

Application	Chreos Client
Module	Clients
Access	“Clients Advanced Head Office Reallocations”
Minimum service pack	SP45
This document	Head Office Reallocations Ref 3.37 Release 1 Published March 2009

Overview

“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.

Details Displayed

- **Available Invoices.** The grid displaying all invoices available for selection.
- **Client name.** Individual client name.
- **Head office.** Chosen Head Office for reallocation.
- **T.** Displays transaction type. (I = Invoice)
- **Invoice #.** The number of the invoice available for reallocation.
- **Date.** Date of invoice.
- **Amount.** Value of invoice.

To Reallocate an Invoice.

- Select the invoice for reallocation
- Click [Process].

To Exclude an Invoice from Reallocation.

- Select the invoice for exclusion.
- Click [Exclude].

What Happens Financially

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. This facility is activated in Client | Client Management | Client Detail when a Head Office is chosen for that particular debtor. The processed invoice financial transaction is moved from the individual debtor to the Head Office Debtor account. Although the financial transaction is moved, the information is retained in the individual debtor account for reference. This facility is only available when the Head Office account is a charge account.

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