Process Receipts to Sales Orders and Credit Requests

This document will assist you in understanding the Application of applying Customer Receipts to Sales Orders and Request for Credits.

Contents

Overview

The purpose of this feature is to allow receipts to Sales Orders and Credit Requests coupled with the ability to Send Customer Statements with or without these open orders. In addition we have the ability to process Request for Credits at time of receipting to process customer short payments or claims, alleviating the need to short allocate against a fully paid invoice. This feature is also ideal for Laybys where we will only release the goods once fully paid.

Setup

To Activate this function, go to the Company Options / Receivables – settings 2 Tab, and select the Allow Receipt Processing to Sales Orders Function
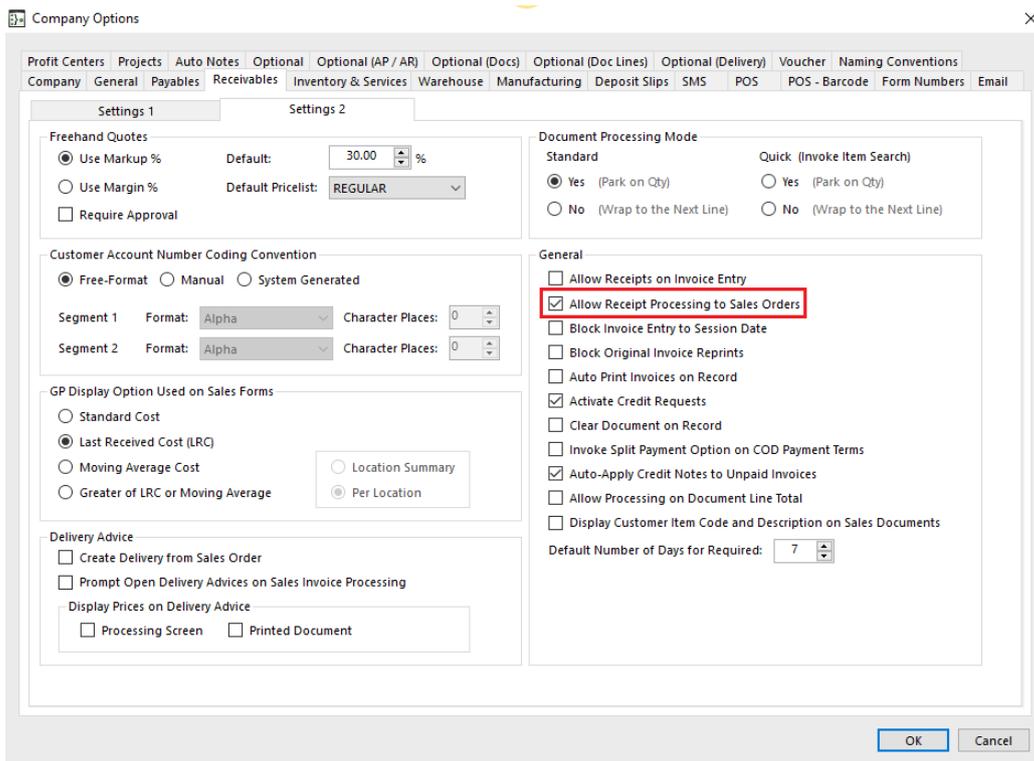
Processing

Transaction Processing

At time of receipting we have the ability to Allocate Receipts to one or more sales orders as well as have the ability to Create a Credit Request on the fly as seen below. In my example I have Created a Sales Order for $100.
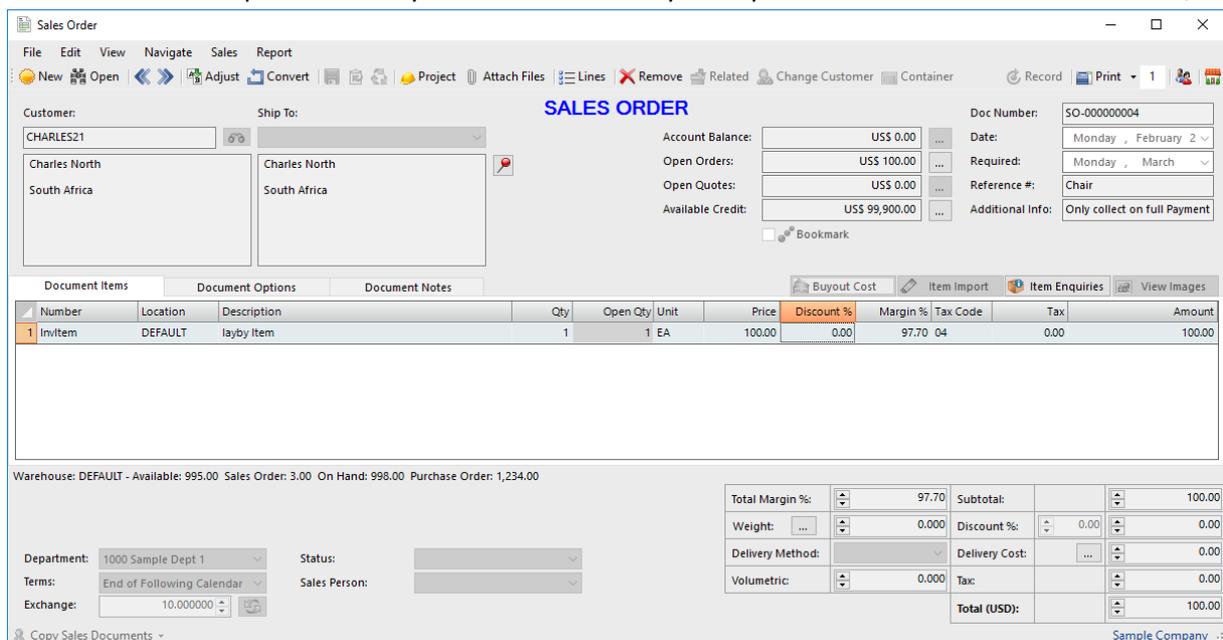
I now process a receipt against the Sales Order as seen below. Note that at this time I have the ability to process a request for Credit and on doing so the Request would also be available for allocation purposes as a negative amount. This is used extensively where client claim rebates or for returns or price changes, while still paying the other documents on the order in full.

Statement Processing

We now have the ability to process Customer Statements with or without displaying the Open Orders as seen below

Here is a statement displaying the Open Orders

Here is an example of the statement **without** the Open Orders

Sample Company
121 Lake View Road
Cnr Lake View & Hubbard Streets
Johannesburg Gauteng1201
011-000-0000 011-111-1111 **Fax:** 011-222-2222
Email: sample@company.co.za
Reg: 1900/122/1223 **VAT:** 122235900

STATEMENT

Date: 29-Feb-16
Page: Page 1 of 1

To:
Charles North

Term: 30 Days From Invoice

Account Number: CHARLES21

Date	Document	Reference	Transaction	Total	Balance
29-Feb-16	SO-000000004		Deposit	-25.00	-25.00

Customer Aging

The same applies to the Customer aging reports per below

With Sales Orders

Doc Number	Due Date	Type	Reference	Total	Current	1 - 30 Over	31 - 60 Over	61 - 90 Over	91+ Over
30 Days From Invoice									
CHARLES21 Charles North									
SO-000000004	29-Feb-16	SO	Chair	100.00	-	100.00	-	-	-
SO-000000004	29-Feb-16	DEP	Chair	-25.00	-	-25.00	-	-	-
SO-000000004			Outstanding	75.00		75.00			
				75.00	-	75.00	-	-	-

Without Sales Orders

Name	Total	Current	1 - 30 Over	31 - 60 Over	61 - 90 Over	91+ Over
USD United States Dollars						
30 Days From Invoice						
CHARLES21 Charles North	-25.00	-	-25.00	-	-	-
	-25.00	-	-25.00	-	-	-