

 **Viewpoint**
Jobpac Connect[™]

How to Clear Un-Applied Cash Receipts
Function Guide
Version: 1.0

Document Control Table

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Change History

Version	Date	Author	Description of Changes
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How to Clear Un-Applied Cash Receipts

Clearing Cash Receipts

Introduction

If a Deposit / Cash Receipt is entered into Jobpac, and not applied anywhere or only partly applied to AR Invoices, then an Un-applied amount remains. If you need to clear this amount, then a new Deposit needs to be entered into Jobpac with the opposite sign of the Un-applied amount.

This results in two Un-applied amounts balancing each other. These can be cleared by applying the negative one first to any already full applied invoice, and then applying the positive one to the same invoice. The transactions will all go into the same period into the GL and nett off to zero.

Worked Example

A list of all unapplied amounts for each Debtor can be viewed via the General Credits menu option.

Unapplied Receipts					ACTIONS	OK	BACK
Hide Apply					<	>	...
Contains	NSW						
Debtor	Name	Total Receipts	Total Applied	Total Unapplied			
LAING	NSW Development Company	12,738,866.67	12,732,450.69	6,415.98			

For example purposes, the \$6,415.98 unapplied receipt against the Debtor above needs to be removed.

Step 1.

Raise a Deposit for -\$6,415.98, and assign it to Debtor,

Deposit Entry				ACTIONS	OK	BACK
Batch R1872						
GL Bank Account	10001101	Main Bank Account	Work Id 910			
Deposit	3047	Deposit Date	12/03/2022			
(Leave Cheque Fields Blank for cash)						
Cheque	<input type="text"/>	Bank	<input type="text"/>	Date	12/03/2022	
Branch	<input type="text"/>	Drawer	<input type="text"/>			

Select OK.

How to Clear Un-Applied Cash Receipts

Cash Entry ACTIONS OK BACK

Batch R1872 As at Period MAR22

GL Bank Account 10001101 Main Bank Account
Deposit 3047 Deposit Date 12/03/2022 Work Id 910

Cheque Cheque Account Date 12/03/2022 Receipt # 3233
Branch Drawer

Amount Narrative

Apply the cash to one of the following : Mark as Presented As at 12/03/2022

Debtor Total Owing

Step 2.

Select Ok on screen above, and then go back to General Credits

Unapplied Receipts ACTIONS OK BACK

Hide Apply < > ...

Contains

Debtor	Name	Total Receipts	Total Applied	Total Unapplied	EQ
LAING	NSW Development Company	12,732,450.69	12,732,450.69		

Step 3.

Right Mouse Click on LAING, and choose **Select**. The following Screen displays.

Unapplied Receipts ACTIONS OK BACK

Debtor LAING Name NSW Development Company

Hide Apply < > ...

Fully Applied Partially Applied Unapplied

GL Wkid	GL Bank Acct	Receipt	Dissctn	Deposit Date	Deposit	Receipt Amount	Applied Amount	Unapplied Amount EQ
910	10001101	3114	1	31/05/2021	2933	466,774.58	460,358.60	6,415.98
910	10001101	3233	1	12/03/2022	3047	6,415.98-		6,415.98-

Select the negative unapplied amount first, and outstanding voices for that Debtor display. In this example there are none.

How to Clear Un-Applied Cash Receipts

Cash Entry ACTIONS OK BACK

Batch R1872

GL Bank Account 10001101 Main Bank Account Work id 910
 Deposit 3047 Date 12/03/2022
 Cheque Receipt # 3233 Dissection 1
 Debtor LAING Bank Date 12/03/2022 NSW Development Company
 Contact Phone 07 3308-7635 Fax

*** Auto allocate only operates if applied amount is zero ***
 *** Auto allocate ignores credits, manual allocation required ***

Amount to Apply 6,415.98- Applied Unapplied 6,415.98-

Hide Apply < > ...

From = Contains From Unpaid Paid From From

To To To To

Transaction	I/C	Diss	Description	Job	Invoice Amount	Outstanding	Applied	Days O'Due	Due Date
No Transactions Exist									

Step 4.

Tick the box Paid at the bottom of the screen to bring up all fully paid invoices. Any outstanding ones can be ignored.

Cash Entry ACTIONS OK BACK

Batch R1872

GL Bank Account 10001101 Main Bank Account Work id 910
 Deposit 3047 Date 12/03/2022
 Cheque Receipt # 3233 Dissection 1
 Debtor LAING Bank Date 12/03/2022 NSW Development Company
 Contact Phone 07 3308-7635 Fax

*** Auto allocate only operates if applied amount is zero ***
 *** Auto allocate ignores credits, manual allocation required ***

Amount to Apply 6,415.98- Applied Unapplied 6,415.98-

Hide Apply < > ...

From = progress From Unpaid Paid From From

To To To To

Transaction	I/C	Diss	Description	Job	Invoice Amount	Outstanding	Applied	Days O'Due	Due Date
000001	I	1	Progress Claim # 1	Q002	5,476.88		5,476.88		29/09/2017
000002	I	1	Progress Claim # 2	Q002	24,024.98		24,024.98		29/09/2017
000044	I	1	Progress Claim # 3	Q002	205,914.45		205,914.45		31/10/2017
000103	I	1	Progress Claim # 4	Q002	35,061.02		35,061.02		30/11/2017
000169	I	1	Progress Claim # 5	Q002	39,174.34		39,174.34		31/12/2017

Step 5.

Select any fully applied invoice larger than the \$6,415.98, say the \$24,024.98 Invoice 000002, and set the applied amount to zero.

How to Clear Un-Applied Cash Receipts

Cash Entry ACTIONS OK BACK

Batch R1872

GL Bank Account 10001101 Main Bank Account Work id 910
 Deposit 3047 Date 12/03/2022
 Cheque Date 12/03/2022 Bank Receipt # 3233 Dissection 1
 Debtor LAING NSW Development Company Phone 07 3308-7635 Fax
 Contact

*** Auto allocate only operates if applied amount is zero ***
 *** Auto allocate ignores credits, manual allocation required ***

Amount to Apply 6,415.98- Applied 24,024.98- Unapplied 17,609.00

Hide Apply < > ...

From = progress From Unpaid Paid From From

To To To To To To

Transaction	I/C	Diss	Description	Job	Invoice Amount	Outstanding	Applied	Days O'Due	Due Date
000001	I	1	Progress Claim # 1	Q002	5,476.88		5,476.88		29/09/2017
000002	I	1	Progress Claim # 2	Q002	24,024.98	24,024.98		1625	29/09/2017
000044	I	1	Progress Claim # 3	Q002	205,914.45		205,914.45		31/10/2017
000103	I	1	Progress Claim # 4	Q002	35,061.02		35,061.02		30/11/2017
000169	I	1	Progress Claim # 5	Q002	39,174.34		39,174.34		31/12/2017

Step 6.

Then apply the Un-applied amount from the receipt \$17,609.00 back to this invoice.

Cash Entry ACTIONS OK BACK

Batch R1872

GL Bank Account 10001101 Main Bank Account Work id 910
 Deposit 3047 Date 12/03/2022
 Cheque Date 12/03/2022 Bank Receipt # 3233 Dissection 1
 Debtor LAING NSW Development Company Phone 07 3308-7635 Fax
 Contact

*** Auto allocate only operates if applied amount is zero ***
 *** Auto allocate ignores credits, manual allocation required ***

Amount to Apply 6,415.98- Applied 24,024.98- Unapplied 17,609.00

Hide Apply < > ...

From = progress From Unpaid Paid From From

To To To To To To

Transaction	I/C	Diss	Description	Job	Invoice Amount	Outstanding	Applied	Days O'Due	Due Date
000001	I	1	Progress Claim # 1	Q002	5,476.88		5,476.88		29/09/2017
000002	I	1	Progress Claim # 2	Q002	24,024.98	24,024.98	17,609.00	1625	29/09/2017
000044	I	1	Progress Claim # 3	Q002	205,914.45		205,914.45		31/10/2017
000103	I	1	Progress Claim # 4	Q002	35,061.02		35,061.02		30/11/2017
000169	I	1	Progress Claim # 5	Q002	39,174.34		39,174.34		31/12/2017

Select OK, and the Un-applied amount for the receipt has reduced to zero, and there is \$6,415.98 outstanding for Invoice 000002

How to Clear Un-Applied Cash Receipts

Cash Entry ACTIONS OK BACK

Batch R1872

GL Bank Account 10001101	Main Bank Account	Work id 910
Deposit 3047	Date 12/03/2022	
Cheque	Date 12/03/2022	Bank
Debtor LAING	NSW Development Company	Receipt # 3233 Dissection 1
Contact	Phone 07 3308-7635	Fax

*** Auto allocate only operates if applied amount is zero ***
 *** Auto allocate ignores credits, manual allocation required ***

Amount to Apply	Applied	Unapplied
6,415.98-	6,415.98-	

Hide Apply < > ...

From = progress From Unpaid Paid From From

To To To To To To

Transaction	I/C	Diss	Description	Job	Invoice Amount	Outstanding	Applied	Days O'Due	Due Date
000001	I	1	Progress Claim # 1	Q002	5,476.88		5,476.88		29/09/2017
000002	I	1	Progress Claim # 2	Q002	24,024.98	6,415.98	17,609.00	1625	29/09/2017

Step 7.

Select Back and Return to the Unapplied Receipts Screen.

Unapplied Receipts ACTIONS OK BACK

Hide Apply < > ...

Contains NSW

Debtor	Name	Total Receipts	Total Applied	Total Unapplied
LAING	NSW Development Company	12,732,450.69	12,726,034.71	6,415.98

Step 8.

Select the \$6,415.98 unapplied amount, and the following screen displays, which is a list of unapplied receipts.

Unapplied Receipts ACTIONS OK BACK

Debtor LAING Name NSW Development Company

Hide Apply < > ...

Fully Applied Partially Applied Unapplied

GL Wkid	GL Bank Acct	Receipt	Dissctn	Deposit Date	Deposit	Receipt Amount	Applied Amount	Unapplied Amount
910	10001101	3114	1	31/05/2021	2933	466,774.58	460,358.60	6,415.98

Select the receipt

How to Clear Un-Applied Cash Receipts

Cash Entry ACTIONS OK BACK

Batch R1816

GL Bank Account 10001101 Main Bank Account Work id 910
 Deposit 2933 Date 31/05/2021
 Cheque Date 31/05/2021 Bank Receipt # 3114 Dissection 1
 Debtor LAING NSW Development Company
 Contact Phone 07 3308-7635 Fax

*** Auto allocate only operates if applied amount is zero ***
 *** Auto allocate ignores credits, manual allocation required ***

	Amount to Apply	Applied	Unapplied
	466,774.58	460,358.60	6,415.98

Hide Apply < > ...

From = Contains From Unpaid Paid From From

To To To To

Transaction	I/C	Diss	Description	Job	Invoice Amount	Outstanding	Applied	Days O'Due	Due Date
000002	I	1	Progress Claim # 2	Q002	24,024.98	6,415.98	17,609.00	1625	29/09/2017

Step 9.

Enter the full amount of the invoice in the **Applied** column for invoice 000002 and select OK. The Invoice will disappear from the screen, as it is back to fully paid.

Cash Entry ACTIONS OK BACK

Batch R1816

GL Bank Account 10001101 Main Bank Account Work id 910
 Deposit 2933 Date 31/05/2021
 Cheque Date 31/05/2021 Bank Receipt # 3114 Dissection 1
 Debtor LAING NSW Development Company
 Contact Phone 07 3308-7635 Fax

*** Auto allocate only operates if applied amount is zero ***
 *** Auto allocate ignores credits, manual allocation required ***

	Amount to Apply	Applied	Unapplied
	466,774.58	466,774.58	

Hide Apply < > ...

From = Contains From Unpaid Paid From From

To To To To

Transaction	I/C	Diss	Description	Job	Invoice Amount	Outstanding	Applied	Days O'Due	Due Date
No Transactions Exist									

This invoice becomes fully applied and the cash receipt has zero unapplied.

Step 10.

Select Back, and return to the General Credits Screen.

Unapplied Receipts ACTIONS OK BACK

Hide Apply < > ...

Contains NSW

Debtor	Name	Total Receipts	Total Applied	Total Unapplied
	No record found			

The Unapplied amounts are gone.