

# SUPPORT DOCUMENT

Receipts to Sales Orders and Credit  
Requests



***palladium***  
Accounting

# Receipts to Sales Orders and Credit Requests



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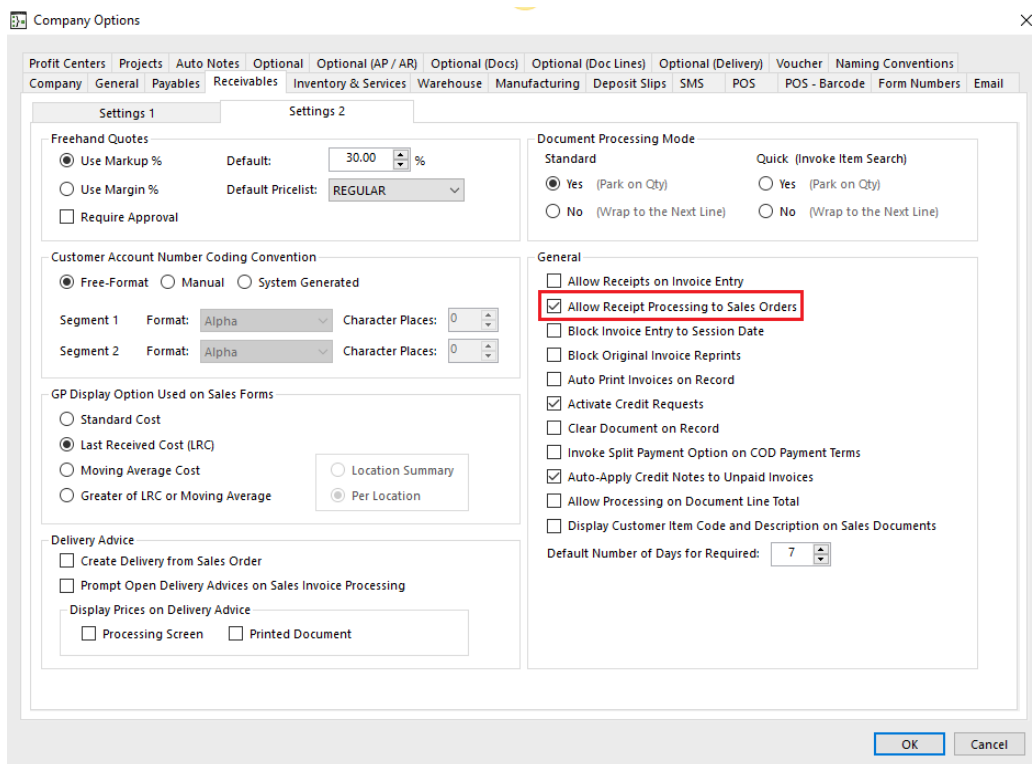
# Receipts to Sales Orders and Credit Requests

## 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.

# Receipts to Sales Orders and Credit Requests

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.

Reference	Document Number	Date	Order Number	Orig Amount (Excl)	Orig Amount (Incl)	Due Amount (Excl)	Due Amount (Incl)	Disc Available	Disc Taken	Receipt Amount
Chair	SO-00000004	29-Feb-16	SO-00000004	100.00	100.00	100.00	100.00	0.00		25.00

# Receipts to Sales Orders and Credit Requests

## 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

**Sample Company**  
 121 Lake View Road  
 Cnr Lake View & Hubbard Streets  
 Johannesburg Gauteng 1201  
 011-000-0000 011-111-1111 Fax: 011-222-2222  
 Email: sample@company.co.za  
 Reg: 1900122/1223 VAT: 122235900

## STATEMENT

Date: 29-Feb-16  
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To:  
 Charles North

Term: 30 Days From Invoice

Account Number: CHARLES

Date	Document	Reference	Transaction	Total	Balance
29-Feb-16	SO-00000004	Chair	Sales Order	100.00	
29-Feb-16	SO-00000004	Receipt	Deposit	-25.00	
					75.00

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

# Receipts to Sales Orders and Credit Requests



<b>Sample Company</b> 121 Lake View Road Cnr Lake View & Hubbard Streets Johannesburg Gauteng 1201 011-000-0000 011-111-1111 Fax: 011-222-2222 Email: sample@company.co.za Reg: 1900/122/1223 VAT: 122235900		<b>STATEMENT</b>  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
<b>30 Days From Invoice</b>									
<b>CHARLES21 Charles North</b>									
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
<b>USD United States Dollars</b>						
<b>30 Days From Invoice</b>						
CHARLES2 Charles North	-25.00	-	-25.00	-	-	-
1	-25.00	-	-25.00	-	-	-