

Tip 0437/005: Clear down remittances

Remittances are held on the system and built up over months and years, meaning when loading the Print Remittances and/or Cheques program it can take several minutes for the table to populate with information. It is suggested that the remittances are cleared every 3 to 6 months. The option for this can be found in Purchase Ledger - Remittances and Cheques - Clear Down Remittances. Choose the option to continue and enter Oldest Remittance Date To Be Retained, the system will default to Today's Date, Last Year, (although this can be changed).

In order for Remittances to be cleared the following criteria must be met:

- ✔ The remittance **MUST** have been printed
- ✔ If the account is set to print a cheque, the cheques **MUST** have been printed
- ✔ If the account is set to be paid by bank transfer, the transfer file **MUST** have been generated.
- ✔ OGL would recommend that once the clear down procedure is completed, it is advisable to check the print remittance/cheques table to display any uncleared down remittances.

If there are some remittances still shown in the table prior to the date entered, this will be because either:

- ✔ The remittances have not been printed
- ✔ A cheque has not been printed
- ✔ A bank transfer has not been created

| Date | Seq | Supp | Name | Goods Val | VAT Value | Discount | Payment | Meth | R | C |
|----------|-----|--------|----------------------------|-----------|-----------|----------|---------|------|---|---|
| 18/12/17 | 2 | MOT001 | Mother India | 1183.10 | 236.62 | -30.45 | 1389.27 | Man | | |
| 18/12/17 | 2 | KEL001 | Kelleway Building Supplies | 3105.00 | 621.00 | | 3726.00 | Cheq | | |
| 18/12/17 | 2 | GLA001 | Duncan Direct | 666.67 | 133.33 | | 200.00 | Man | | |
| 18/12/17 | 2 | ALL001 | Allerton and Sons Builders | 100.00 | 20.00 | -14.40 | 105.60 | Trfr | | |
| 18/12/17 | 1 | BRO001 | Brothers Restaurant | 250.00 | 50.00 | | 234.00 | Man | | |

In the above table account KEL001 is flagged as being paid by a system produced cheque, but there is no 'C' in the C column to confirm a cheque has been printed. Account ALL001 is flagged as being paid by a bank transfer, but there is no 'T' in the C column to confirm a bank transfer has been generated. In all cases, there is no 'Y' in the R column to confirm a remittance has ever been printed.

In such cases, print a remittance that screens for accounts flagged as being paid by cheque, using a layout which contains cheque print tags. Generate a transfer file for the accounts flagged as being paid by bank transfer, (the transfer file can then be deleted). Print remittances that screen for any accounts that have not previously had a remittance printed. Once the above tidy up has been completed, run the Clear Down Remittances again, to delete any previously ignored entries