



DATAFLOW
Financial Software Solutions

Cash Allocation

Dear user,

You must make sure that you have read “Navigating the System” first before reading any other Clarity guides as without a good knowledge of the navigation you will not fully benefit from the features and shortcuts that Clarity will provide for you.

Click here to read Navigating the System:

https://dataflow.co.uk/images/uploads/release_notes/Clarity - Navigating the System .pdf

Also at the end of each guide, there may be a list of other supplements for further explanation of features within this routine.

Enjoy exploring Clarity and please do not hesitate to suggest any improvement that you feel will be useful to add to this document.

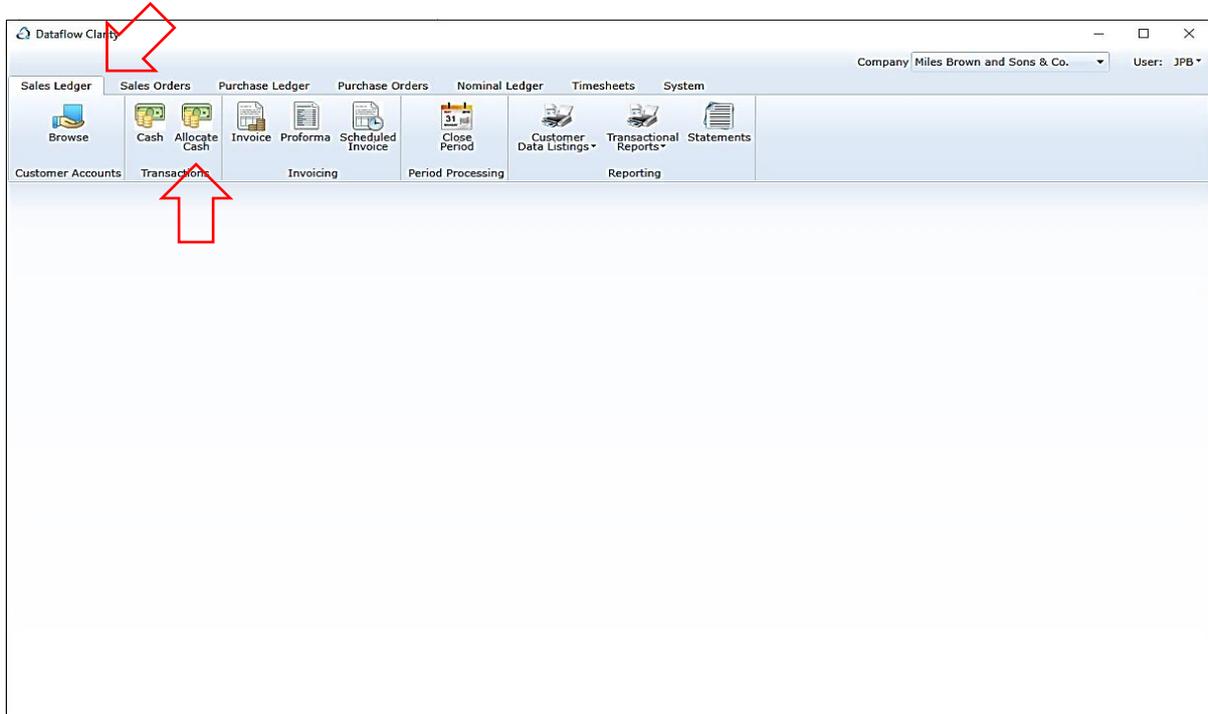
Warmest regards

Dataflow (UK) Ltd

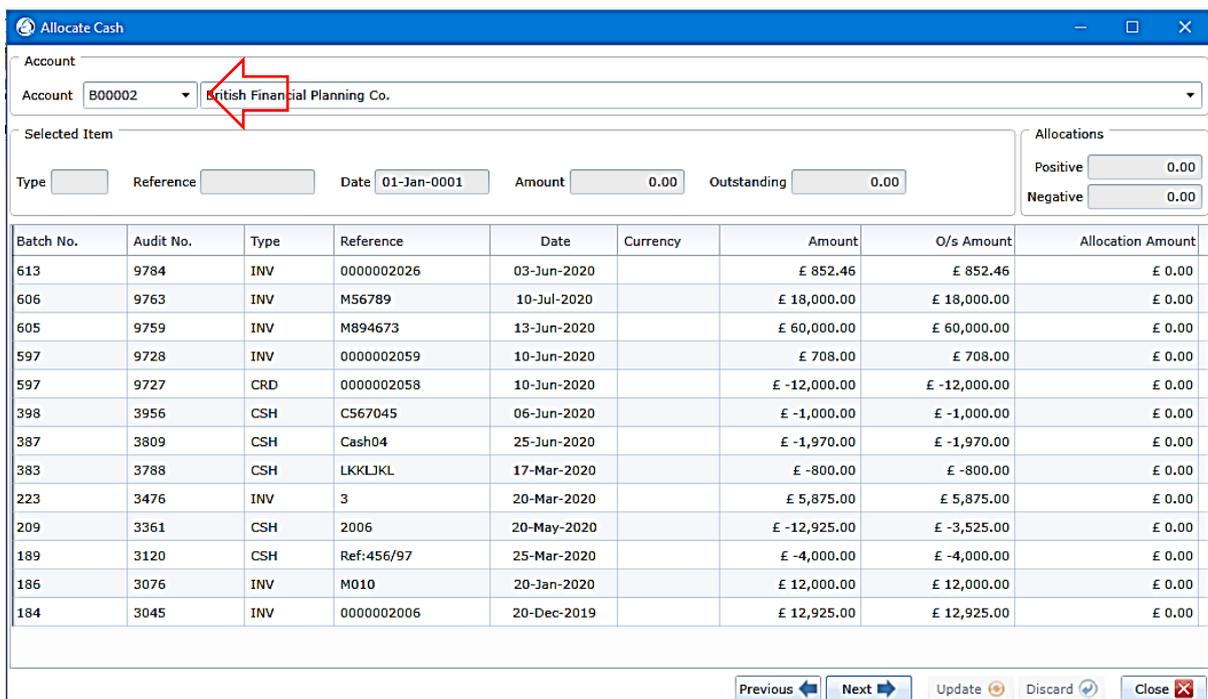


The Cash Allocation process for both the Sales and Purchase Ledger is identical. In this example we are using Sales Ledger Cash Allocation..

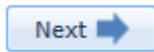
Navigating to the Sales Ledger and selecting the Allocate Cash Icon loads the Sales Allocate Cash window.



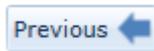
Within the Allocate Cash window defining the account selection loads the corresponding transactions with an outstanding balance:



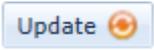
On the footer of the page you'll find the following buttons:



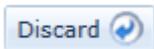
Changes the Sales account selection to the next account containing un-allocated transactions.



Changes the Sales account selection to the previous account containing un-allocated transactions.



Update the entries to ledger.

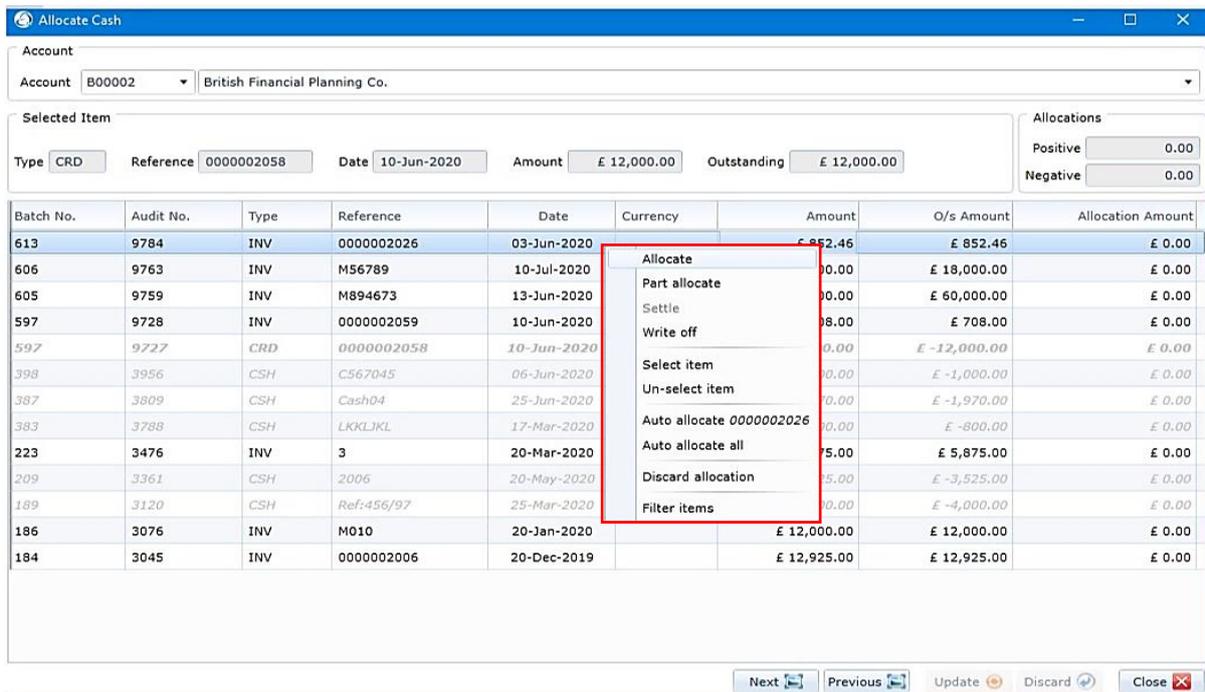


Discards all allocations not yet updated.



Close Allocate Cash entry window. A prompt will be displayed confirming whether you wish to discard actions not yet updated.

There are also a number of options available when right clicking on the transaction input grid:



The screenshot shows the 'Allocate Cash' window with the following details:

- Account: B00002, British Financial Planning Co.
- Selected Item: Type CRD, Reference 0000002058, Date 10-Jun-2020, Amount £ 12,000.00, Outstanding £ 12,000.00
- Allocations: Positive 0.00, Negative 0.00

Batch No.	Audit No.	Type	Reference	Date	Currency	Amount	O/s Amount	Allocation Amount
613	9784	INV	0000002026	03-Jun-2020		£ 852.46	£ 852.46	£ 0.00
606	9763	INV	M56789	10-Jul-2020		0.00	£ 18,000.00	£ 0.00
605	9759	INV	M894673	13-Jun-2020		0.00	£ 60,000.00	£ 0.00
597	9728	INV	0000002059	10-Jun-2020		0.00	£ 708.00	£ 0.00
597	9727	CRD	0000002058	10-Jun-2020		0.00	£ -12,000.00	£ 0.00
398	3956	CSH	CS67045	06-Jun-2020		0.00	£ -1,000.00	£ 0.00
387	3809	CSH	Cash04	25-Jun-2020		0.00	£ -1,970.00	£ 0.00
383	3788	CSH	LKKLJKL	17-Mar-2020		0.00	£ -800.00	£ 0.00
223	3476	INV	3	20-Mar-2020		75.00	£ 5,875.00	£ 0.00
209	3361	CSH	2006	20-May-2020		15.00	£ -3,525.00	£ 0.00
189	3120	CSH	Ref:456/97	25-Mar-2020		0.00	£ -4,000.00	£ 0.00
186	3076	INV	M010	20-Jan-2020		£ 12,000.00	£ 12,000.00	£ 0.00
184	3045	INV	0000002006	20-Dec-2019		£ 12,925.00	£ 12,925.00	£ 0.00

The context menu options are: Allocate, Part allocate, Settle, Write off, Select item, Un-select item, Auto allocate 0000002026, Auto allocate all, Discard allocation, Filter items.

Allocate: Allocate the selected cash line to an existing Invoice or Credit.

Part Allocate: An additional window will open prompting the input value of the allocation amount.

Settle:	If the Invoice is eligible for settlement discount the system will automatically apply the percentage value set against the invoice when you choose this right click option.
Write off:	An additional window will open prompting the input value of the Write off amount. The write off value will be deducted from the outstanding Invoice value and be posted to the Adjustment Nominal Code defined within the Sales Ledger General Setup.
Select Item:	Use this option to select the item you wish to perform the allocation against. If you select a positive value e.g. INV the system will leave the option to allocate against negative values e.g. CSH or CRD.
Un-select item:	Use this option to un-select the item you were performing the allocation against.
Auto allocate (selected reference):	The system automatically allocates the available outstanding cash and credit entries to settle or part settle the selected invoice. This routine uses the order the entries are listed within the grid to determine which entries are used first. Should you wish the oldest to be used first click on the “Date” column header to sort the entries oldest to newest.
Auto allocate all:	The system will auto allocate as many invoices, cash and credit entries as it can, starting with the oldest first.
Discard allocation:	This option will discard <u>all</u> allocations made in that session.
Filter items:	The grid will be filtered by the selected transaction type.

The transaction grid is comprised of all the necessary information for you to carry out allocations. You can arrange the data within the grid by left clicking a column header to sort the underlying data into ascending order based upon your column selection. Click again to sort into descending order. For example sort all the data within the grid by transaction date or reference etc.

Allocate Cash

Account
Account A00001 Airfreight Systems LTD

Selected Item
Type INV Reference DM5681 Date 19-May-2020 Amount £ 6,000.00 Outstanding £ 2,200.00

Allocations
Positive 1,000.00
Negative -1,000.00

Batch No.	Audit No.	Type	Reference	Date	Currency	Amount	O/s Amount	Allocation Amount
618	9798	INV	DM5681	19-May-2020		£ 6,000.00	£ 2,200.00	£ 1,000.00
618	9795	INV	DM5678	14-May-2020		£ 2,400.00	£ 2,400.00	£ 0.00
613	9785	INV	0000002068	15-Jun-2020		£ 1,200.00	£ 1,200.00	£ 0.00
612	9781	CSH	Test 2	15-Jun-2020		£ -200.00	£ -200.00	£ 0.00
611	9779	CSH	Dmtest1	15-Jun-2020		£ -1,000.00	£ -500.00	£ 0.00
596	9724	INV	DM5678	15-Jun-2020		£ 54.00	£ 54.00	£ 0.00
595	9718	INV	1	20-Mar-2020		£ 5,160.00	£ 5,160.00	£ 0.00
589	9697	INV	0000002055	17-Jun-2020		£ 61.20	£ 61.20	£ 0.00
587	9689	INV	0000002053	14-May-2020		£ 18.00	£ 18.00	£ 0.00
583	9673	INV	0000002051	15-Jun-2020		£ 108,000.00	£ 108,000.00	£ 0.00
576	9639	INV	0000002048	17-Jun-2020		£ 1,000.00	£ 1,000.00	£ 0.00
423	4006	INV	0000002035	29-Feb-2020		£ 58,750.00	£ 58,750.00	£ 0.00
396	3952	INV	0000002030	23-Jun-2020		£ 76.38	£ 76.38	£ 0.00
396	3951	INV	0000002029	23-Jun-2020		£ 38.78	£ 38.78	£ 0.00
387	3806	CSH	Cash01	27-Jun-2020		£ -2,000.00	£ 0.00	£ -1,000.00
207	3346	CSH	2005	10-Apr-2020		£ -1,637.50	£ -637.50	£ 0.00
185	3060	INV	M002	20-Jan-2020		£ 5,875.00	£ 5,875.00	£ 0.00
185	3059	INV	M001	20-Dec-2019		£ 11,750.00	£ 11,750.00	£ 0.00

Previous Next Update Discard Close

The **Selected Item** section outlined in red provides details of the item you have selected to allocate against. The details of this item are broken down into:

- Type:** Displays the type of the selected transaction you are allocating against.
- Reference:** Displays the reference of the selected transaction you are allocating against.
- Date:** Displays the transaction date of the selected transaction you are allocating against.
- Amount:** Displays the selected transaction you are allocating against original value.
- Outstanding:** Displays the selected transaction you are allocating against outstanding value, including allocations made during the current session.

Allocate Cash

Account: A00001 Airfreight Systems LTD

Selected Item: Type INV Reference DM5681 Date 19-May-2020 Amount £ 6,000.00 Outstanding £ 2,200.00

Allocations

Positive 1,000.00

Negative -1,000.00

Batch No.	Audit No.	Type	Reference	Date	Currency	Amount	O/s Amount	Allocation Amount
618	9798	INV	DM5681	19-May-2020		£ 6,000.00	£ 2,200.00	£ 1,000.00
618	9795	INV	DM5678	14-May-2020		£ 2,400.00	£ 2,400.00	£ 0.00
613	9785	INV	000002068	15-Jun-2020		£ 1,200.00	£ 1,200.00	£ 0.00
612	9781	CSH	Test 2	15-Jun-2020		£ -200.00	£ -200.00	£ 0.00
611	9779	CSH	Dmtest1	15-Jun-2020		£ -1,000.00	£ -500.00	£ 0.00
596	9724	INV	DM5678	15-Jun-2020		£ 54.00	£ 54.00	£ 0.00
595	9718	INV	1	20-Mar-2020		£ 5,160.00	£ 5,160.00	£ 0.00
589	9697	INV	000002055	17-Jun-2020		£ 61.20	£ 61.20	£ 0.00
587	9689	INV	000002053	14-May-2020		£ 18.00	£ 18.00	£ 0.00
583	9673	INV	000002051	15-Jun-2020		£ 108,000.00	£ 108,000.00	£ 0.00
576	9639	INV	000002048	17-Jun-2020		£ 1,000.00	£ 1,000.00	£ 0.00
423	4006	INV	000002035	29-Feb-2020		£ 58,750.00	£ 58,750.00	£ 0.00
396	3952	INV	000002030	23-Jun-2020		£ 76.38	£ 76.38	£ 0.00
396	3951	INV	000002029	23-Jun-2020		£ 38.78	£ 38.78	£ 0.00
387	3806	CSH	Cash01	27-Jun-2020		£ -2,000.00	£ 0.00	£ -1,000.00
207	3346	CSH	2005	10-Apr-2020		£ -1,637.50	£ -637.50	£ 0.00
185	3060	INV	M002	20-Jan-2020		£ 5,875.00	£ 5,875.00	£ 0.00
185	3059	INV	M001	20-Dec-2019		£ 11,750.00	£ 11,750.00	£ 0.00

Previous Next Update Discard Close

The **Allocations** section outlined in red details the total value of allocations made during the current session. The values are broken down into:

Positive: Displays the positive allocations made in the current session.

Negative: Displays the negative allocations made in the current session.

The red arrows above identify the allocations made during the current session. They are broken down into:

Amount: Original transaction amount.

Allocation Amount: The amount allocated during the current session.

O/s Amount: The amount remaining awaiting allocation.

Once you have completed your allocations click **Update** to finalize the allocations.