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<b>Application</b>	ChreosClient – Chreos 3
<b>Module</b>	Clients
<b>Access</b>	“Clients   Receipts”
<b>Minimum service pack</b>	SP34
<b>This document</b>	Debtor Receipts Ref 3.3 Release 2 Published February 2003

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## Overview

“Debtor receipts” allows you to enter batches of receipts for payments received from all clients. It also allows you to allocate payments for clients who have been set up as ‘Open item’ in “Client management (3.1)”.

Note: This screen can function in two modes, ‘Standard mode’ and ‘Prompt payment discount mode’. ‘Standard mode’ uses the standard debtor receipt functionality and ‘Prompt payment discount mode’ uses the standard debtor receipt functionality as well as activating additional prompt payment discount functionality. Chreos will default to the ‘Standard mode’ unless the ‘Prompt payment discount mode’ is enabled and set up in “Maintenance | Setup | System | Clients | Prompt payment discount”. Refer to “Setup (9.1)”.

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## Batch

### Overview

This tab page allows you to enter the summary details about a batch of receipts.

### Details Displayed:

- **Date.** Enter the date that the batch of receipts are entered on. This must be in the current period or a future period.
- **Batch total.** Enter the total dollar value for all of the receipts in the batch.
- **# of items.** Enter the number of receipts in the batch.
- **E-mail to Client if Possible.** Whether or not a receipt is e-mailed to the debtors who have made payments.
- **# to Print Now.** The number of receipts that are to be printed when the batch of receipts is processed.

Note: 'Batch total' and '# of items' will display as 'Not balanced' when you enter figures into these fields. Once you have entered the receipts that match those figures they will display as 'Balanced'.

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## Receipts

### Overview

This tab page displays all of the receipts that have been entered into the system in the current batch. This provides a summary of the receipts entered and allows you to reselect an entered receipt for editing purposes.

### Details Displayed

- **Code.** The unique identifier of the client.
- **Client Name.** The name of the client.
- **Amount.** The amount of the receipt.

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## Details Displayed

### Overview

This tab page allows you to enter and edit the details of a receipt.

### Details Common to Both Modes

- **Client Code & Sort Code.** Select the client. Refer to "Client search (3.1)".
- **Amount Owing.** The total amount owed by the client is displayed.
- **Amount.** Enter the amount of the payment. If the client is paying the balance of their account press the <Ctrl> and <B> keys and the 'Amount owing' figure will display automatically.
- **New Amount Owing.** The amount still owing after the receipt has been entered, ie the 'Amount owing' minus the 'Amount'.
- **Payment Method.** The 'Payment methods' combo will only display the following payment methods if they have been set up in "Maintenance | Support tables | Payment methods". Select the type of payment received from the client and enter the associated information required:
  - **Cash** – No additional information is required.
  - **Cheque** – Select the 'Bank' and enter the 'Branch', 'Name' (of account holder) and 'Chq #'. Note: Chreos can only store 30 characters worth of cheque related data. This means that only the first 30 characters of 'Bank', 'Branch', 'Name' and 'Chq #' will be stored. For example if the 'Branch' and 'Name' are long, then part or all of the 'Chq #' will not be stored.
  - **Credit Card** – Select the credit card 'Type'. If the 'Store client credit card details' check box is ticked in "Maintenance | Setup | System | Clients | General", the option to enter the 'Card #', 'Expiry date' and

'Name' will also be available. Note: Chreos can only store 30 character worth of credit card related data. This means that only the first 30 characters of 'Card #', 'Expiry date' and 'Name' will be stored. For example if the 'Card #' and 'Expiry date' are long, then part or all of the 'Name' will not be stored.

- **Direct Credit** – Select the direct credit 'Type'.
- **Eftpos** – Select the eftpos 'Type'.
- **Gift Token** – Enter the token 'Reference'. Note: Only 'Our tokens' are accepted as a 'Gift token' payment.
- **Trust** – Select the required trust account. The 'Balance' and 'Open date' of the trust account will also be displayed.
- Further information about the selected client is displayed in the top right-hand corner of this screen:
  - **Address** – The postal address of the client.
  - **Last Invoice** – The amount of the last invoice entered for the client.
  - **Dated** – The date of the last invoice entered for the client.
  - **Last Receipt** - The amount of the last receipt entered for the client.
  - **Dated** – The date of the last receipt entered for the client.
- Click the [Toggle Display] button and the information in the top right-hand corner will change:
  - **Future** – The balance of any transactions that have been entered into future periods.
  - **Current**. The current balance. The name of this field is user-definable and can be set up in "Setup (91)".
  - **1 Period** – The 1 period balance (i.e. 1 period overdue). The name of this field is user-definable and can be set up in "Setup (91)".
  - **2 Periods** – The 2 periods balance (i.e. 2 periods overdue). The name of this field is user-definable and can be set up in "Setup (91)".
  - **3+ Periods** – The 3+ periods balance (i.e. 3+ periods overdue). The name of this field is user-definable and can be set up in "Setup (91)".
- **To Allocate**. The amount that can be allocated is displayed. This figure defaults to the 'Amount' figure and changes as the receipt is allocated.
- **[Allocate All]**. If the selected client is 'Open item' this button can be clicked to allocate the amount of the receipt in the balance forward method, ie to the oldest owing transactions first.

### The Transactions Grid – Standard Mode

All of the unallocated transactions for the selected client are displayed on this grid. These are transactions that can have the receipt amount allocated against them. Note: If the selected client has been assigned as 'Balance forward' this grid will be replaced by the words 'Balance forward account'.

The following information displayed about each transaction:

- **Trans#**. The reference number of the transaction.
- **Date**. The date that the transaction was entered.

- **Payment Due.** The date that the payment is due. This is set up in “Client management | Client detail”.
- **T.** The type of transaction. This could be one of the following:
  - **I** – Invoice.
  - **C** – Credit note.
  - **J** – Journal.
  - **R** – Receipt
- **P#.** The period number that the transaction was entered in.
- **Amount.** The value of the transaction. If the transaction is a negative amount this line will be displayed in red.
- **Allocated.** The value that has already been allocated.
- **This receipt.** The value of this receipt that has been allocated to this transaction.
- **Owing.** The value of the transaction that is still owing.
- **Total of Receipt Allocated.** The amount of the receipt that has been allocated. This is displayed underneath the grid.

### The Transactions Grid – Prompt Payment Discount Mode

In ‘Prompt payment discount’ mode the grid will display all of the details from ‘The Transaction Grid – Standard Mode’ as well as the following for all of the unallocated transactions for the selected client.

Note: If the selected client has been assigned as ‘Balance forward’ this grid will be replaced by the words ‘Balance forward account’.

- **Discount Available.** The amount of discount that is available to the client if the payment is received within the specified time period. If the specified time period has lapsed this figure will appear faded.
- **Discount Given.** The amount of discount received when the payment is allocated to a transaction that is still within the specified time period
- **Total Discount Given.** The total amount of discount that has been given with the receipt being entered. This is displayed underneath the grid.

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### To Enter and Process a Batch

- Enter the batch details on the ‘Batch’ tab page.
- Click the [Add] button and the ‘Details’ tab page will appear.
- Click the [Add] button.
- Select the client, enter the ‘Amount’ and select the ‘Payment method’.
- Allocate the amount if the client is open item.
- To change the amount that is allocated:
  - Select the required transaction.
  - Click the [Edit Receipt Amount] button and the ‘Receipt amount’ screen will be display the amount that has been allocated to the transaction.

- Edit the amount.
- Click the [OK] button.
- To change the amount of discount received when using to ‘Prompt payment discount mode’:
  - Select the required transaction.
  - Click the [Edit Discount Given] button and the ‘Prompt payment discount’ screen will be display the discount amount that has been received.
  - Edit the amount.
  - Click the [OK] button.
- Click the [Save] button once the receipt details and allocation (when open item) are complete.
- Repeat for every receipt and select the ‘Batch’ tab once all of the receipts have been entered.
- If the batch is balanced the ‘Batch total’ and the ‘# of items’ entry points will have ‘Balanced’ displayed next to them.
- Once the receipts balance click the [Save] button.
- A confirmation message will appear asking if you want to process this batch of receipts. Click the [Yes] button.

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### To Allocate a Receipt

To allocate the receipt amount to a specific transaction, double click on the required one. This can be repeated across multiple transactions until there are no funds left to allocate and can include positive and negative transactions. Journal entries can also be included. As this is done the figure in ‘To allocate’ will decrease by the amount of the allocation and the ‘Total of receipt allocated’ will increase by that amount. In the ‘Prompt payment discount’ mode the ‘Total discount given’ will also increase as eligible transactions have a payment allocated to them.

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### To Edit a Receipt

This can only be done to a receipt after it has been entered but before the batch of receipts has been processed.

- Select the required receipt to be edited from the ‘Receipts’ page.
- Go to the ‘Details’ page and the details of that receipt and it’s allocation will be displayed.
- Click the [Edit] button.
- Make the required changes.
- Click the [Save] button.

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## What if the Batch Does Not Balance?

It is possible for you to have entered all of the receipts and to select the 'Batch' page to find that the batch does not balance. In this case one of the following two errors will usually have occurred:

- An incorrect 'Batch total' or '# of items' may have been entered on the 'Batch' tab page. To check this, re-calculate these figures.
- The amount of an individual receipt may have been entered incorrectly. To check this select the 'Receipts' tab page and check that the amount for each receipt is correctly.

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## Related Issues

- The allocation facilities are only available if the date entered in 'Date' on the "Batch" tab page is within the current debtors period. If a future date is entered the transactions grid will be replaced by the words  
"Future transactions can not be allocated at this time. When debtors has rolled into the period containing your entered date use "Clients | Allocation" to allocate this receipt."

Refer to "Debtor allocation (3.4)" for using this menu option.

- To set up "Debtor receipts" so that the [Process] button is not activated until 'Batch total' and '# of items' on the "Batch" tab page are balanced, select the menu option "Maintenance | Setup | System | Clients | General" and tick the 'Receipts – Do not allow completion until balanced' check box. This protects against an unbalanced and therefore incorrect batch of receipts being processed.
- When the payment methods are defined in "Maintenance | Support tables | Payment methods" there is the option to flag each payment method as batched or not batched. This affects the way that receipt transactions appear once they have been posted to the general ledger. For example when a payment method like 'Direct credit' is not going to be processed through "General Ledger | Banking" it can be flagged as not batched because each direct credit will appear as a separate entry on a bank statement.

The default is to be batched. Note: This setting has no significant effect for payment methods that receipt into a holding account (cash on hand) preceding the use of the "General Ledger | Banking" function.

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