BULK RECEIPT DIRECT DEBIT   Chreos

Application	Chreos Client
Module	Clients
Access	"Clients	Advanced	Bulk receipt"
Minimum service pack	SP45
This document	Bulk receipts Ref 3.36 Release 1 Published August 2009

Overview

"Bulk receipt" allows the bulk processing of direct debit payments by clients.

Details Displayed

- **New direct debit batch.** Displays transactions available for direct debit payment

  Available
  - **Trans date.** The date of the transaction.
  - **Client code.** The specific client code.
  - **Client name.** The name of the client on the transaction.
  - **T.** The type of transaction.
  - **Trans #.** The number of the transaction.
  - **Receipt.** The amount of the transaction for receipt.
  - **Total.** The total of the original transaction.

  Selected
  - **Trans date.** The date of the transaction.
  - **Client code.** The specific client code.
  - **Client name.** The name of the client on the transaction.

- **Receipt direct debit.** Displays transactions available for receipt against client account afer direct debit batch created and accepted by bank.

  Available
  - **Client code.** The specific client code.
  - **Client name.** The name of the client on the transaction
  - **Transaction date.** The date of the transaction showing.
  - **Amount owing.** The amount owing in the transaction.

- **Discount.** The amount of the discount in the transaction.

  Selected
  - **Client code.** The specific client code.
  - **Client name.** The name of the client on the transaction.
  - **Trans date.** The date of the transaction.

- **Receipt Date.** The date of the Bulk receipt.
- **Batch # / Date.** The date the of the batch number receipted.
- **Receipt method.** Drop down selector of receipt method used.

To Process Bulk Receipt Direct Debit.

- Select transaction in New direct debit batch for inclusion in direct debit batch by double clicking on the transaction or using the > or >> buttons to move the selected transaction.
- Enter date of Direct debit.
- Click on Save. This will produce an output file for compatible transmission with your bank. This should be set up in "Maintenance | Printing setup | Direct Debit | Export".

To Receipt Bulk Direct debits.

- After exporting the direct debit file to the bank you will receive in return a schedule for receipting viable direct debit transactions.
- In the Receipt direct debit screen select transactions, enter receipt date, Batch # date and select Receipt method.
- Click Process.