

# Head Office Reallocations Help & Info Sheet

"Head Office Reallocation" allows processing of particular invoices for reallocation to the chosen Head Office debtor financial account whilst retaining information in the individual debtor account. This facility is activated in Clients | Client Management | Client Detail when a Head Office is chosen for that particular debtor. See (Fig 1.).

This function is useful where the invoices go to a branch but the statement goes to the Head Office because the Head Office is the account payer. Note: When receipting payment for the invoice it should be made against the Head Office client account. Processing a Head Office Reallocation will automatically journal the individual debtor account with a reversal of the value of the invoice.

## Selecting a Head Office for a debtor

Client management : Hillside Sports Kaiapoi

Client code: HILLSPOKAI Invoice pricing: Local Currency

Name: Hillside Sports Kaiapoi Sort code: HILLSIDEKAIAPOI

Address: Hillside Sports, 125 Manu St, Kaiapoi

Postcode: Email: Phone: Day, A/H, Cell, Fax

Delivery: Hillside Sports Kaiapoi, Hillside Sports, 125 Manu St

Charge account: Charge account

Contacts: Client disc: Client disc

Warning: Stock group: Type: Acct Status: Open item: Charge GST: Credit limit: 0.00 Days: Prompt %: 0.00 0

Head office: Hillside Sports

Mail Out: VIP Club: Wholesale Acc: Add Edit Save Cancel

Summary: Activities: Notes: Contacts

Current status: Balance display type: Invoice date

Balance at 31 Jul 2006: 0.00

Future: 0.00

Current: 0.00

1 Month: 0.00

2 Months: 0.00

3 Months +: 0.00

Balance: 0.00

All sales: Current: 0.00 This year: 0.00 Last year: 0.00

Invoice sales: YTD: 0.00 Last year: 0.00

Last Invoice (\$): Amount: Date: Last Receipt (\$): Amount: Date

Credit rating: POS count: 0 Trust bal: 0.00

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Fig 1. Client Detail Screen

This will allow any invoice transactions for this debtor to be reallocated to the selected Head Office debtor but will retain the information under the original debtor's account.

Once all invoices are entered for the month, Head Office Reallocation can be used to process individual debtor invoices to the financial Head Office Debtor, prior to printing statements. Go to Clients | Advanced | Head Office Reallocations. See (Fig 2.).

## Head Office Reallocations

Head Office Reallocations

Available Invoices

Client name	Head office	T	INV #	Date	Amount
Hillside Sports	Hillside Sports	I	118513	01/08/2006	24.95
Hillside Sports	Hillside Sports	I	118514	06/08/2006	18.95
Hillside Sports	Hillside Sports	I	118515	15/08/2006	32.7
Hillside Sports	Hillside Sports	I	118552	31/08/2006	168.75
Hillside Sports Kaiapoi	Hillside Sports	I	118559	28/08/2006	176.85

Exclude Process

Fig 2. Head Office Reallocations Screen

To select a Head Office for a particular debtor open Client Detail at the selected debtor and select the Head Office from the dropdown list available. This list contains all clients entered in Chreos.

The selected Head Office account must be a Charge or Monitored account.

To exclude any invoices from reallocation, select and click [Exclude].

The remaining invoices will be included in the reallocation by clicking [Process].

Reallocated invoices will show in the individual debtor account as a reversal of the value of the invoice and in the Head Office account summary as a journal. See (Fig 3 & 4).

# Viewing Processed Invoices

**Client management : Hillside Sports Kaiapoi**

Client code: HILLSPOKAI Invoice pricing: Local Currency

Name: Hillside Sports Kaiapoi Sort code: HILLSIDEKAIAPOI

Address: Hillside Sports, 125 Manui St, Kaiapoi

Postcode: Email: Phone: Day: A/H: Cell: Fax:

Delivery: Hillside Sports Kaiapoi, Hillside Sports, 125 Manui St

Charge account: Hires: Laybys

Contacts: Client disc: Warning: Stock group:

Type: Open item: Charge GST: Credit limit: 0.00 Days: Prompt %: 0.00 0

Acct Status: Head office: Hillside Sports

Mail Out: VIP Club: Wholesale Acc: v/s Rep: v/s Cust: Add Edit Save Cancel

**View Financial transactions**

T	P	Date	TRANS #	Amount	Unalloc
P		23 Aug 2006	118559	176.85	0.00
J		23 Aug 2006	118559	-176.85	0.00

Current transactions: Display amounts in client's currency: Transactions: Current Complete now Future Incomplete Completed All

Fig 3. Client Detail Activities Tab Screen

Once you have processed the invoices in Head Office Reallocations (Fig 2.) they can still be viewed in the Activities tab in Client Management | Client Detail (Fig 3.). They will show in the individual debtor account as Invoices with matching reversed Journal transactions.

**Client management : Hillside Sports**

Client code: HILLSIDE Invoice pricing: Local Currency

Name: Hillside Sports Sort code: HILLSIDESPORTS

Address: 124 Hillside Terrace, Blue Hill, Sunnyside

Postcode: Email: Phone: Day: A/H: Cell: Fax:

Delivery: Hillside Sports, 124 Hillside Terrace, Blue Hill

Charge account: Hires: Laybys

Contacts: Client disc: Warning: Stock group:

Type: Open item: Charge GST: Credit limit: 0.00 Days: Prompt %: 0.00 0

Acct Status: Head office:

Mail Out: VIP Club: Wholesale Acc: v/s Rep: v/s Cust: Add Edit Save Cancel

**View Financial transactions**

T	P	Date	TRANS #	Amount	Unalloc
J		23 Aug 2006	118559	176.85	176.85
J		15 Aug 2006	118515	32.70	32.70
J		08 Aug 2006	118514	18.95	18.95
J		01 Aug 2006	118513	24.95	24.95

Current transactions: Display amounts in client's currency: Transactions: Current Complete now Future Incomplete Completed All

Fig 4. Client Detail Activities Tab Screen

They will show as Journal transactions (J) in the Head Office account (Fig 4.).