


Application	Chreos Client
Module	Clients
Access	“Clients Allocation”
Minimum service pack	SP45
This document	Debtor allocation (3.04) Release 1 Published March 2009

Overview

“Debtor allocation” allows you to allocate the funds from one transaction to one or more transactions. For use in allocating credit notes or journals to particular invoices and any transactions not allocated at the time of receipt. Debtor Allocation can only be used with open item clients.

Details Displayed

- **Client code, Sort code &  <F3>**. Select the required client. Note: Only clients that have been set up with a charge account in “Client management (3.1)” can be selected. Refer to “Client search (1.3)”.
- **Client display options.**
 - All Clients – Displays selection from complete client list
 - Some Allocation Possible – Displays clients with only some transaction allocation available.
 - Full Allocation Possible – Displays clients with full allocation options
- **Sort transaction display by.**
 - Date (oldest first) – Displays transactions by oldest to most recent.
 - Date (newest first) – Displays transactions by most recent to oldest.
 - Unalloc Amt (ignore negatives) – Displays transactions in absolute numerical order ignoring the negative figures.
 - Unalloc Amt – Displays transactions in numerical order allowing for the negative figures.
- **Available Transactions.** This displays the unallocated transactions for the selected client.
 - **Date** – Date of transaction.
 - **Trans #** - System allocated transaction number.

- **Type of Transaction** – the possible symbols being I – Invoice, J – Journal , R- Receipt and C-Credit.
- **Amount** – Amount of transaction.
- **Amount Unallocated** – amount of transaction unallocated.
- **Master Transaction.** Displays the chosen transaction for allocation.
 - **Date** – Date of transaction.
 - **Trans #** - System allocated transaction number.
 - **T** – the possible symbols being I – Invoice, J – Journal , R- Receipt and C-Credit.
 - **Amount** – Amount of transaction.
 - **Unallocated** – amount of transaction unallocated.
 - **Now unallocated** – Currently unallocated amount.
- **Balancing Transactions.** Displays the transaction chosen to balance the Master Transaction.

To Allocate

- Click the [Add] button.
- Select the Client Display option
- Select the required client.
- Double click on or select the transaction then use the space bar to transfer to the 'Master transaction' grid. Any transaction can be the first one selected and the list will filter to transactions of the opposite sign e.g. Select a debit (e.g. an invoice) and the list will filter to credit balances.
- Double click on or select the transaction then use the space bar to select a balancing transaction and it will be transferred to the 'Balancing transactions' grid. You can put multiple transactions into this grid.
- The transactions will now balance against each other and the unallocated amount will be reduced accordingly and show in the 'Now unallocated' column.
- Click the [Save] button.

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