Training Guide – Sales Ledger

Posting/Allocating Payments Received

The Post/Allocate Cash Received screen enables users to record payments received from a customer and to allocate against relevant invoice(s).

Post Transactions/Global Amendments… – Post/Allocate Cash Received

Each transaction posted is uniquely identified by three fields; Customer Reference, Transaction Date and Transaction Reference, enabling an audit trail of all payments received.

When initially going into the screen the focus will be on the Lookup option as the screen can be used purely as an enquiry screen as well as for posting/allocating cash.

Cash Posting

- **Select CashPost –** the system may either display a prompt or move the focus to a different position on the screen; this is dependent upon how the Sales Ledger Parameters are set i.e. whether Foreign Currency and/or Batch Totals required (parameter options detailed at end of document).
- **BatchTotal -** user can enter the value of all payments to be processed within the batch. If not required, the tab key will move the focus to the Customer Reference or Customer Name field (dependent upon User Preferences), displaying 0.00 in the Batch Total Box.
- **Enter Customer Reference or Name –** system will display customer details including aged balances, total balance, and all unallocated or part allocated transactions relating to the customer selected (in ascending date order).
- **Posting Date -** will default to today's date but this can be overwritten or can click on the calendar icon to the side of the date to select a new date.

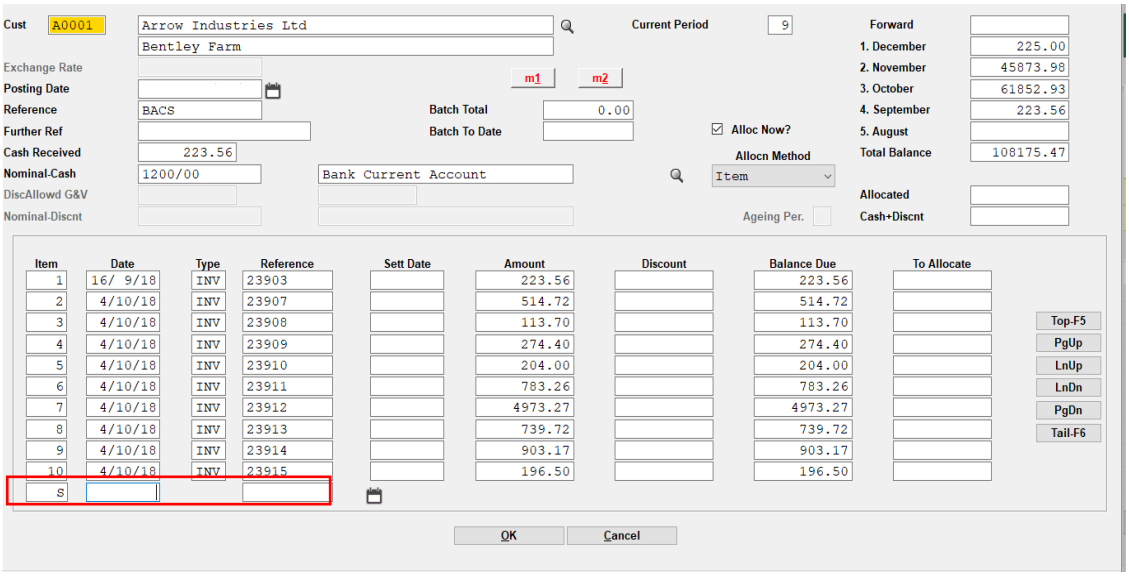
  Forward Postings - If the date entered is beyond the current period, a warning message is displayed. If the Sales Ledger Parameters are set to allow Forward Postings the user can continue or amend the date. Forward Postings are only allowed to be posted into the next period and the Period allocation method cannot be selected (as detailed below). If Forward Postings are not allowed, a valid date for the current period will need to be entered.

  Backdated Postings - if the date entered is before the current period a warning message is displayed. The user can continue or amend the date. When backdating cash postings, the cash transaction will be included in the current period's Cashbook. The aged balance will be reduced based on the date of the invoice that the cash has been allocated against.

- **Reference** – this relates to the payment method e.g. Cheque, BACS etc and will default to the setting within the parameters (see parameter options at end of document); this can be overwritten.
- **Further Reference** – can be used to enter additional information as required e.g. Paying-in Slip No.
- **Cash Received** – enter the value of the payment received

- **Nominal-Cash** – will display the default Nominal Bank Account Code as detailed in Sales Ledger Parameters/Nominal Info screen (see parameter options at end of document).
- **Alloc Now?** – will be ticked as default, enabling the user to select how they want to allocate the payment. If unticked, posting will be unallocated and will have to be allocated later. If there no outstanding transactions against the account, this field will be disabled, any postings will be unallocated.
- **Allocn Method** – will display the default set in the Sales Ledger Parameters (see parameter options at end of document). Default setting can be either Item or List, but other options are also available:

Item – if this option is selected, focus will move to the bottom of the Item column enabling the user to enter the Item No of the invoice that the cash should be allocated to. Alternatively, user can enter S in this field to search on either the Date or Reference field



Once an Item No has been entered the focus will move to the Discount column. This will display settlement discount if applicable or can be used to enter a discount value. Using tab will move the focus to the To Allocate column and the value of payment received will be automatically populated; this can be overwritten.

Tab will move focus back to the box at the bottom of the Item column for user to enter another Item No or Q to quit, moving to the OK option.

Prompt will appear **'OK to update files?** – select Yes if allocations are correct.

Focus will move to the top of the screen to enter another customer reference or name.

When all postings have been made, **select Cancel option** at the bottom of the screen.

Prompt will appear '**Any More Cash Items?**' – select No, a second prompt will be displayed '**OK to close the Batch?**' – select Yes. Cash Batch No will be displayed in the bottom left-hand corner of the screen.

NB: The keys used to scroll up and down the transaction list is displayed on the right-hand side of the screen. If all transactions can be viewed without scrolling, these navigation buttons are disabled.

List – focus will move to the To Allocate column for the first line on the table and populate with the value of the payment. If payment does not need to be allocated to this line user can enter 0 or use spacebar to remove the value and then down arrow to move to the line below. Once correct line has been allocated, can click on OK option, tab or hold down Alt Key and enter O to select the OK. Will be prompted '**OK to update files?**' – select Yes if allocations are correct.

Focus will again move to the top of the screen to enter another customer reference or name.

Oldest – the system will automatically allocate against the oldest invoices until the total value of the payment received has been reached. A prompt will then be displayed '**OK to update files?**' – select Yes if allocations are correct.

Period – if selected, user will need to enter the ageing period in the box below the Allocn Method (1 being the current period). A prompt will then be displayed '**OK to update files?**' – select Yes if allocations are correct.

Unalloc – this would allow the user to post the payment without allocating against an invoice. Once selected, the focus will move to the DiscAllowd box to enter a discount value if required. If the Confirm Discount Code has been selected within the Sales Ledger Parameters/Nominal Info screen, then the focus will move to this field to confirm the Nominal Code. If not ticked, then it will move to the ageing period box for an ageing period to be entered (1 being the current period). Tab will move focus to the OK option. A prompt will then be displayed '**OK to update files?**' – select Yes if allocations are correct.

Part Allocation

If the payment value is either less or more than the invoice transaction, a prompt may appear to ask if you wish to part allocate; this is dependent upon the Sales Ledger Parameters/General settings (as detailed at end of document) which can be set to the following four options:

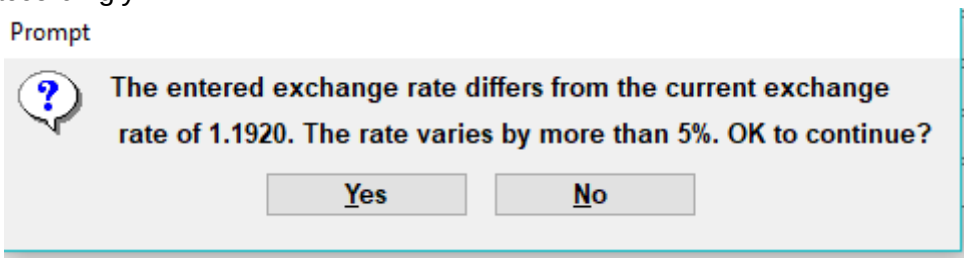
- **Part Allocation set to CASH** – system will prevent user from posting a payment that is less than the value of the invoice. A prompt will be displayed 'Part-allocation not allowed in Sales Ledger Parameters'.

  If payment is more than value of invoice various prompts will be displayed:
  - **Total Cash does not equal allocated amount** – user can only select OK
  - **Do you wish to post the cash part-allocated?** - if you do wish to continue, select Yes and will then be prompted, **OK to update files?** – select Yes. If select No;
  - **Cash and allocated amounts not agreed. Do you wish to continue allocating?** – Yes, will allow you to select another line to allocate against, No will display a further prompt;
  - **Do you wish to zeroize and start the allocation process again?** - Yes, will clear all allocations for user to start again, No will prompt;
  - **OK to abandon cash posting for this account?** - Yes, will cancel the posting, No will take user back in a loop to the original prompt;
  - **Total Cash does not equal allocated amount**
- **Part Allocation set to INVOICE** – if payment is less than value of invoice, user will be prompted '**Are you sure you wish to part-allocate the transaction?**', Yes will accept line and allow user to continue allocating or select OK and be prompted '**OK to update files?'** No will move focus back to the line that the user is allocating for value to be amended.

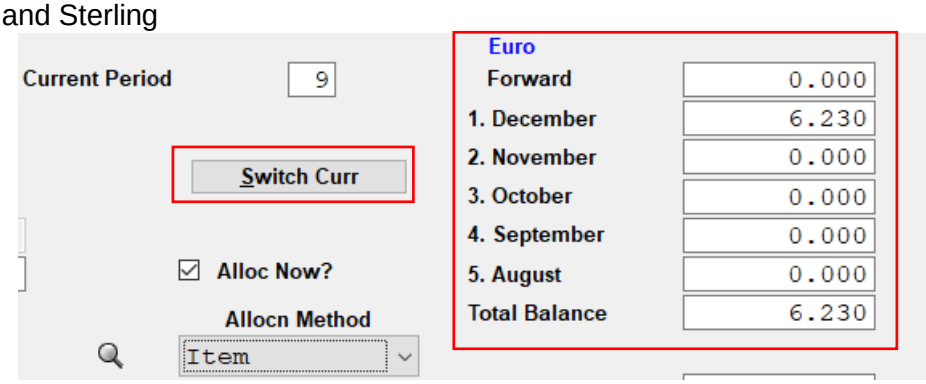
  If posting a value that is more than the invoice value, will be prompted '**Total cash does not equal allocated amount**' – user can only select OK. Will then be prompted;
  - **Cash and allocated amounts not agreed. Do you wish to continue allocating?** – selecting Yes will allow user to select another line to allocate, selecting No will prompt;
  - **Do you wish to zeroize and start allocation process again?** – select yes to clear the allocations for user to start again, select No:
  - **OK to abandon cash posting of this account?** – select yes will abandon the posting completely, selecting No will take user back in a loop to the original prompt;
  - **Total Cash does not equal allocated amount**

Posting Foreign Currency Payments

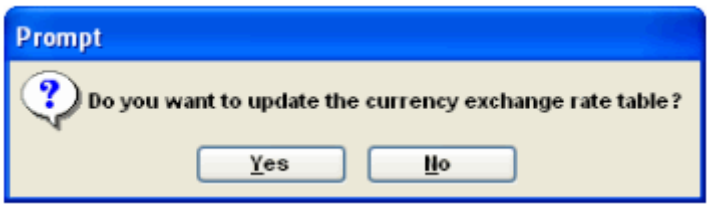
- **Foreign Currency Prompt –** if the parameters are set to allow Foreign Currency postings (see parameter options at end of document), a prompt will be displayed '**Does this batch include Foreign Currency Cash?**' – select Yes or No as appropriate for this batch. If Yes is selected, the Batch Totals box will be disabled as there may be various currency transactions being posted in the batch.
- **Exchange Rate** – once the customer details have been entered, the focus will move to the Exchange Rate box and will display the default from the Exchange Rate Table (setup within Company Details/Setup Currency Codes). The Exchange Rate can be amended at this point. If the rate differs from the current exchange rate by more than 5%, the following prompt will be displayed, select OK if correct or No and amend the exchange rate accordingly:



- **Posting Date/Reference/Further Reference** – these fields are completed as detailed above for Sterling accounts.
- **Cash Received** – enter the currency value received.
- **Alloc Now**? /**Allocation Method** – these work in the same was as for a Sterling posting with the exception that you cannot allocate by Period.
- **Switch Curr** – this is a toggle button to switch the aged balance values between Currency and Sterling



- If the exchange rate has been amended, when completing the posting, and dependent upon the settings within Setup Company Users, an additional prompt may be displayed asking if the exchange rate table shuold be updated with the new rate



Posting a Payment with Settlement Discount

If a customer has Payment Terms that include settlement discount (setup within Sales Ledger/Setup Reference Tables…/Setup Customer Payment Terms), the discount values will be displayed within the Post/Allocate Cash Received screen:

Item	Date	Type	Reference	Sett Date	Amount	Discount	Balance Due	To Allocate
1	14/12/18	INV	24271		42.00	-1.06	40.94	

The discount can be amended if required during the Cash Post process.

When updated, the system will post a separate journal to adjust the VAT to take into consideration the Settlement Discount. This can be viewed through the Display Customer Transaction screen:

BACS2		CD		41.82
BACS2A	VAT ADJUSTMENT	CR		0.18

By pressing F9 within this screen, the display will change to show the Discounted Goods value and discount/VAT value in separate columns:

BACS2		CD	-40.94	-0.88
BACS2A	VAT ADJUSTMENT	CR		-0.18

Abandon/Cancel Posting

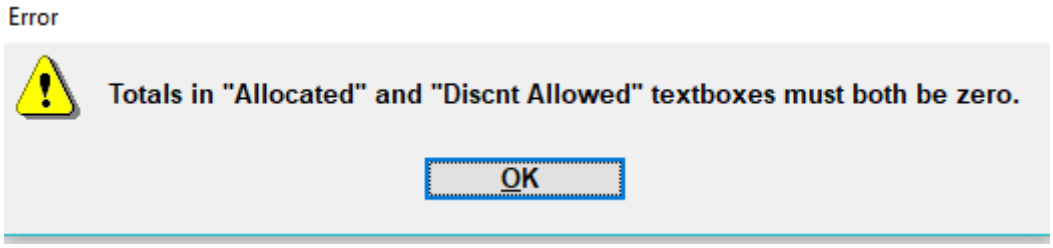
At any point within the Cash Post screen, up to the point that you Update the files, you can cancel the posting by selecting the Cancel option at the bottom of the screen.

- **Do you wish to zeroize and start the allocation process again?** – select Yes and the system will clear the allocations and move back to the Allocation Method for you to start again, select No:
- **Do you wish to continue allocating?** – select Yes and the system will allow you to continue with the allocation process, select No:
- **OK to abandon the cash posting?** – select Yes and the allocations will be cleared with the focus moving back to the options at the bottom of the screen, select No and the system will go back into a loop asking again '*Do you wish to zeroize and start the allocation process again?*

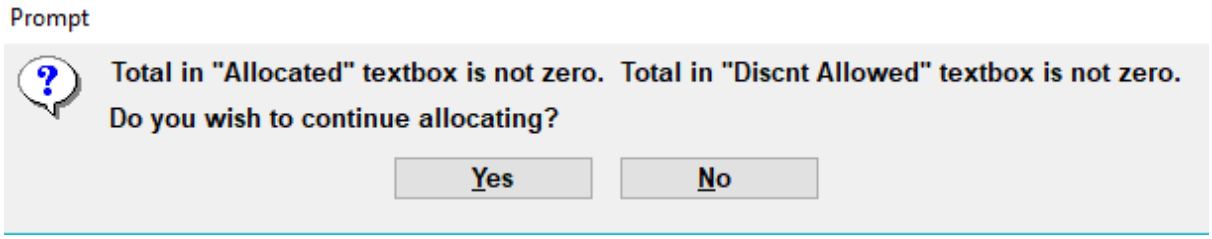
Allocate Option

Any transaction that has been posted as unallocated can be allocated at any time in the future by selecting the Allocate button. This option is not only for cash items but could also be used to allocate Credit Notes.

- **Select Lookup** – focus will move to the Customer Reference or Name field (dependent upon User Preferences) for user to select the correct account; system will display aged balances, total balance and all unallocated or part allocated transactions.
- **Select Allocate –** the Allocation Method will either be Item or List and is determined by the setting within Sales Ledger Parameters/General.
- **List** – the system will move to the Allocate column with the value of the first transaction being displayed; this can be amended if part allocating or can be zeroized by pressing the space bar. If the allocation is correct, the down arrows or enter key will move to the next line. These options can be repeated until the allocation process is complete.
- **Item** – focus will move to the bottom of the Item column for the user to enter the Item No of the line to be allocated, Tab will move to the Discount column, Tab again to move to the To Allocate column. If correct, Tab to go back to the Item box to select another line or Q to quit once the allocations are complete.
- **Select OK** – this will confirm that the allocation is complete.
- **Allocated Box**- as transactions are allocated, the total allocated value will be displayed in the Allocated box displayed to the right of the screen under the Aged Balances. The amount allocated must equal zero before the system allows the allocation process to be completed, otherwise the following messages will be displayed.



Select OK:



Selecting Yes will allow you to continue allocations, selecting No will prompt:

- **Do you wish to zeroize and start the allocation process again?** – select Yes and the system will clear the allocations and move back to the Allocation Method for you to start again, select No:
- **Do you wish to continue allocating?** – select Yes and the system will allow you to continue with the allocation process, select No:

- **OK to abandon the cash posting?** – select Yes and the allocations will be cleared with the focus moving back to the options at the bottom of the screen, select No and the system will go back into a loop asking again '***Do you wish to zeroize and start the allocation process again?'.***

When allocated amount equals zero, a message is displayed:

- **OK to update files?** – select Yes and the files will be updated, select No:
- **Do you wish to continue allocating?** select Yes and the system will allow you to continue with the allocation process, select No:
- **OK to abandon the cash posting?** – select Yes and the allocations will be cleared with the focus moving back to the options at the bottom of the screen, select No and the system will go back into a loop asking again '***Do you wish to zeroize and start the allocation process again?'***

Parameter Settings

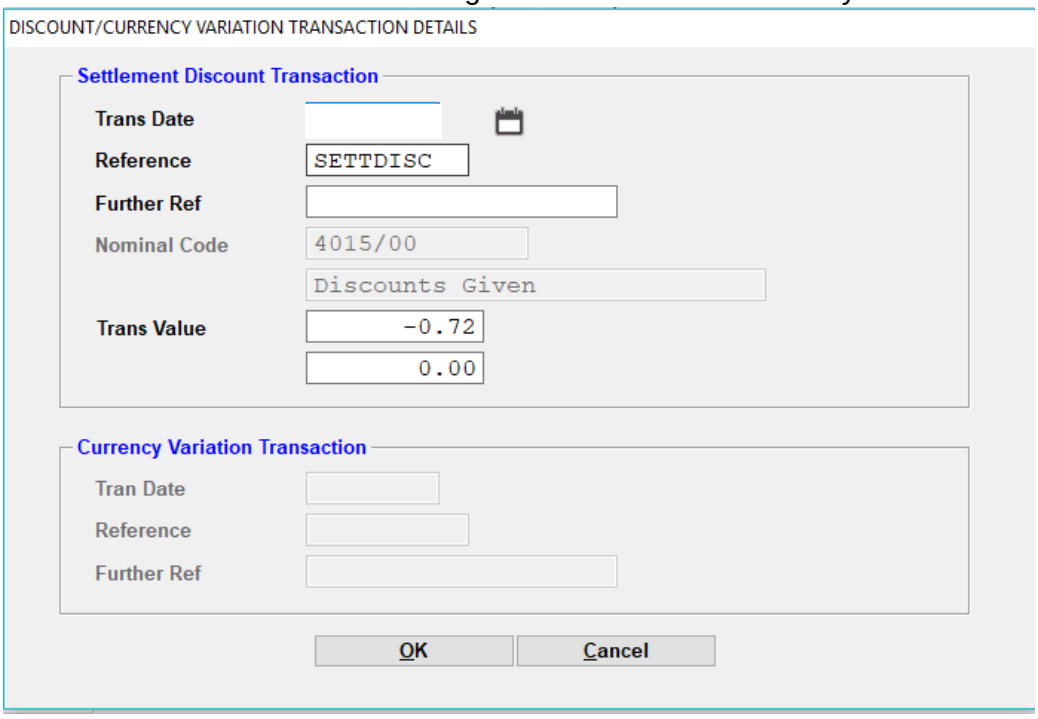
Sales Ledger Parameters/General:

- **Batch totals for Cash/Inv?** - if unticked, the Batch Totals box will be disabled.
- **Unalloc/Runtot?** – user can select whether they would prefer to see a column detailing the unallocated value against each transaction line within the Display Customer Transaction screen, or a running total of values unallocated. Please note that this is only the default, there is an option to switch between Unallocated and Running Total within the Customer Transaction screen.
- **Show Cash Discount as Settlement Discount?** This parameter will define how underpayments are posted:

  Ticked - If payment allocated at cash posting stage, the underpayment can be entered into the discount column. If the payment isn't allocated when posting the payment but allocated at a later stage, it will not be possible to enter the underpayment into the discount field.

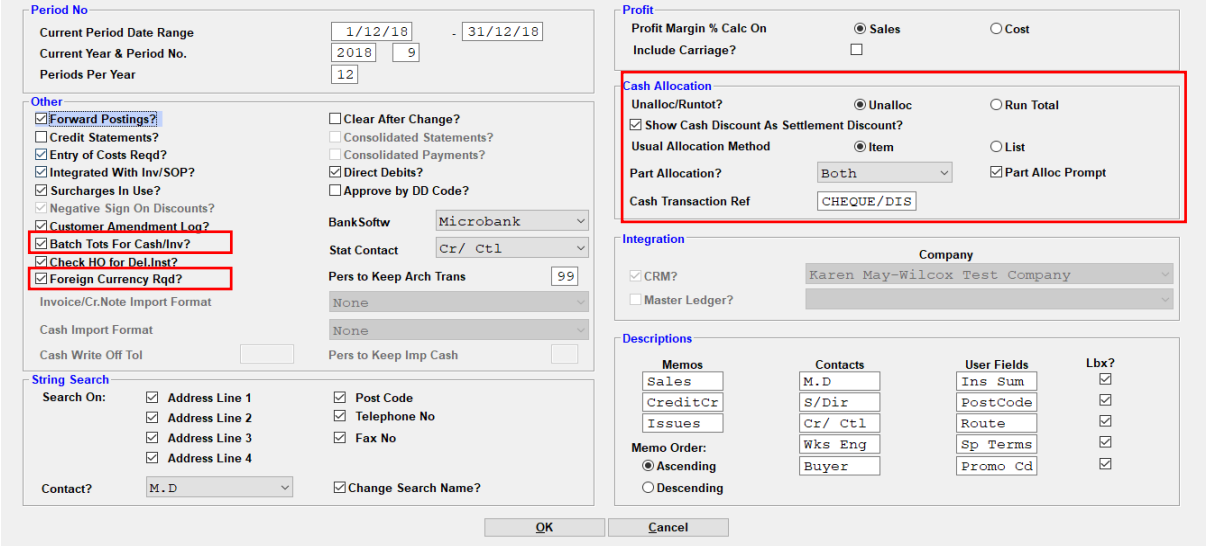
  Un Ticked - If payment is allocated at the cash posting stage, the underpayment can be entered into the discount column. If the payment is not allocated when posting the payment but allocated at a later stage, the underpayment can be posted in the discount column.

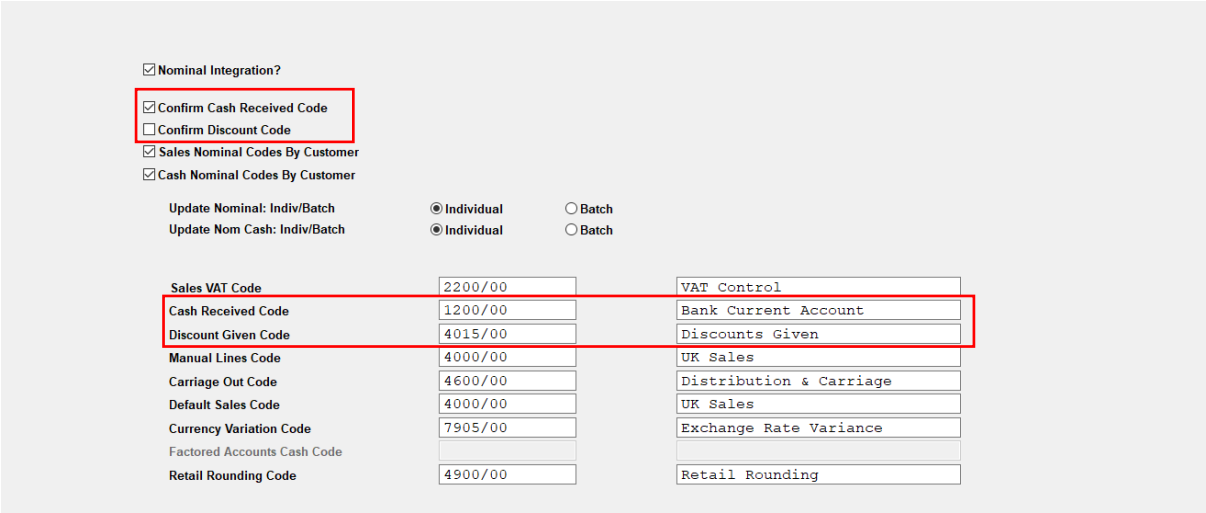
  A prompt will be displayed advising a discount transaction will be created. If select **Yes** to continue a further screen will then be displayed where a reference and further reference can be entered to show against additional discount only transaction.



NB: OGL recommend that this option is unticked as standard

- **Usual Allocation Method –** user can select either Item or List as the default allocation method (see details above as to how the two options work.
- **Part Allocation?** – can be set to Invoice, Both or None:
  - **Cash** – allows allocations of overpayments
  - **Invoice** – allows allocations of underpayments
  - **Both** – allows allocations of both overpayments and underpayments
  - **None** – will not allow allocation of either overpayment or underpayment
- **Cash Transaction Ref** – this will default to CHEQUE/DISC but can be changed to BACS, TRANSFER etc.
- **Foreign Currency Rqd?** – if ticked, user will be asked whether Foreign Currency included in the batch.



Sales Ledger Parameters/Nominal Info:

- **Confirm Cash Received Code?** – system will default to the Cash Received Code detailed in the Nominal Info screen. If ticked, user will be able to change the Nominal Bank Account when posting payments.
- **Confirm Discount Code?** - if unticked, system will default to the discount code detailed in the Nominal Info Screen. If ticked, user will be able to amend the Nominal Discount code when posting payments