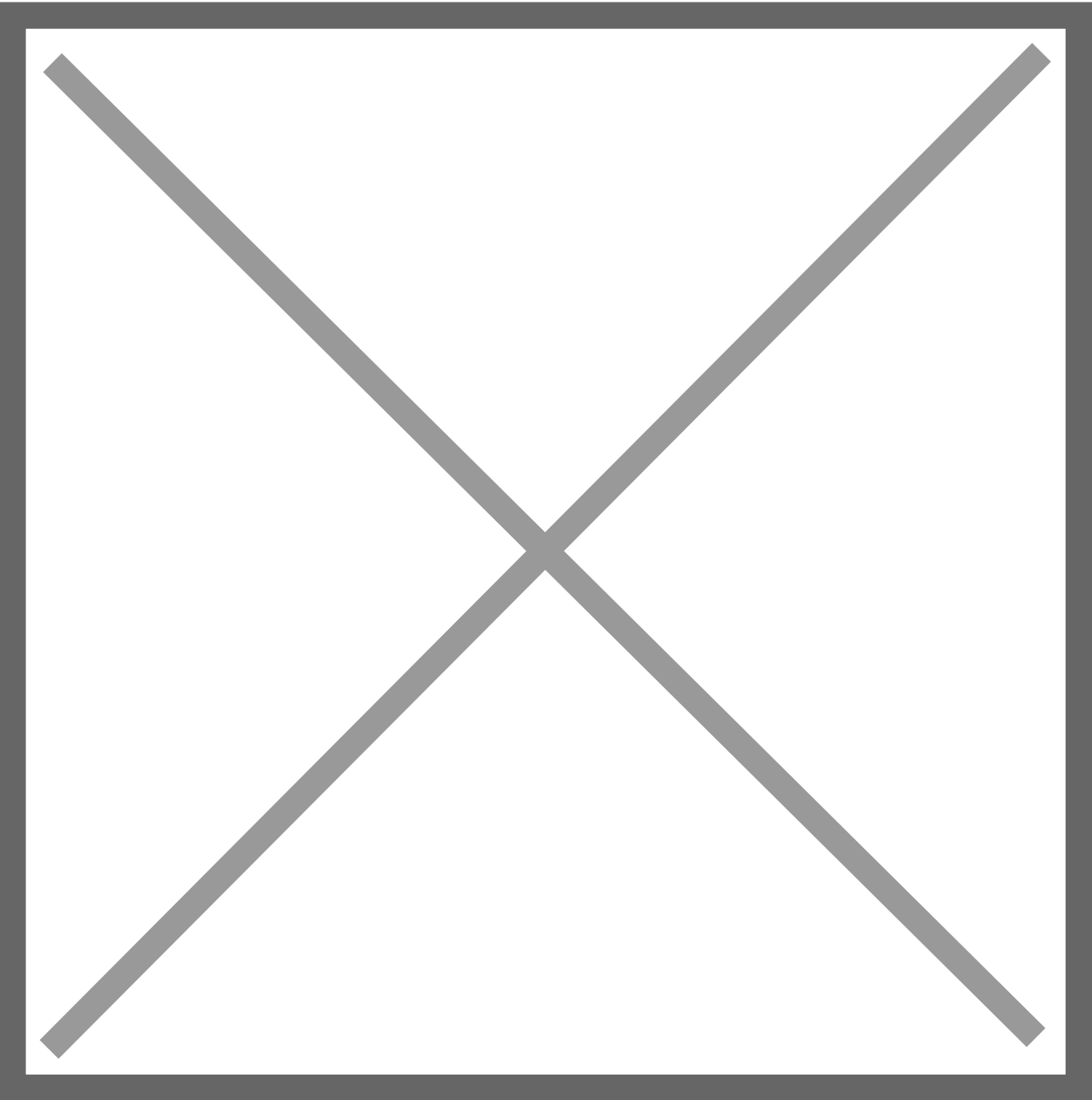
Select the debit line (1) to allocate to the credit line (2)

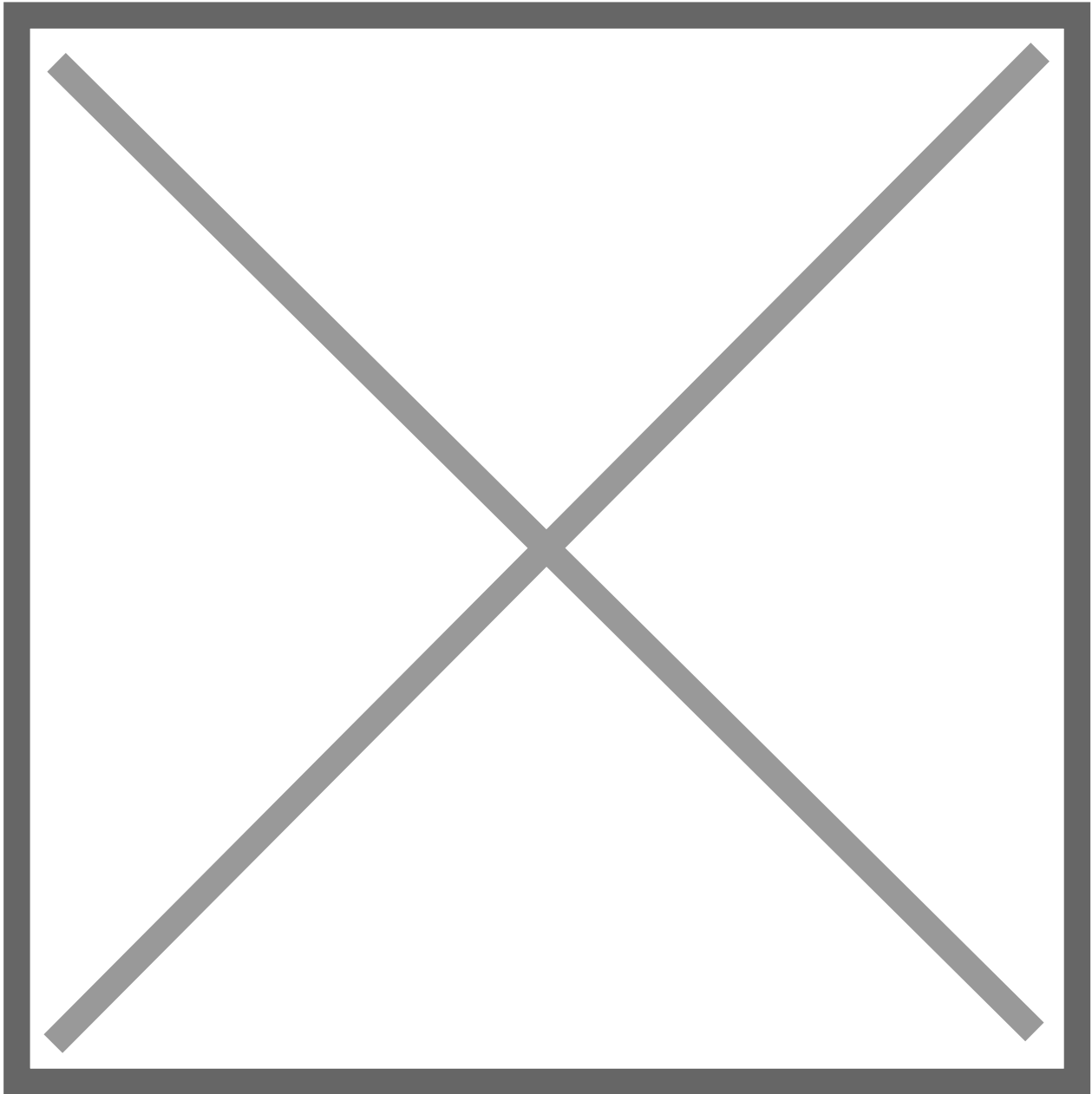
And click Allocate at the top (3)



Select the transaction and click (just above the line) a button called Line Allocate

A window will open, and you will be able to tick on the tick box to select the transaction you wish to un - allocate





Revision #7

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