

Viewpoint Jobpac Connect[™]

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



Document Control Table

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Release date	30/04/2022
Version	1.0
	Commercial in Confidence

Change History

Version	Date	Author		Description of Changes
1.0	30/04/2022	DMB	Initial Release	



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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 Rec	eipts			🗢 ACTIONS 🛛 🔗 OK	0	BACK
▼ Hide A	oply			<	>	•••
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.

<u>Step 1.</u>

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

Deposit Entry							ACTIONS	🕑 ок	🕒 ВАСК
Batch R1872									
GL Bank Account 1 Deposit	00001101 3047	Main Bank Acco Deposit Date	unt 12/03/2022			Work Id	910		
(Leave Cheque Fields	Blank for cash)								
Cheque	Bar	1k		Date	12/03/2022 ::::				
branch	Dra	wer							

Select OK.



Cash Entry								ACTIONS	🕑 ок	🕒 ВАСК
Batch R1872							As at Period	MAR22		
GL Bank Accoun Deposit	t 10001101 3047	Main Bank Account Deposit Date 12/0	3/2022				Work Id 910			
Cheque Branch	Cheque Acco Dra	unt wer	Date	12/03/2022	Receipt #	3233				
Amount	6,415.98-	Narrative Offset U	napplied Casł	1						
Apply the cash	o one of the following :	Mark as Present	ed As at	12/03/2022 📰						
Debtor L	AING D		_			Total Owing				

<u>Step 2.</u>

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

Unapplied Rec	eipts			🗢 actions 🛛 🔗 ok	🕒 в	заск
▼ Hide A	pply			<	>	•••
Contains	NSW					
Debtor	Name	Total Receipts	Total Applied	Total Unapplied	ł	Ę
LAING	NSW Development Company	12,732,450.69	12,732,450.69			

<u>Step 3.</u>

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

Unapplie	d Receipts							ons 🕑 ok	🗘 ВАСК
Debtor	LAING	Name NSW	Developmen	t Company					
T Hide	e Apply					Fully Applied	☑ Partially Applied ☑ Unapplied	<	>
GL Wkid	GL Bank Acct	Receipt	Dissctn	Deposit Date	Deposit	Receipt Amount	Applied Amount	Unappl	ied Amoun 🖽
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.



Cash Entry							C	ACTIONS	🕑 ок	🕒 вас	ск
Batch R1872											
GL Bank Accour Deposit	nt 100	01101	Main Bank Account Date 12/03/2022			Wor	k id 910				
Cheque Debtor	LAII	NG	Date 12/03/2022 Bar NSW Development Company	nk	Receipt #	3233 Dissecti	on 1				
Contact					Phone 07	3308-7635	Fax				
*** Auto alloca *** Auto alloca	*** Auto allocate only operates if applied amount is zero *** *** Auto allocate ignores credits, manual allocation required ***					ly Applie 5.98-	d Unap 6	plied ,415.98-			
T Hide	Apply								<	>	
From	=		Contains	From	v U	npaid 🔲 Paid		Fr	om	From 🔛]
То				То					То	To 🔛	I
Transaction	I/C	Diss	Description	Job	Invoice Amount	Outstanding	Applied	Days O'D	ue l	Due Date	đ
			No Transactions Exist								

<u>Step 4.</u>

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 🥑	ок 🗘 васк
Batch R1872									
GL Bank Accou Deposit Cheque Debtor Contact	nt 100 LAI	001101 3047 NG	Main Bank Account Date 12/03/2022 Date 12/03/2022 E NSW Development Compar	lank 1y	Receipt # Phone 07	Wor 3233 Dissecti 3308-7635	kid 910 on 1 Fax		
*** Auto alloca *** Auto alloca T Hide	te only o te ignore Apply	operates if es credits,	applied amount is zero *** manual allocation required ***		Amount to App 6,415	ly Applie i.98-	d Unappli 6,4	ed 15.98-	< >
From	=		progress	From	⊌ Ur	npaid 🕑 Paid		From	From 🛄
То				То				То	To 🔛
Transaction	I/C	Diss	Description	Job	Invoice Amount	Outstanding	Applied	Days O'Due	Due Date 🛤
000001	1	1	Progress Claim # 1	Q002	5,476.88		5,476.88		29/09/2017
000002	1	1	Progress Claim # 2	Q002	24,024.98		24,024.98		29/09/2017
000044	1	1	Progress Claim # 3	Q002	205,914.45		205,914.45		31/10/2017
000103	1	1	Progress Claim # 4	Q002	35,061.02		35,061.02		30/11/2017
000169	1	1	Progress Claim # 5	Q002	39,174.34		39,174.34		31/12/2017

<u>Step 5.</u>

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.



Cash Entry								actions 📀	ок 😋 ва	АСК
Batch R1872										
GL Bank Accour	nt 100	001101	Main Bank Account			Wor	k id 910			
Deposit 3047 Date 12/03/2022 Cheque Date 12/03/2022 Bank Debtor LAING NSW Development Company					Receipt #	3233 Dissecti	on 1			
Contact					Phone 07	3308-7635	Fax			
*** Auto alloca *** Auto alloca	te only o te ignor	operates if es credits,	applied amount is zero *** manual allocation required ***		Amount to Appl 6,415	y Applie 98- 24,024	d Unappli 4.98- 17,60	ed)9.00		
▼ Hide	Apply	1							< >	
From	=		progress	From	💌 Un	ipaid 📝 Paid		From	From 🗄	
То				То				То	То 🗄	Ĭ
Transaction	I/C	Diss	Description	Job	Invoice Amount	Outstanding	Applied	Days O'Due	Due Date	đ
000001	1	1	Progress Claim # 1	Q002	5,476.88		5,476.88		29/09/2017	
000002	1	1	Progress Claim # 2	Q002	24,024.98	24,024.98		1625	29/09/2017	
000044	1	1	Progress Claim # 3	Q002	205,914.45		205,914.45		31/10/2017	
000103	1	1	Progress Claim # 4	Q002	35,061.02		35,061.02		30/11/2017	
000169	1	1	Progress Claim # 5	Q002	39,174.34		39,174.34		31/12/2017	

<u>Step 6.</u>

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

Cash Entry							O A	CTIONS 📀	ок 🔿 ва	ск	
Batch R1872											
GL Bank Account 10001101 Main Bank Account Deposit 3047 Date 12/03/2022						Worl	kid 910				
Cheque	heque Date 12/03/2022 Bank			ank	Receipt # 3233 Dissection 1						
Contact	LAI	NG	NSW Development Compan	iy	Phone 07 33	308-7635	Fax				
*** Auto allocat	e only c	perates if	fapplied amount is zero ***		Amount to Apply	Applie	d Unapplie	ed			
*** Auto allocat	e ignore	es credits,	manual allocation required ***		6,415.98	8- 24,024	.98- 17,60	9.00			
▼ Hide	Apply								< >		
From	=		progress	From	🕑 Unpa	aid 📝 Paid		From	From	1	
То				То				То	To 🔛	1	
Transaction	I/C	Diss	Description	Job	Invoice Amount	Outstanding	Applied	Days O'Due	Due Date	Ē	
000001	1	1	Progress Claim # 1	Q002	5,476.88		5,476.88		29/09/2017		
000002	1	1	Progress Claim # 2	Q002	24,024.98	24,024.98	T 17,609.00	1625	29/09/2017		
000044	1	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	1	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



Cash Entry								CTIONS 🤇	ок	🕒 BACK	¢
Batch R1872											
GL Bank Accoun Deposit Cheque	t 100	001101 3047	Main Bank Account Date 12/03/2022 Date 12/03/2022	Bank	Receipt #	Work i 3233 Dissectior	id 910 n 1				
Contact	LAI	NG	NSW Development com	pany	Phone 073	308-7635	Fax				
*** Auto allocate *** Auto allocate THide	e only o e ignore Apply	operates if es credits,	applied amount is zero *** manual allocation required ***		Amount to Apply 6,415.9	Applied 98- 6,415.9	Unapplie 98-	:d	<	> ••	1-0
From	=		progress	From	🕑 Ung	oaid 🗹 Paid		From		From 🗰 To 🗮	
Transaction	I/C	Diss	Description	Job	Invoice Amount	Outstanding	Applied	Days O'Du	e D	ue Date	đ
000001	1	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	162	5 29/	09/2017	

<u>Step 7.</u>

Select Back and Return to the Unapplied Receipts Screen.

Unapplied Rec	eipts			CACTIONS 🔗 OK	🕒 ВА	АСК
➡ Hide A	pply			<	<u>،</u> ،	•••
Contains	NSW					
Debtor	Name	Total Receipts	Total Applied	Total Unapplied		EŞ.
LAING	NSW Development Company	12,732,450.69	12,726,034.71	6,415.98	4	

<u>Step 8.</u>

Select the \$6.415.98 unapplied amount, and the following screen displays, which is a list of unapplied receipts.

Unapplie	d Receipts							NS 🕑 OK	Ċ ВАСК	
Debtor	LAING	Name NSW	/ Developmen	t Company						
T Hide	e Apply							<	>	
						Fully Applied	✔ Partially Applied ✔ Unapplied			
GL Wkid	GL Bank Acct	Receipt	Dissctn	Deposit Date	Deposit	Receipt Amount	Applied Amount	Unappl	ed Amoun 🖽	
910	10001101	3114	1	31/05/2021	2933	466,774.58	460,358.60		6,415.98	
						k				

Select the receipt



ash Entry							A	ctions 🛛 🗸	ОК	C BAC
tch R1816										
GL Bank Accou	nt 1000	01101	Main Bank Account			Work id	910			
Cheque Debtor	LAIN	2955 IG	Date 31/05/2021 Date 31/05/2021 NSW Development Compa	Bank anv	Receipt #	3114 Dissection	1			
Contact					Phone 073	308-7635 Fa	х			
*** Auto alloca	ate only of	perates if	applied amount is zero ***		Amount to Apply	Applied	Unapplie	d		
*** Auto alloca	ate ignore	s credits,	manual allocation required ***		466,774.	58 460,358.60	6,41	5.98		
*** Auto alloca	ate ignore Apply	s credits,	manual allocation required ***		466,774.5	58 460,358.60	6,41	5.98	<	> •
*** Auto alloca T Hide	Apply	s credits,	manual allocation required *** Contains	From	466,774.5 Vnp	58 460,358.60 Daid 🗌 Paid	6,41	5.98 From	<	۲۰۰ From
*** Auto alloca To	Apply	s credits,	manual allocation required *** Contains	From	466,774.5 🗹 Ung	58 460,358.60 Daid 🗌 Paid	6,41	5.98 From To	<	۲ ۰ ا
*** Auto alloca Time Hide From To Transaction	Apply = I/C	s credits, Diss	manual allocation required *** Contains Description	From To Job	466,774.5 ☑ Unp Invoice Amount	58 460,358.60 Daid 🗌 Paid Outstanding	6,41 Applied	From To Days O'Due	<	From 🛄 To 🛄 Je Date
*** Auto alloca Tion Transaction 000002	Apply = I/C I	s credits, Diss 1	manual allocation required *** Contains Description Progress Claim # 2	From To Job Q002	466,774.5 ☑ Ung Invoice Amount 24,024.98	58 460,358.60 Daid □ Paid Outstanding 6,415.98	6,41 Applied 17,609.00	From To Days O'Due 1625	<	From ::::: To ::::: Ue Date 09/2017

<u>Step 9.</u>

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 🛛 🕑 🤇	ок 🛟 васк
Batch R1816									
GL Bank Accour Deposit	nt 100	01101 2933	Main Bank Account Date 31/05/2021			Work id	910		
Cheque Debtor	LAII	NG	Date 31/05/2021 E NSW Development Compar	Bank Ny	Receipt #	3114 Dissection	1		
Contact					Phone 073	(300-7030 Fe	1X		
*** Auto alloca *** Auto alloca	te only o te ignore	perates i es credits,	f applied amount is zero *** manual allocation required ***		Amount to Apply 466,774.	Applied 58 466,774.58	Unappli B	ed	
T Hide	Apply								< > ···
From	=		Contains	From	🗹 Սոբ	oaid 🗌 Paid		From	From 🔛
То				То				То	То
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.

<u>Step 10.</u>

Select Back, and return to the General Credits Screen.

Unapplied Rec	eipts		🗢 actions 🛛 🔗 ok	🗘 ВАСК	
T Hide A	pply			<	>
Contains	NSW				
Debtor	Name	Total Receipts	Total Applied	Total Unapplied	j Eļ
	No record found				

The Unapplied amounts are gone.