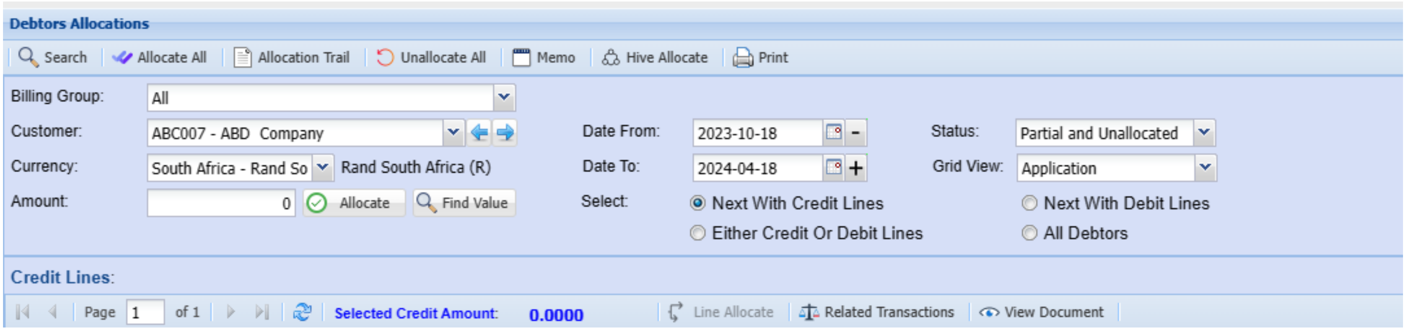
Allocations Menu

- Debtors Allocations
- Allocation Fix

Debtors Allocations

Allocations tie the payments to an invoice or invoices.

Go to Debtors Module > Activity > Allocations

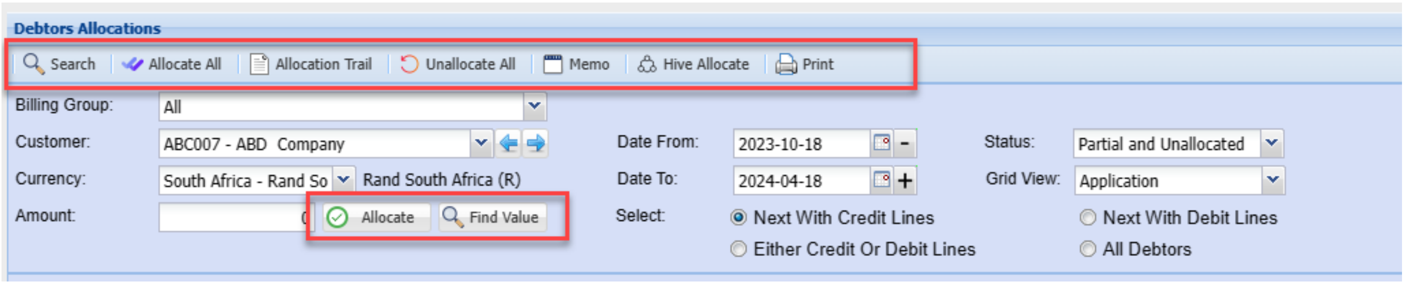


Billing Group	
Customer	to select a debtor
Currency	currency used by the debtor comes up when the debtor is selected
Amount	You can add a specific amount here that you would like to allocate to a Debtor
Date From and Date To	select the date from and the date to which the invoices will be running from
Select	
Status	the option to filter by using the status of the transaction (All, Allocated, partial and unallocated and unallocated)
Grid View	this gives the option to select how you want the transactions amount to be allocated displayed, the default is application another available option is system, System Option shows all the rounded decimals.

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
Memo	allows a user to make notes on allocations

Date from	enter the date from which the allocation will run from
Date To	enter the date to
Amount	amount to be allocated
Allocate button	the command button to allocate
Find Value button	find a value to be allocated

Allocation Buttons



Allocate All	to allocate all the payment against the invoices at once
Allocation Trail	shows the entire allocated invoices according to the date selected
Unallocate All	to undo the allocations
Memo	to undo all the allocations
Hive Allocations	
Allocate	To confirm and allocate the credit line to the debit line
Find Value	If you are looking for a specific amount in a large number of records you can use the find Value button.

On the grid of either credit line or debit line you will see these buttons

Related Trans button	accounts involved in one transaction
View button	view the source document selected
Line allocate	this will open the allocated line and shows you what has been allocated

Allocations

Select the Debtor or Creditor to allocate and then click on search.

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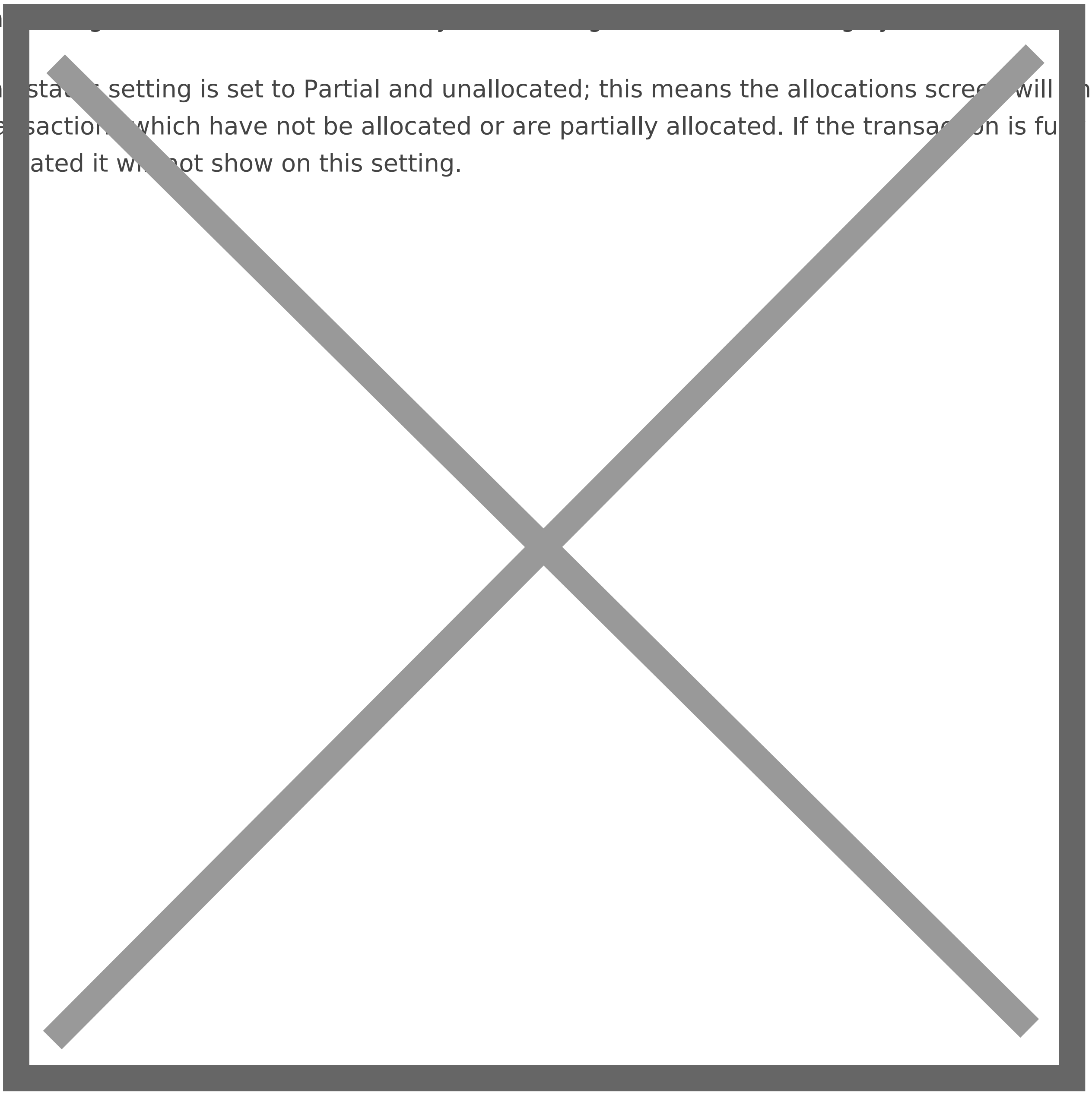


The status setting is set to Partial and unallocated; this means the allocations screen will only show transactions which have not be allocated or are partially allocated. If the transaction is fully allocated it will not show on this setting.

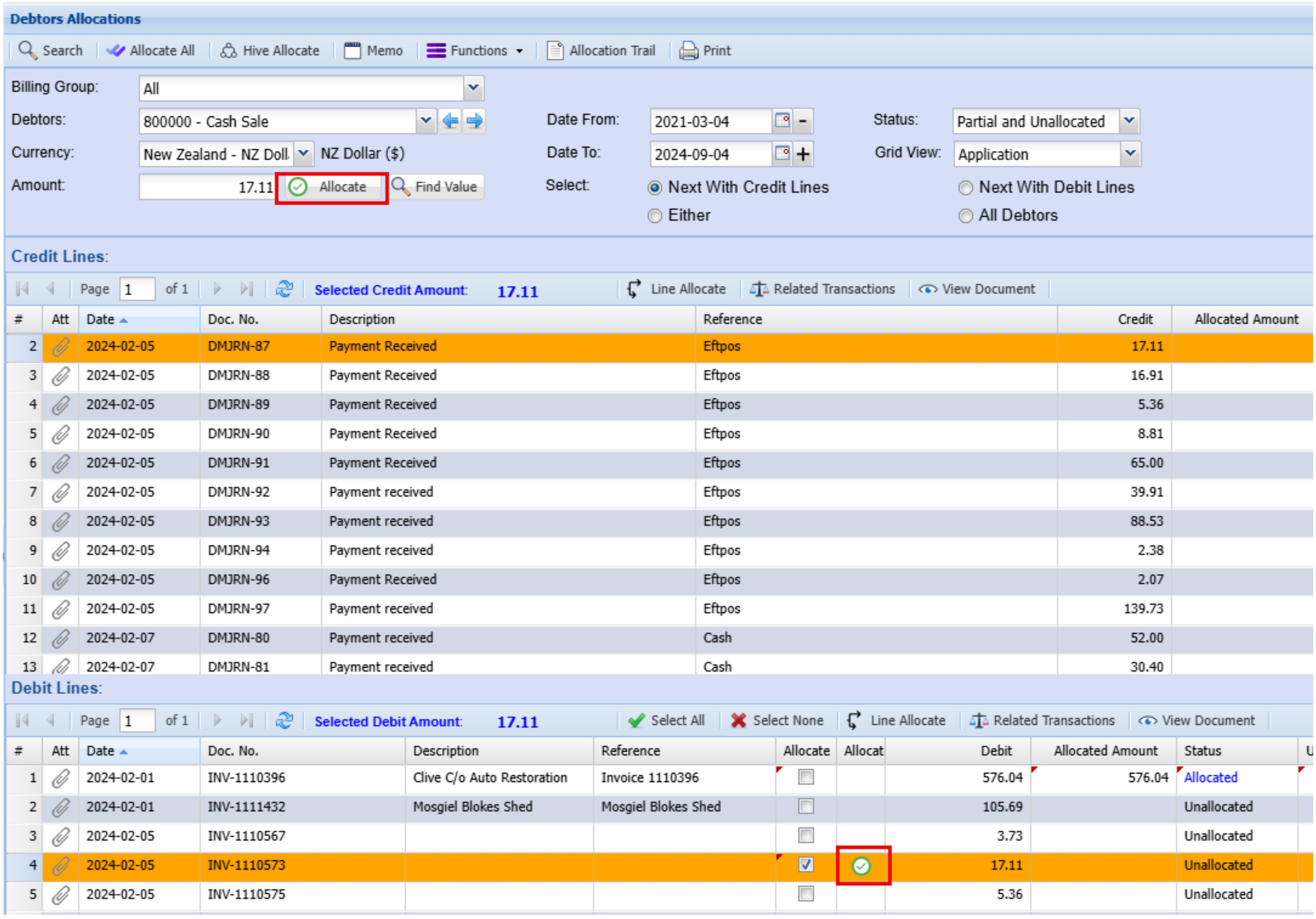
To Allocate a payment to an invoice highlight the Credit line or payment, or top grid and select a corresponding invoice, debit line on the bottom grid. Once highlighted, click on the allocated button either at the top or the green tick to the right of the debit line tick box.

One can also allocate a specific amount of payment to an invoice by changing the amount field and clicking on allocate.

After you have allocated click on the search button to clear transactions which are fully allocated.

After the transaction has been allocated and there is still an amount to be allocated, one will notice that in the unallocated column there is an amount outstanding.

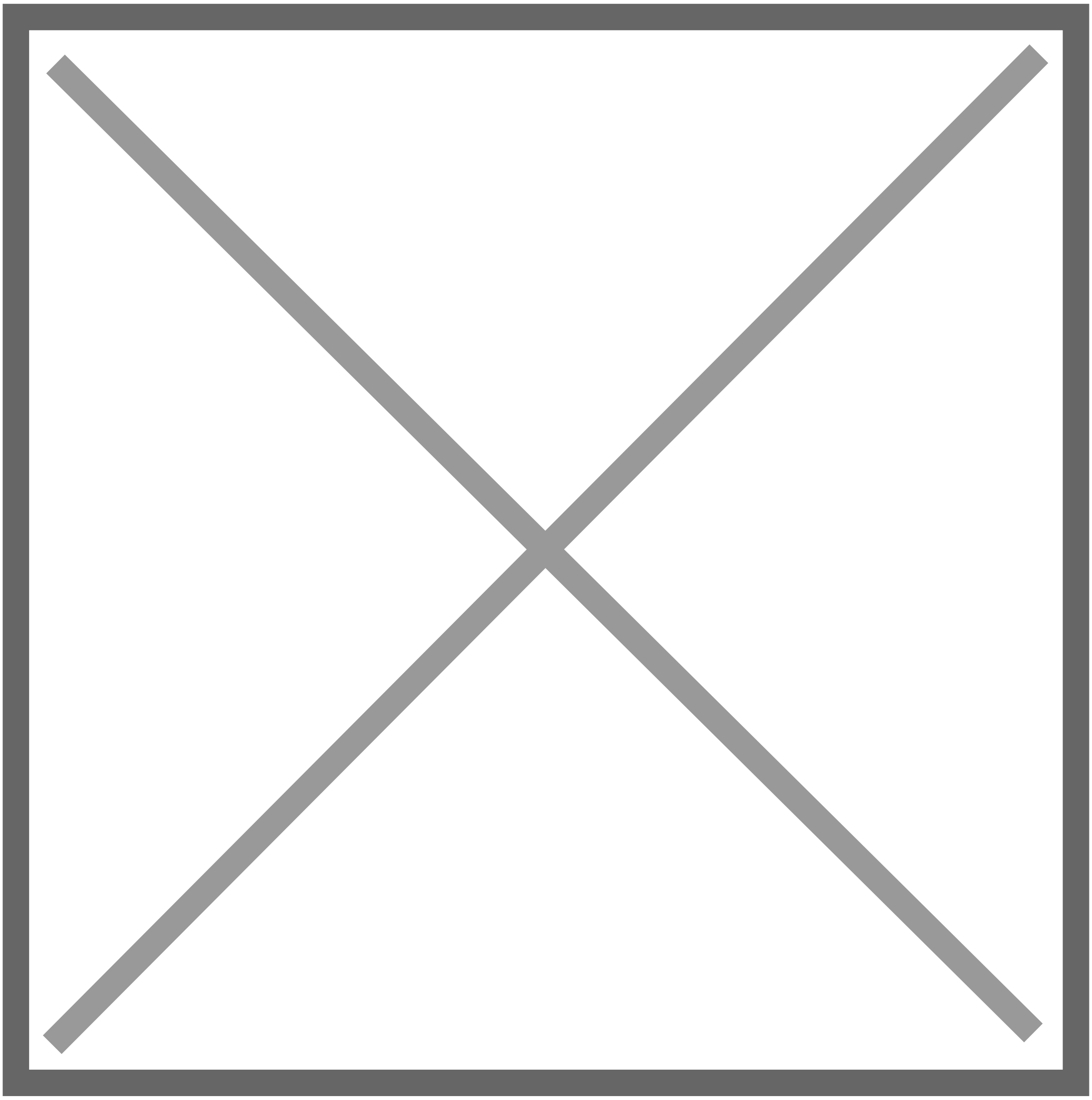
There are two ways to confirm an allocation. allocated column is the amount which has been allocated to the invoice you need to select your credit line and your debit line.



Continue to allocate until all your transactions are allocated.

Un-allocate

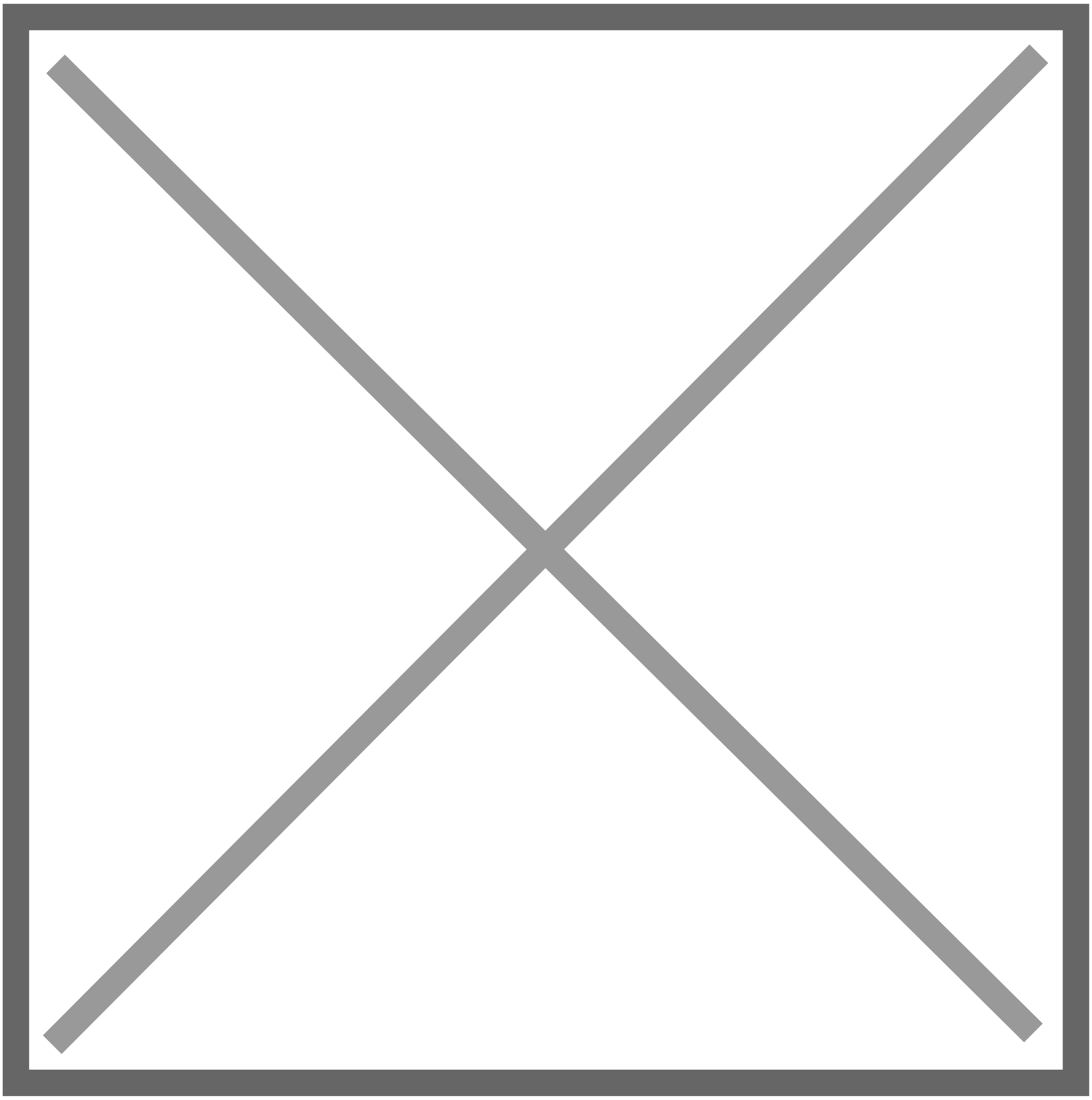
Change the Status drop down to say All and click on search. This means you want to see all transactions that are allocated, unallocated, partially allocated.



To un-allocate a transaction select the Allocated status in the search Grid

Find the transaction you want to un-allocate

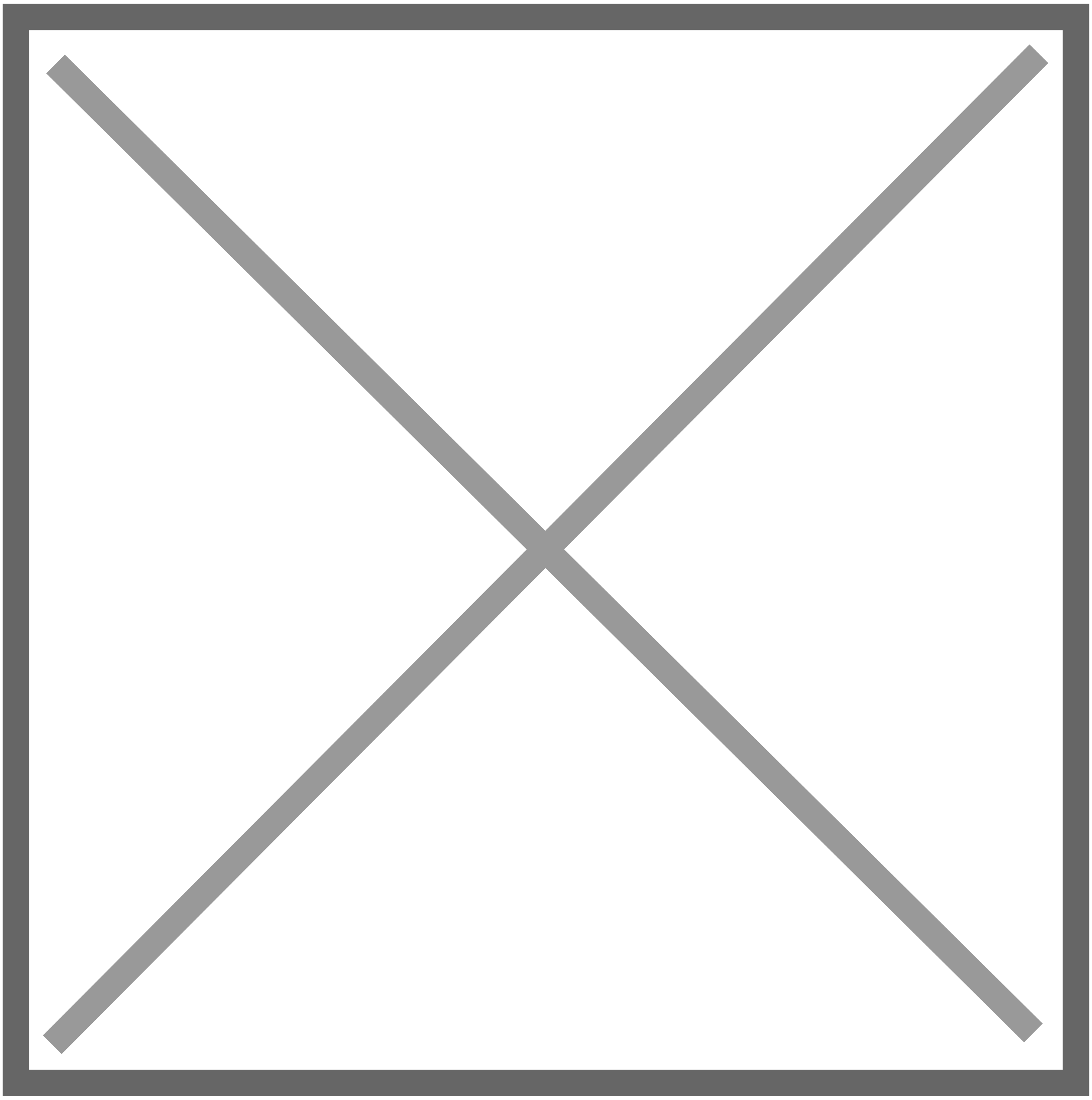
Select it and click on "Line Allocate" button



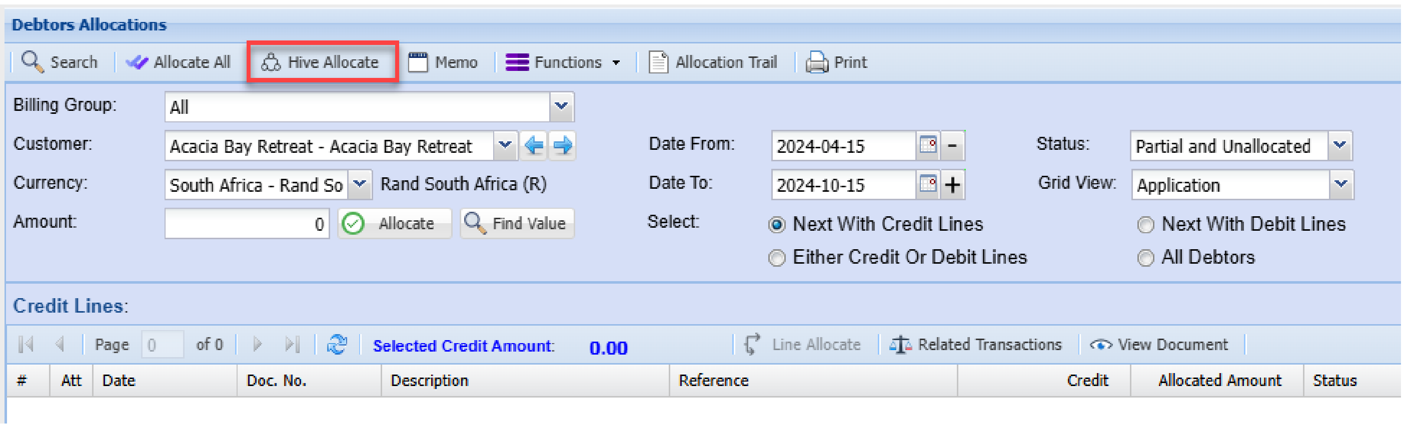
A window will open showing transactions that have been allocated

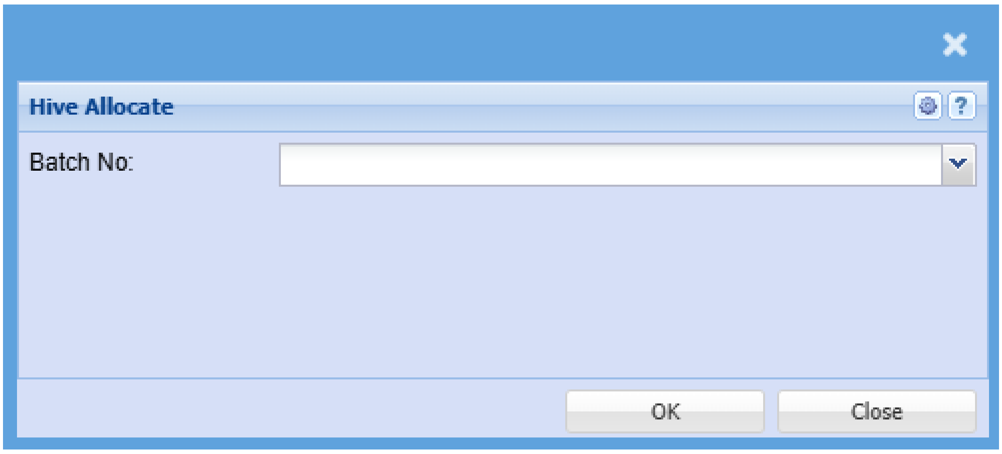
Select lines that need to be un-allocated.

Click on the un-allocate button



Hive Allocate




Hive Allocate
Batch No:
OK
Close

Allocation Fix

This button allows one to fix any odd allocations on this line

1	Partial allocation that does not add up
2	Allocation that shows allocated, but there is nothing on the grid

This will fix and unallocate any documents linked behind the screens that the user cannot see.

This saves having to fully unallocate all to fix the problem.

This button is available on both Debtors and creditors allocations