



## BCE Part Matching – User Notes

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## Introduction

This document explains the BCE Part Matching feature that includes the following functions:

- Matching, partially or fully

- Unmatching previously matched documents

- Aged Reporting

## Purpose of this document

This document is intended as a guide for our internal teams to understand the BCE Part Matching feature. It will be used as a basis for the online guide that will be published later.

## Using Part Matching

In both customer accounts and supplier accounts, on the general tab there is a button called 'Match Financial Documents'. This will put the user into the 'Matching Screen'.

This will show the outstanding payments or receipts (dependant on whether for a customer or a supplier account) and the outstanding types of documents i.e. invoices for the account.

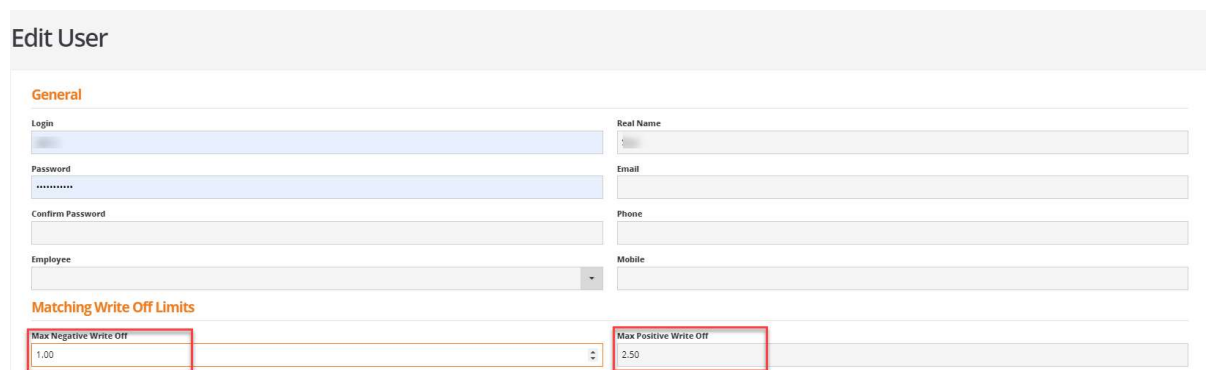
## User Settings

### Write Off Limits

The ability to write off mismatch allocations is available in the part matching screen.

Example invoice for 200.00 and payment for 199.99.

To enable this to be used in a controlled manner there are limits that can be set for each user:



The screenshot shows the 'Edit User' form with the 'General' tab selected. The 'Matching Write Off Limits' section is highlighted. It contains two input fields: 'Max Negative Write Off' with a value of 1.00 and 'Max Positive Write Off' with a value of 2.50. Both fields are highlighted with red boxes.

Note: If no value is set for either the negative or positive write off then the user will not be allowed to write off any value.

## Illustrated Examples

### Match Financial Documents

In customer and supplier accounts on the General tab there is an option to select documents to match called 'Match Financial Documents':

Supplier: AA Design

General Documents and Transactions Assigned Contacts Notes Files

**Main Contact**

33  
33  
United Kingdom  
View Map

**Financial**

Balance  
**-1,300.01 GBP**

Overdue  
**-3,100.01 GBP**

Terms  
Immediate payment

Value Allowed  
0.00 GBP

> Details

**Outstanding Financial Documents**

Filter Doc ID

**MATCH FINANCIAL DOCUMENTS** ☐ Show Overdue Financial Documents Only

Doc ID	Doc Type	Doc Date	Due Date	Acc Date	Ref. Item	Curr.	Value Curr.	Value GBP	QTS GBP	Running Bal	On Hold?	Matches
25	Purchase Credit Note	20/03/2020	20/03/2020	20/03/2020		GBP	1,099.99	1,099.99	1,099.99	1,099.99		0
80	Purchase Invoice	26/02/2020	26/02/2020	26/02/2020		GBP	-1,000.00	-1,000.00	-800.00	299.99	N	1
81	Purchase Invoice	10/02/2020	10/02/2020	10/02/2020		GBP	-1,000.00	-1,000.00	-800.00	-500.01	N	1
82	Purchase Invoice	31/01/2020	31/01/2020	31/01/2020		GBP	-200.00	-200.00	-100.00	-600.01	N	1
83	Purchase Invoice	01/01/2020	01/01/2020	01/01/2020		GBP	-2,000.00	-2,000.00	-1,500.00	-2,100.01	N	1
<b>Total:</b>										<b>-2,100.01</b>		

Show Account Activity Report

When the 'Match Financial Documents' screen is entered the user will be presented with the following screen if only base currency (GBP) is being used on the account:

Matching Screen for AA Design (344)

Group By: **DATE** **TYPE** **CURRENCY** First Column: **INVOICE** **OUTSTANDING**

Order By: **DATE** **TYPE** **IN** **REFERENCE** **DATE** **OUTDATE** **TOTAL** **OUTSTANDING** **BACKLOG**

Type: **ACCOUNTS** **INVOICES**

**Payment**

Type	Reference ID	Date	Total	Payment	Match Value
Payment		17/03/2020	200.00	200.00	
Payment		17/03/2020	500.00	500.00	
Credit		20/03/2020	1099.99	1099.99	
Payment		23/03/2020	100.00	100.00	

**Outstanding**

Type	Reference ID	Date	Total	Outstanding	Match Value
INVOICE		01/01/2020	2000.00	1500.00	
INVOICE		31/01/2020	200.00	100.00	
INVOICE		10/02/2020	1000.00	800.00	
INVOICE		26/02/2020	1000.00	800.00	

Payment: **ALL** **NONE** Auto Match: **ALL** **DIFFERENCE** **ITEMS WITH NO MATCH** **ITEMS WITH NO CURRENCY**

Outstanding: **ALL** **NONE** Match Priority: **DUPLICATE** **DUPLICATE**

0.00 GBP 0.00 GBP 0.00 GBP **MATCH**

If currency is being used for documents an extra working currency option will be available.

Matching Screen for AA Design (344)

Working Currency: **GBP** **EUR** **USD**

Group By: **DATE** **TYPE** **CURRENCY** First Column: **INVOICE** **OUTSTANDING**

Order By: **DATE** **TYPE** **IN** **REFERENCE** **DATE** **OUTDATE** **TOTAL** **OUTSTANDING** **BACKLOG**

Type: **ACCOUNTS** **INVOICES**

**Payment**

Type	Reference ID	Date	Currency	Total	Payment	Match Value
Payment		17/03/2020	GBP	200.00	200.00	
Payment		17/03/2020	GBP	500.00	500.00	
Credit		20/03/2020	GBP	1099.99	1099.99	
Payment		23/03/2020	GBP	100.00	100.00	

**Outstanding**

Type	Reference ID	Date	Currency	Total	Outstanding	Match Value
INVOICE		01/01/2020	GBP	2000.00	1500.00	
INVOICE		31/01/2020	GBP	200.00	100.00	
INVOICE		10/02/2020	GBP	1000.00	800.00	
INVOICE		26/02/2020	GBP	1000.00	800.00	
INVOICE		24/03/2020	EUR	1462.64	1462.64	
			GBP	1202.20	1202.20	
INVOICE		24/03/2020	USD	190.82	190.82	
			GBP	145.84	145.84	

Payment: **ALL** **NONE** Auto Match: **ALL** **DIFFERENCE** **ITEMS WITH NO MATCH** **ITEMS WITH NO CURRENCY**

Outstanding: **ALL** **NONE** Match Priority: **DUPLICATE** **DUPLICATE**

0.00 GBP 0.00 GBP 0.00 GBP **MATCH**



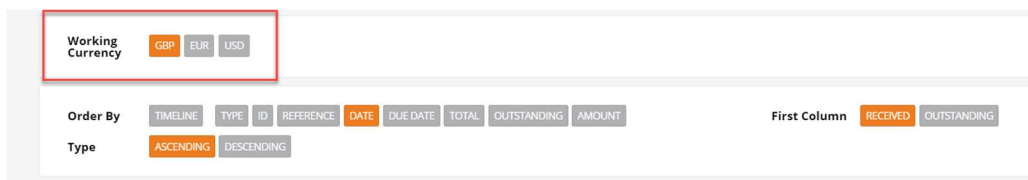
## Default Settings

All the buttons presented in orange are the default settings. These are useful for changing how the data is shown on screen.

If the user changes any of these defaults and relaunches or reloads the screen the changed settings will remain. Below is an explanation of all of the options:

### Working currency

This has a default setting of GBP:



Working Currency: **GBP** EUR USD

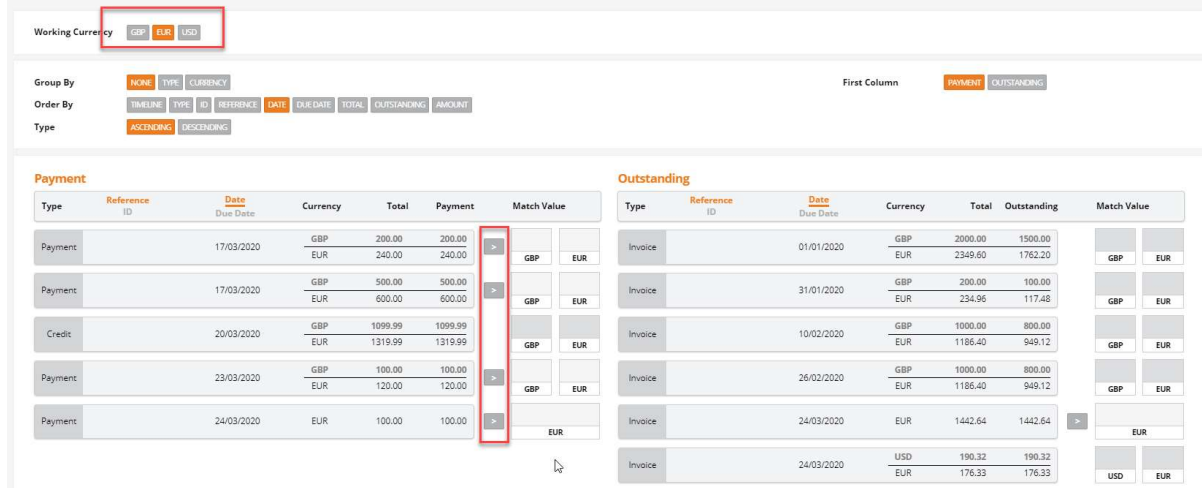
Order By: **DATE** TIMELINE TYPE ID REFERENCE DUE DATE TOTAL OUTSTANDING AMOUNT

Type: **ASCENDING** DESCENDING

First Column: **RECEIVED** OUTSTANDING

When selecting any other currency than GBP it will show the original amount and then the amount underneath will show converted into the selected currency. This will apply to payments or receipts and invoices:

### Matching Screen for AA Design (344)



Working Currency: **GBP** EUR USD

Group By: **NONE** TYPE CURRENCY

Order By: **DATE** TIMELINE TYPE ID REFERENCE DUE DATE TOTAL OUTSTANDING AMOUNT

Type: **ASCENDING** DESCENDING

First Column: **PAYMENT** OUTSTANDING

Payment						Outstanding					
Type	Reference ID	Date Due Date	Currency	Total	Payment	Type	Reference ID	Date Due Date	Currency	Total	Outstanding
Payment		17/03/2020	GBP	200.00	200.00	Invoice		01/01/2020	GBP	2000.00	1500.00
			EUR	240.00	240.00				EUR	2349.60	1762.20
Payment		17/03/2020	GBP	500.00	500.00	Invoice		31/01/2020	GBP	200.00	100.00
			EUR	600.00	600.00				EUR	234.96	117.48
Credit		20/03/2020	GBP	1099.99	1099.99	Invoice		10/02/2020	GBP	1000.00	800.00
			EUR	1319.99	1319.99				EUR	1186.40	949.12
Payment		23/03/2020	GBP	100.00	100.00	Invoice		26/02/2020	GBP	1000.00	800.00
			EUR	120.00	120.00				EUR	1186.40	949.12
Payment		24/03/2020	EUR	100.00	100.00	Invoice		24/03/2020	EUR	1442.64	1442.64
						Invoice		24/03/2020	USD	190.32	190.32
									EUR	176.33	176.33
									USD		
									EUR		

## Group By

---

Group By NONE TYPE CURRENCY

The user can choose to group by none, type or currency. None is the default option.

If selecting to group by type it will group all document types together.

If selecting to group by currency it will show all the data grouped by any currency that the account has documents in:

## First Column

First Column PAYMENT OUTSTANDING

First Column RECEIVED OUTSTANDING

By default, the screen will show all outstanding receipts, payments or credits on the left and all outstanding invoices and /or refunds on the right.

This can be changed by selecting the outstanding column option to be the default.

## Order By

There are various ways of ordering the data shown on screen. See below for options and further information on each option.

### Timeline

When selecting 'Timeline' the order of the documents will show in date order and by default be in ascending order. This can be reversed by selecting descending. The order by function will apply to both payment/received and outstanding documents:

Group By: NONE TYPE CURRENCY  
Order By: TIMELINE TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT  
Type: ASCENDING DESCENDING

First Column: PAYMENT OUTSTANDING

Payment							Outstanding						
Type	Reference ID	Date Due Date	Currency	Total	Payment	Match Value	Type	Reference ID	Date Due Date	Currency	Total	Outstanding	Match Value
Payment		17/03/2020	GBP	200.00	200.00		Invoice		01/01/2020	GBP	2000.00	1500.00	
			EUR	240.00	240.00					EUR	2349.60	1762.20	
Payment		17/03/2020	GBP	500.00	500.00		Invoice		31/01/2020	GBP	200.00	100.00	
			EUR	600.00	600.00					EUR	234.96	117.48	
Credit		20/03/2020	GBP	1099.99	1099.99		Invoice		10/02/2020	GBP	1000.00	800.00	
			EUR	1319.99	1319.99					EUR	1106.40	945.12	
Payment		23/03/2020	GBP	100.00	100.00		Invoice		26/02/2020	GBP	1000.00	800.00	
			EUR	120.00	120.00					EUR	1186.40	945.12	

### Type

Ordering by 'Type' will show documents grouped together in ascending order. This can be reversed by selecting descending:

Group By: NONE TYPE CURRENCY  
Order By: TIMELINE TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT  
Type: ASCENDING DESCENDING

First Column: PAYMENT OUTSTANDING

Payment							Outstanding						
Type	Reference ID	Date Due Date	Currency	Total	Payment	Match Value	Type	Reference ID	Date Due Date	Currency	Total	Outstanding	Match Value
Payment		17/03/2020	GBP	200.00	200.00		Invoice		01/01/2020	GBP	2000.00	1500.00	
Payment		17/03/2020	GBP	500.00	500.00		Invoice		31/01/2020	GBP	200.00	100.00	
Payment		23/03/2020	GBP	100.00	100.00		Invoice		10/02/2020	GBP	1000.00	800.00	
Payment		24/03/2020	EUR	100.00	100.00		Invoice		26/02/2020	GBP	1000.00	800.00	
			GBP	120.00	83.33					EUR	1442.64	1442.64	
Credit		20/03/2020	GBP	1099.99	1099.99		Invoice		24/03/2020	GBP	1202.20	1202.20	
							Invoice		24/03/2020	USD	190.32	190.32	
										GBP	146.94	146.94	

Group By: NONE TYPE CURRENCY  
Order By: TIMELINE TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT  
Type: ASCENDING DESCENDING

Payment						
Type	Reference ID	Date Due Date	Currency	Total	Payment	Match Value
Credit		20/03/2020	GBP	1099.99	1099.99	
Payment		17/03/2020	GBP	200.00	200.00	

## ID

When sorting by 'ID' the sort will be in numerical order and ascending by default:

Group By: NONE TYPE CURRENCY  
Order By: TIMELINE TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT  
Type: ASCENDING DESCENDING SEARCH

First Column: PAYMENT OUTSTANDING

Payment							Outstanding						
Type	Reference ID	Date Due Date	Currency	Total	Payment	Match Value	Type	Reference ID	Date Due Date	Currency	Total	Outstanding	Match Value
Payment		17/03/2020	GBP	200.00	200.00	> GBP	Invoice		26/02/2020	GBP	1000.00	800.00	> GBP
Payment		17/03/2020	GBP	500.00	500.00	> GBP	Invoice		10/02/2020	GBP	1000.00	800.00	> GBP
Payment		23/03/2020	GBP	100.00	100.00	> GBP	Invoice		31/01/2020	GBP	200.00	100.00	> GBP
Payment		24/03/2020	EUR	100.00	100.00	> EUR	Invoice		01/01/2020	GBP	2000.00	1500.00	> GBP
			GBP	120.00	83.33	> GBP	Invoice		24/03/2020	EUR	1442.64	1442.64	> EUR
Credit		20/03/2020	GBP	1099.99	1099.99	> GBP				GBP	1202.20	1202.20	> GBP
							Invoice		24/03/2020	USD	190.32	190.32	> USD
										GBP	146.94	146.94	> GBP

If there are two ID's with the same number it will also use the date to show them in ID and date order. This can be reversed by selecting descending.

## Reference

Ordering by 'Reference' will show all received and outstanding data in ascending order by reference if the document has a reference. This can be reversed by selecting descending:

Group By: NONE TYPE CURRENCY  
Order By: TIMELINE TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT  
Type: ASCENDING DESCENDING SEARCH

First Column: PAYMENT OUTSTANDING

Payment							Outstanding						
Type	Reference ID	Date Due Date	Currency	Total	Payment	Match Value	Type	Reference ID	Date Due Date	Currency	Total	Outstanding	Match Value
Payment		17/03/2020	GBP	200.00	200.00	> GBP	Invoice	Ref1235	01/01/2020	GBP	2000.00	1500.00	> GBP
Payment		17/03/2020	GBP	500.00	500.00	> GBP	Invoice	Ref1233	31/01/2020	GBP	200.00	100.00	> GBP
Credit		20/03/2020	GBP	1099.99	1099.99	> GBP	Invoice	Ref1232	10/02/2020	GBP	1000.00	800.00	> GBP
Payment		23/03/2020	GBP	100.00	100.00	> GBP	Invoice		26/02/2020	GBP	1000.00	800.00	> GBP
Payment		24/03/2020	EUR	100.00	100.00	> EUR	Invoice	Ref1234	24/03/2020	EUR	1442.64	1442.64	> EUR
			GBP	120.00	83.33	> GBP				GBP	1202.20	1202.20	> GBP

## ID and Reference Search

With both 'ID and Reference' there is an extra search option available to help find documents.

When searching by ID the number typed into the search box will bring the receipt/payment or outstanding document to the top of the selection:

Group By  
Order By  
Type

NONE TYPE CURRENCY

TIMELINE TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT

ASCENDING DESCENDING SEARCH 113

### Payment

Type	ID Reference	Date Due Date	Currency	Total	Payment	Match Value
Payment	113	23/03/2020	GBP	100.00	100.00	GBP
Payment	108	17/03/2020	GBP	200.00	200.00	GBP
Payment	109	17/03/2020	GBP	500.00	500.00	GBP
Payment	114	24/03/2020	EUR GBP	100.00 120.00	100.00 83.33	EUR GBP
Credit	25	20/03/2020	GBP	1099.99	1099.99	GBP

Type  
ASCENDING DESCENDING SEARCH WITH 90

### Outstanding

Type	ID Reference	Date Due Date	Currency	Total	Outstanding	Match Value
Invoice	90	24/03/2020	USD GBP	190.32 146.94	190.32 146.94	USD GBP
Invoice	80	26/02/2020	GBP	1000.00	800.00	GBP
Invoice	81	10/02/2020	GBP	1000.00	800.00	GBP
Invoice	82	31/01/2020	GBP	200.00	100.00	GBP
Invoice	83	01/01/2020	GBP	2000.00	1500.00	GBP
Invoice	89	24/03/2020	EUR GBP	1442.64 1202.20	1442.64 1202.20	EUR GBP

When searching by reference the information typed into the search box will bring the receipt/payment or outstanding document to the top of the selection:

Group By  
Order By  
Type

NONE TYPE CURRENCY

TIMELINE TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT

ASCENDING DESCENDING SEARCH ref

First Column

RECEIVED OUTSTANDING

### Received

Type	Reference ID	Date Due Date	Total	Received	Match Value
Credit	ref1234/6	10/03/2020	1200.00	1200.00	
Credit		10/03/2020	1200.00	600.00	
Credit		10/03/2020	1200.00	1200.00	

### Outstanding

Type	Reference ID	Date Due Date	Total	Outstanding	Match Value
Invoice	ref1234/6	10/03/2020	1200.00	1200.00	
Invoice		22/01/2020	1200.00	600.00	
Invoice		29/02/2020	6000.00	3800.00	
Invoice		10/03/2020	1200.00	1200.00	

## Date

Ordering by 'Date' will show all data in date order, starting with oldest date first. This can be reversed by selecting descending:

Group By  
Order By  
Type

NONE TYPE CURRENCY

TIMELINE TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT

ASCENDING DESCENDING

First Column

PAYMENT OUTSTANDING

Payment							Outstanding						
Type	Reference ID	Date Due Date	Currency	Total	Payment	Match Value	Type	Reference ID	Date Due Date	Currency	Total	Outstanding	Match Value
Payment		17/03/2020	GBP	200.00	200.00	GBP	Invoice	Ref1235	01/01/2020	GBP	2000.00	1500.00	GBP
Payment		17/03/2020	GBP	500.00	500.00	GBP	Invoice	Ref1233	31/01/2020	GBP	200.00	100.00	GBP
Credit		20/03/2020	GBP	1099.99	1099.99	GBP	Invoice	Ref1232	10/02/2020	GBP	1000.00	800.00	GBP
Payment		23/03/2020	GBP	100.00	100.00	GBP	Invoice	PO666	26/02/2020	GBP	1000.00	800.00	GBP
Payment		24/03/2020	EUR	100.00	100.00	EUR	Invoice	Ref1234	24/03/2020	EUR	1442.64	1442.64	EUR
			GBP	120.00	83.33	GBP				GBP	1202.20	1202.20	GBP
							Invoice		24/03/2020	USD	190.32	190.32	USD
										GBP	146.94	146.94	GBP

## Due Date

Ordering by Due Date will show all data with a due date in ascending due date order. This can be reversed by selecting descending.

## Total

Ordering by Total will show all data in descending total value order by default. This can be reversed by selecting ascending:

Group By  
Order By  
Type

NONE TYPE CURRENCY

TIMELINE TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT

ASCENDING DESCENDING

First Column

PAYMENT OUTSTANDING

Payment							Outstanding						
Type	Reference ID	Date Due Date	Currency	Total	Payment	Match Value	Type	Reference ID	Date Due Date	Currency	Total	Outstanding	Match Value
Credit		20/03/2020	GBP	1099.99	1099.99	GBP	Invoice	Ref1235	01/01/2020	GBP	2000.00	1500.00	GBP
Payment		17/03/2020	GBP	500.00	500.00	GBP	Invoice	Ref1234	24/03/2020	EUR	1442.64	1442.64	EUR
Payment		17/03/2020	GBP	200.00	200.00	GBP				GBP	1202.20	1202.20	GBP
Payment		23/03/2020	GBP	100.00	100.00	GBP	Invoice	Ref1232	10/02/2020	GBP	1000.00	800.00	GBP
Payment		24/03/2020	EUR	100.00	100.00	EUR	Invoice	PO666	26/02/2020	GBP	1000.00	800.00	GBP
			GBP	120.00	83.33	GBP	Invoice	Ref1233	31/01/2020	GBP	200.00	100.00	GBP
							Invoice		24/03/2020	USD	190.32	190.32	USD
										GBP	146.94	146.94	GBP

## Outstanding

Ordering by 'Outstanding' will show all data in descending outstanding value order by default. This can be reversed by selecting ascending:

Group By: NONE TYPE CURRENCY  
Order By: TIMELINE TYPE ID REFERENCE DATE DUE DATE TOTAL **OUTSTANDING** AMOUNT  
Type: ASCENDING **DESCENDING**

First Column: PAYMENT OUTSTANDING

Payment							Outstanding						
Type	Reference ID	Date Due Date	Currency	Total	Payment	Match Value	Type	Reference ID	Date Due Date	Currency	Total	Outstanding	Match Value
Credit		20/03/2020	GBP	1099.99	1099.99	GBP	Invoice	Ref1235	01/01/2020	GBP	2000.00	1500.00	GBP
Payment		17/03/2020	GBP	500.00	500.00	GBP	Invoice	Ref1234	24/03/2020	EUR	1442.64	1442.64	EUR
Payment		17/03/2020	GBP	200.00	200.00	GBP	Invoice	Ref1232	10/02/2020	GBP	1000.00	800.00	GBP
Payment		23/03/2020	GBP	100.00	100.00	GBP	Invoice	PO666	26/02/2020	GBP	1000.00	800.00	GBP
Payment		24/03/2020	EUR	100.00	100.00	EUR	Invoice		24/03/2020	USD	190.32	190.32	USD
			GBP	120.00	83.33	GBP				GBP	146.94	146.94	GBP
							Invoice	Ref1233	31/01/2020	GBP	200.00	100.00	GBP

## Amount

Ordering by amount allows the user to bring any documents that have been selected during the matching process to the top of the screen in either ascending or descending order, this is useful if there are multiple documents selected:

Group By: NONE TYPE CURRENCY  
Order By: TIMELINE TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING **AMOUNT**  
Type: ASCENDING **DESCENDING**

First Column: PAYMENT OUTSTANDING

Payment							Outstanding						
Type	Reference ID	Date Due Date	Currency	Total	Payment	Match Value	Type	Reference ID	Date Due Date	Currency	Total	Outstanding	Match Value
Payment		17/03/2020	GBP	500.00	500.00	500.00	Invoice	PO666	26/02/2020	GBP	1000.00	800.00	800.00
Payment		17/03/2020	GBP	200.00	200.00	200.00	Invoice	Ref1235	01/01/2020	GBP	2000.00	1500.00	GBP
Payment		23/03/2020	GBP	100.00	100.00	100.00	Invoice	Ref1233	31/01/2020	GBP	200.00	100.00	GBP
Credit		20/03/2020	GBP	1099.99	1099.99	GBP	Invoice	Ref1232	10/02/2020	GBP	1000.00	800.00	GBP
Payment		24/03/2020	EUR	100.00	100.00	EUR	Invoice	Ref1234	24/03/2020	EUR	1442.64	1442.64	EUR
			GBP	120.00	83.33	GBP				GBP	1202.20	1202.20	GBP
							Invoice		24/03/2020	USD	190.32	190.32	USD
										GBP	146.94	146.94	GBP

## Interactive column headers

There is the option to select to change the column headers for ID, reference date and due date:



Group By: NONE, TYPE, CURRENCY

Order By: TIMELINE, TYPE, ID, REFERENCE, DATE, DUE DATE, TOTAL, OUTSTANDING, AMOUNT

Type: ASCENDING, DESCENDING, SEARCH

Once one of these options is selected in the order by group then the column heading will be underlined to show what is being used to order the documents by.

Example

If the user selects to order by date then the documents will show in date order:

Outstanding

Type	Reference ID	<u>Date</u> Due Date	Total	Outstanding	Match Value
Invoice		23/07/2019	1500.00	1500.00	>
Invoice		03/02/2020	1500.00	1500.00	>
Invoice		29/02/2020	1500.00	1500.00	>
Invoice		29/02/2020	3500.00	3500.00	>

This can then be changed to show the due date by clicking the due date under the orange line:

Outstanding

Type	Reference ID	<u>Due Date</u> Date	Total	Outstanding	Match Value
Invoice		22/08/2019	1500.00	1500.00	>
Invoice		04/03/2020	1500.00	1500.00	>
Invoice		29/02/2020	1500.00	1500.00	>
Invoice		29/02/2020	3500.00	3500.00	>
Invoice		29/02/2020	10000.00	10000.00	>
Invoice		09/04/2020	1500.00	1500.00	>
Invoice		10/03/2020	1500.00	1500.00	>

Note: Date will still be underlined to show that that was the selection in the order by option at the top.

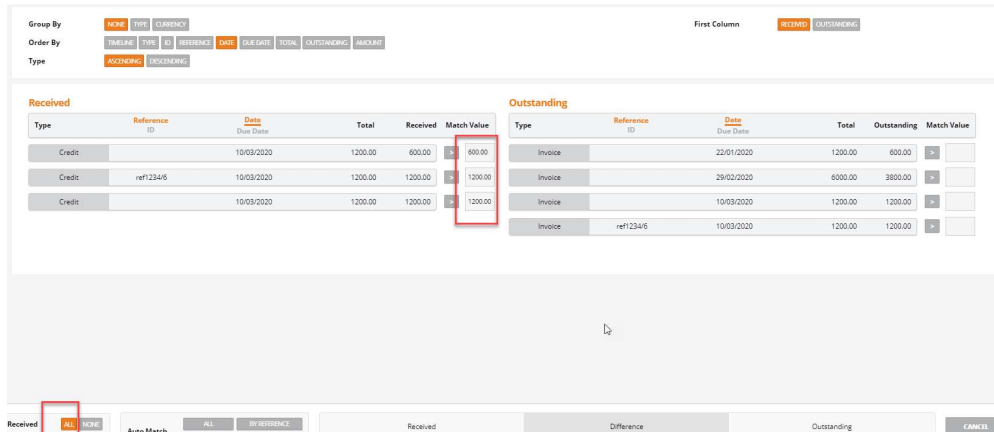


## Auto match

At the bottom of the matching screen there are options that allow the payment/receipts and outstanding documents to be selected.

Select 'All' in the received/payments or outstanding part of the table and the matching screen will be filled with the maximum outstanding value for each of the items selected:

### Example



The screenshot shows the Auto Match interface with two tables: Received and Outstanding. The Received table has columns: Type, Reference ID, Date, Total, Received, and Match Value. The Outstanding table has columns: Type, Reference ID, Date, Total, Outstanding, and Match Value. The 'All' button in the Received table is highlighted with a red box. Below the tables, there are buttons for 'Received', 'Difference', and 'Outstanding', and a 'CANCEL' button.

Received						Outstanding					
Type	Reference ID	Date	Total	Received	Match Value	Type	Reference ID	Date	Total	Outstanding	Match Value
Credit		10/03/2020	1200.00	600.00	600.00	Invoice		22/01/2020	1200.00	600.00	
Credit	ref1234/6	10/03/2020	1200.00	1200.00	1200.00	Invoice		29/02/2020	6000.00	3800.00	
Credit		10/03/2020	1200.00	1200.00	1200.00	Invoice		10/03/2020	1200.00	1200.00	
						Invoice	ref1234/6	10/03/2020	1200.00	1200.00	

In the same way selecting 'None' will remove the value for each item and put it back to zero/not selected.

### Auto Match



The screenshot shows the Auto Match settings panel with buttons for 'ALL', 'BY REFERENCE', 'FROM RECEIVED', 'FROM OUTSTANDING', 'Match Priority', 'OLDEST FIRST', and 'DUE FIRST'.

By default auto match is set to select by oldest date first. This can be changed to due date if required.

An auto match option must be selected before the system will proceed to match anything:

Received   Auto Match    
   
Outstanding   Match Priority

Select 'All' from the Auto matching – This will total up all received and outstanding documents to match everything to the value of the selected receipts:

Group By    First Column

Order By

Type

Received					Outstanding						
Type	Reference ID	Date Due Date	Total	Received	Match Value	Type	Reference ID	Date Due Date	Total	Outstanding	Match Value
Receipt		30/03/2020	100.00	100.00	100.00	Invoice		16/03/2020	240.00	240.00	200.00
Receipt		30/03/2020	100.00	100.00	100.00						

Received   Auto Match    
   
Outstanding   Match Priority

Received 200.00 GBP Difference 0.00 GBP Outstanding 200.00 GBP

Auto match by reference will select any documents that have the same reference for matching:

Group By    First Column

Order By

Type

Received					Outstanding						
Type	Reference ID	Date Due Date	Total	Received	Match Value	Type	Reference ID	Date Due Date	Total	Outstanding	Match Value
Credit		10/03/2020	1200.00	600.00	-	Invoice		22/01/2020	1200.00	600.00	-
Credit	ref1234/6	10/03/2020	1200.00	1200.00	1200.00	Invoice		29/02/2020	6000.00	5000.00	-
Credit		10/03/2020	1200.00	1200.00	-	Invoice		10/03/2020	1200.00	1200.00	-
Receipt		30/03/2020	1200.00	1200.00	-	Invoice	ref1234/6	10/03/2020	1200.00	1200.00	1200.00

Received   Auto Match    
   
Outstanding   Match Priority

Received 1200.00 GBP Difference 0.00 GBP Outstanding 1200.00 GBP

Select by from received/payment or from outstanding and the system will total up the selected values and match the other side to the selected value:

Group By  
Order By  
Type

NONE  
TYPE  
CURRENCY

TIMELINE  
TYPE  
ID  
REFERENCE  
DATE  
DUE DATE  
TOTAL  
OUTSTANDING  
AMOUNT

ASCENDING  
DESCENDING

First Column  
RECEIVED  
OUTSTANDING

### Received

Type	Reference ID	Date Due Date	Total	Received	Match Value
Credit		10/03/2020	1200.00	1200.00	1200.00
Credit	ref1234/6	10/03/2020	1200.00	1200.00	
Credit		10/03/2020	1200.00	1200.00	
Receipt		11/03/2020	1000.00	1000.00	
Receipt		30/03/2020	1200.00	1200.00	

### Outstanding

Type	Reference ID	Date Due Date	Total	Outstanding	Match Value
Invoice		22/01/2020	1200.00	1200.00	1200.00
Invoice		29/02/2020	6000.00	6000.00	
Invoice		10/03/2020	1200.00	1200.00	
Invoice	ref1234/6	10/03/2020	1200.00	1200.00	

Received  
ALL  
NONE

Outstanding  
ALL  
NONE

Auto Match  
ALL  
BY REFERENCE  
FROM RECEIVED  
FROM OUTSTANDING  
Match Priority  
OLDEST FIRST  
DUE FIRST

Received  
1200.00 GBP

Difference  
0.00 GBP

Outstanding  
1200.00 GBP

CANCEL  
MATCH

Group By  
Order By  
Type

NONE  
TYPE  
CURRENCY

TIMELINE  
TYPE  
ID  
REFERENCE  
DATE  
DUE DATE  
TOTAL  
OUTSTANDING  
AMOUNT

ASCENDING  
DESCENDING

First Column  
RECEIVED  
OUTSTANDING

### Received

Type	Reference ID	Date Due Date	Total	Received	Match Value
Credit		10/03/2020	1200.00	1200.00	1200.00
Credit	ref1234/6	10/03/2020	1200.00	1200.00	1200.00
Credit		10/03/2020	1200.00	1200.00	
Receipt		11/03/2020	1000.00	1000.00	
Receipt		30/03/2020	1200.00	1200.00	

### Outstanding

Type	Reference ID	Date Due Date	Total	Outstanding	Match Value
Invoice		22/01/2020	1200.00	1200.00	1200.00
Invoice		29/02/2020	6000.00	6000.00	
Invoice		10/03/2020	1200.00	1200.00	
Invoice	ref1234/6	10/03/2020	1200.00	1200.00	1200.00

Received  
ALL  
NONE

Outstanding  
ALL  
NONE

Auto Match  
ALL  
BY REFERENCE  
FROM RECEIVED  
FROM OUTSTANDING  
Match Priority  
OLDEST FIRST  
DUE FIRST

Received  
2400.00 GBP

Difference  
0.00 GBP

Outstanding  
2400.00 GBP

CANCEL  
MATCH

Once the relevant documents have been chosen select Match.

## Credit notes

If a credit note has been created from an invoice for either sales or purchases and both the credit note and the invoice are still outstanding on the account, if the invoice is selected in the matching screen then the credit will be automatically selected by the system to be matched to it:

Group By  
Order By  
Type

NONE TYPE CURRENCY

TIMELINE TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT

ASCENDING DESCENDING

First Column

RECEIVED

OUTSTANDING

### Received

Type	Reference ID	Date Due Date	Total	Received	Match Value
Credit		10/03/2020	1200.00	1200.00	->
Credit	ref1234/6	10/03/2020	1200.00	1200.00	-> 1200.00
Credit		10/03/2020	1200.00	1200.00	->
Receipt		11/03/2020	1000.00	1000.00	->
Receipt		30/03/2020	1200.00	1200.00	->

### Outstanding

Type	Reference ID	Date Due Date	Total	Outstanding	Match Value
Invoice		22/01/2020	1200.00	1200.00	->
Invoice		29/02/2020	6000.00	6000.00	->
Invoice		10/03/2020	1200.00	1200.00	->
Invoice	ref1234/6	10/03/2020	1200.00	1200.00	-> 1200.00

## Match

The match screen shows the documents that have been selected for matching:

Outstanding

Type	ID	Reference	Date	Total	Match Value
Invoice	77	ref1234/6	10/03/2020	- 1200.00 GBP	- 1200.00 GBP
Credit	25	ref1234/6	10/03/2020	1200.00 GBP	1200.00 GBP
					0.00 GBP
Received: Total					1200.00 GBP
Match Total (Outstanding)					- 1200.00 GBP
Currency Gains and Loss					0.00 GBP
Difference					0.00 GBP
Write Off (Limit - 1.00 GBP)					

BACK

CONFIRM MATCH

If there are no differences in the selected values then the confirm match button will be orange and active. The documents can then be matched.

This will create a matching set in the system that can be viewed in either the customer or supplier show screen under the documents and transactions tab in the new financial matching sets option.

Note: If the match button is selected without selecting any documents the match screen will appear but have nothing available to process. Click the back button or esc to return to the previous screen:

Type	ID	Reference	Date	Total	Match Value
					0.00 GBP
Match Total (Outstanding)					- 0.00 GBP
Currency Gains and Loss					0.00 GBP
Difference					0.00 GBP
Write Off (Limit - 1.00 GBP)					

BACK

CONFIRM MATCH

Click on the financial matching sets ID to view the matching information:

Financial Matching Sets (View More)					+ New
ID	Allocation Date	Matched Amount (Base)	Obsolete	Obsolete Date	
281	15/05/2020	1,200.00	<input type="checkbox"/>		
260	05/05/2020	100.00	<input type="checkbox"/>		

### Matching Set Details: 281 (aa design customer)

Type	ID	Reference	Date	Total	Outstanding	Match Value		
						Original	Working	Base
Credit Note	25	ref1234/6	10/03/2020	-1,200.00 GBP	-0.00 GBP	-1,200.00 GBP	-1,200.00 GBP	-1,200.00 GBP
Invoice	77	ref1234/6	10/03/2020	1,200.00 GBP	0.00 GBP	1,200.00 GBP	1,200.00 GBP	1,200.00 GBP
Received: Total							-1,200.00 GBP	-1,200.00 GBP
Match Total (Outstanding)							1,200.00 GBP	1,200.00 GBP
Currency Gains and Loss								
Write Off								

UNMATCH MATCHING SETS BACK

## Unmatch a matching set

The option exists to also unmatch a matching set if required.

In either the customer or supplier show screen under the documents and transactions tab in the new financial matching sets option.

Select the matching set by clicking the financial matching set ID and click the unmatched button( as above screen shot).

A warning will be given:

trial.cloudessentials.oneadvanced.io says

This will reverse all the matches. Are you sure?

OK Cancel

Click 'OK' and the set will be unmatched and the documents will be ready to be included in another match set:

### Matching Set Details: 281 (aa design customer)

Type	ID	Reference	Date	Total	Outstanding	Match Value		
						Original	Working	Base
Credit Note	25	ref1234/6	10/03/2020	-1,200.00 GBP	-1,200.00 GBP	-1,200.00 GBP	-1,200.00 GBP	-1,200.00 GBP
Invoice	77	ref1234/6	10/03/2020	1,200.00 GBP	1,200.00 GBP	1,200.00 GBP	1,200.00 GBP	1,200.00 GBP
UNMATCHED on 2020-05-15 09:34:16 BST								
Received: Total							-1,200.00 GBP	-1,200.00 GBP
Match Total (Outstanding)							1,200.00 GBP	1,200.00 GBP
Currency Gains and Loss								
Write Off								

MATCHING SETS BACK

The matching set will then show as obsolete in the financial matching sets:

Financial Matching Sets (View More)

+ New

ID	Allocation Date	Matched Amount (Base)	Obsolete	Obsolete Date
281	15/05/2020	1,200.00	✓	15/05/2020
260	05/05/2020	100.00	✗	

## Write Off

The ability to match documents and write off small amounts is part of the part matching feature.

Select the customer receipt /supplier payment and documents that are required to be matched together:

Type	ID	Reference	Date	Total	Match Value
Receipt	107		17/03/2020	119.99 GBP	119.99 GBP
Invoice	69		10/03/2020	- 120.00 GBP	- 120.00 GBP
					- 0.01 GBP
<b>Received: Total</b>					<b>119.99 GBP</b>
<b>Match Total (Outstanding)</b>					<b>- 120.00 GBP</b>
<b>Currency Gains and Loss</b>					<b>0.00 GBP</b>
<b>Difference</b>					<b>- 0.01 GBP</b>
<b>Write Off (Limit 2.50 GBP)</b>					

This match cannot be completed until the **Difference** is accounted for.  
You can either adjust the items so the difference is 0, or account for the difference with a **Write Off**

BACK CONFIRM MATCH

If there is a difference in the match set there will be a warning on the screen and the orange confirm match button will be inactive.

Providing that the user has the write off limit set to allow the write off to take place the value of the write off can be placed in the write off field and the matching will then balance:

Type	ID	Reference	Date	Total	Match Value
Receipt	107		17/03/2020	119.99 GBP	119.99 GBP
Invoice	69		10/03/2020	- 120.00 GBP	- 120.00 GBP
					- 0.01 GBP
<b>Received: Total</b>					<b>119.99 GBP</b>
<b>Match Total (Outstanding)</b>					<b>- 120.00 GBP</b>
<b>Currency Gains and Loss</b>					<b>0.00 GBP</b>
<b>Difference</b>					<b>- 0.01 GBP</b>
<b>Write Off (Limit 2.50 GBP)</b>					0.01

BACK CONFIRM MATCH

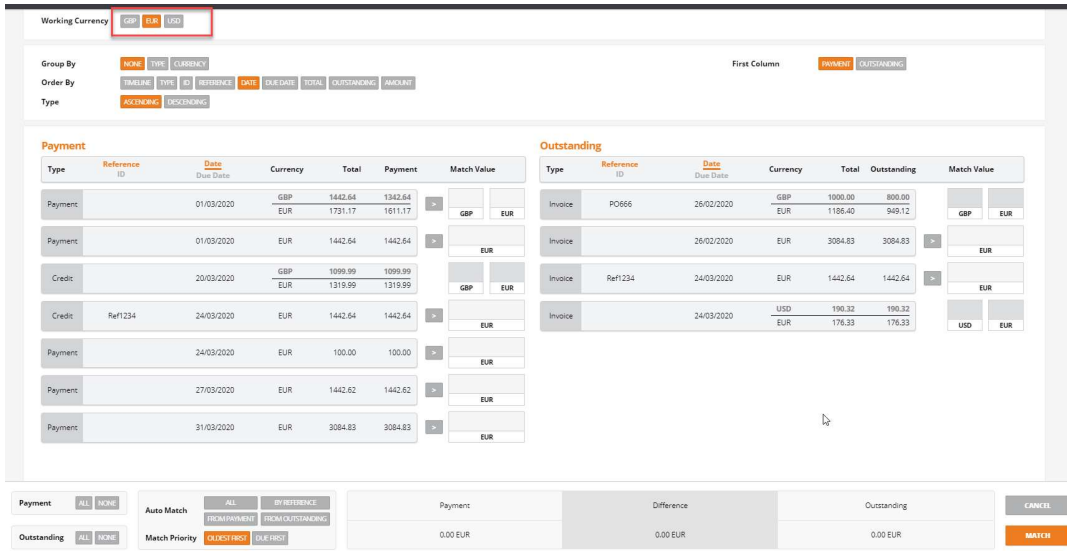
The matching set will then show the balancing write off value and a journal will be created automatically in the system for the write off value:

Financial Transactions										
Debit Account C. ▾										SEARCH
ID	Type	Dr Acc.	Cr Acc.	Dr Val. GBP	Cr Val. GBP	Dr VAT GBP	Cr VAT GBP	Created	Acc. Date	Reconciled?
902	CustomerMatchingsWriteOff	MATCHWO	a0010	0.01	0.01	0.00	0.00	01/04/20 16:51:13	01/04/20	Y

Note: If a matching set with a write off within it is unmatched the write off will be reversed out.

## Matching in currency

If there are documents on a customer or supplier account in currency other than base currency then the working currency option will be available to allow selection of the currency to match in:



### Example

Select Euro as the working currency – all documents entered in Euros will be available to be selected including payments and receipts.

Other documents i.e. ones entered in a currency other than Euros will be shown but not able to be selected at this point.

When a matching set is created – if there are differences between the currency rates for the document date and the payment date then a currency gains/loss posting will be created automatically at the match point:

Type	ID	Reference	Date	Total	Match Value		
					Original	Working	Base
Payment	125		31/03/2020	3084.83 EUR	3084.83 EUR	3084.83 EUR	2570.69 GBP
Invoice	92		26/02/2020	- 3084.83 EUR	- 3084.83 EUR	- 3084.83 EUR	- 2600.16 GBP
						0.00 EUR	- 29.47 GBP
Payment: Total						3084.83 EUR	2570.69 GBP
Match Total (Outstanding)						- 3084.83 EUR	- 2600.16 GBP
Currency Gains and Loss							- 29.47 GBP
Difference						0.00 EUR	0.00 GBP
Write Off (Limit - 1.00 GBP)							



This will be posted to the exchange gains and losses account.

Financial Transactions										
Debit Account C										SEARCH
ID	Type	Dr Acc.	Cr Acc.	Dr Val. GBP	Cr Val. GBP	Dr VAT GBP	Cr VAT GBP	Created	Acc. Date	Reconciled?
907	SupplierPnlOnExchange	a010	PNLEXCH	29.47	29.47	0.00	0.00	02/04/20 11:15:29	02/04/20	Y

Note: If a matching set with a currency gains/loss within it is unmatched the currency gains/loss will be reversed out:

#### Matching Set Details: 209 (AA Design)

Type	ID	Reference	Date	Total	Outstanding	Match Value		
						Original	Working	Base
Purchase Invoice	92		26/02/2020	-3,084.83 EUR	-3,084.83 EUR	-3,084.83 EUR	-3,084.83 EUR	-2,600.16 GBP
Payment	125		31/03/2020	3,084.83 EUR	3,084.83 EUR	3,084.83 EUR	3,084.83 EUR	2,570.69 GBP
<b>UNMATCHED on 2020-04-02 11:18:15 BST</b>								
Received: Total							-3,084.83 EUR	-2,600.16 GBP
Match Total (Outstanding)							3,084.83 EUR	2,570.69 GBP
Currency Gains and Loss								29.47 GBP
Write Off								

[MATCHING SETS](#) [BACK](#)

## Reports and enquiries

A number of reports and enquiry screens have been changed to allow for part allocations to be viewed.

### Reports

#### Aged debtor report

The report end date selection will now report what the account looked like on that date so if the report is run for the 30.04.2020 it will show documents that were physically on the account and outstanding on that date:

Report End Date

30/04/2020



Note: Depending on the number of transactions and date range chosen, this report may take a while to run.

SEARCH

CLEAR SEARCH



#### Example

If on the 2.05.2020 a document is posted dated the 30.04.2020 that document will not show until the report is run as at 02.05.2020.

This is to allow for retrospective reporting.

Payment terms for the customer now show and the unallocated column shows any unallocated cash on the account:

Payment Terms	April	March	February	January	Pre January	Unallocated	Total
Immediate payment	120.00	999.99	0.00	0.00	0.00	0.00	1,119.99
Immediate payment	0.00	240.00	0.00	0.00	0.00	-200.00	40.00
30 days	0.00	0.00	0.00	0.00	-50.00	0.00	-50.00
Immediate payment	0.00	120.00	0.00	0.00	0.00	-480.00	-360.00
Immediate payment	0.00	-1,080.00	6,000.00	1,200.00	0.00	-2,319.99	3,800.01
30 days	0.00	0.00	2,999.00	0.00	0.00	-2,999.00	0.00
15th of following month	-250.00	0.00	0.00	0.00	0.00	250.00	0.00

Part matchings will also show where applicable.

Example aged debt report:

	customer	supplier	payment terms	due date	amount	matched	unmatched	unallocated	total		
	JorHien	Jordan Henderson	Immediate payment		0.00	240.00	0.00	0.00	-9.67	239.33	
	DJ001	Deepe	Immediate payment		0.00	240.00	120.00	0.00	-710.00	-350.00	
	Yoga Indi	Yoga India	Immediate payment		0.00	339.04	10,789.20	0.00	-500.00	10,628.24	
	Azt001	Aztech Engineering	Immediate payment		0.00	1,440.00	0.00	0.00	0.00	1,440.00	
	a00011	aaa design	Immediate payment		0.00	360.00	240.00	0.00	-200.00	400.00	
	Anonymous	Anonymous (cash sale)	Immediate payment		0.00	0.00	0.00	0.00	-180.00	-180.00	
	a0010	aa design customer	Immediate payment		0.00	-60.00	120.00	6,000.00	1,200.00	-7,919.98	-659.98
	Dov001	Dover Catering Inc	15th of following month		0.00	0.00	250.00	0.00	250.00	500.00	
	Hall001	Hall Engineering Ltd	30 days		0.00	0.00	0.00	480.00	0.00	480.00	960.00

Part match a document on the account:

Matching Set Details: 278 (aaa design)

Type	ID	Reference	Date	Total	Outstanding	Match Value	Original	Working	Base
Receipt	122		30/09/2020	-100.00 GBP	-0.00 GBP	-100.00 GBP	-100.00 GBP	-100.00 GBP	-100.00 GBP
Invoice	76		16/09/2020	240.00 GBP	140.00 GBP	100.00 GBP	100.00 GBP	100.00 GBP	100.00 GBP
Received: Total						-100.00 GBP	-100.00 GBP	-100.00 GBP	-100.00 GBP
Match Total (Outstanding)						100.00 GBP	100.00 GBP	100.00 GBP	100.00 GBP
Currency Gains and Loss									
Write Off									

Re run aged debt report:

Yoga Indi	Yoga India	Immediate payment	0.00	339.04	10,789.20	0.00	0.00	-500.00	10,628.24
Azt001	Aztech Engineering	Immediate payment	0.00	1,440.00	0.00	0.00	0.00	0.00	1,440.00
a00011	aaa design	Immediate payment	0.00	360.00	140.00	0.00	0.00	-100.00	400.00
Anonymous	Anonymous (cash sale)	Immediate payment	0.00	0.00	0.00	0.00	0.00	-180.00	-180.00

## Detailed aged debt

This report uses the due date to age the debt into the correct column. The due date is calculated from the payment term on the document not the default term on the customer account.

The report now shows part allocation values. Unallocated receipts will be treated as immediately due and aged accordingly.

Example: Receipt entered with a date of 08/06/2020, added onto the account as unallocated. Detailed aged debt report run for 08/06/2020, unallocated receipt will appear in the current column. Detailed aged debt report run for 09/06/2020, unallocated receipt will appear in the older column

## Aged creditor report

As per aged debtor: Payment terms for the supplier now show and the unallocated column shows any unallocated cash on the account, part matchings will also show:

Payment Terms	April	March	February	January	Pre January	Unallocated	Total
Immediate payment	0.00	-953.05	3,400.16	0.00	0.00	-6,414.82	-3,967.71
30 days	0.00	3,813.56	3,813.56	0.00	0.00	0.00	7,627.12
15th of following month	762.71	520.03	-240.00	0.00	0.00	1,300.08	2,342.82
45 days	38.40	0.00	536.95	0.00	0.00	-480.00	95.35
60 days	0.00	200.00	-149.98	0.00	0.00	0.00	50.02



## Customer account statement

An outstanding value column is now available:

Account Statement: abc builders

<b>Customer:</b>				<b>From:</b>			
Company Name:	abc builders	Company Name:	Advanced Manufacturing Ltd	Address 1:	Penny Lane Works	Address 2:	Newtown
Address 1:	sss	Address 2:	Worcestershire	Address 3:	WR13 0MG	Address 4:	
Address 2:		Postcode:	WR13 0MG				
Address 3:							
Address 4:							
Postcode:	ssss						
<b>Account Statement</b>							
Date	Transaction	Reference	Customer Ref.	Total	Outstanding	Status?	
▼ Total Mar 2020				£999.99	£999.99		
30/03/2020	SalesInvoice	Invoice 80		£999.99	£999.99	Overdue	
30/03/2020	SalesInvoice	Invoice 81		£120.00	£60.00		
30/03/2020	SalesCredit	CreditNote 28		£-120.00	£-60.00		
				Total outstanding account:	£999.99		
				*Total outstanding due/overdue:	£999.99		
				Less Unallocated Receipts:	£0.00		
				<b>Total to pay now:</b>	<b>£999.99</b>		


Print and send

An outstanding value column is now available

## Send Account Statements

Account Statement 347: abc builders

☒ print ☐ email

						
<b>Account Statement</b>						
Date: 24/04/2020 Account Code: aa01						
<b>To</b>			<b>From</b>			
abc builders			Advanced Manufacturing Ltd			
sss			Penny Lane Works, Newtown, Worcestershire			
ssss			WR13 0MG			
United Kingdom			c.stevens@centralaccounting.co.uk			
			Company No.: 0654321; VAT No.: 901061825			
Date	Transaction	Reference	Customer Ref.	Value	Outstanding	Status
30/03/2020	SalesInvoice	80		£999.99	£999.99	Overdue
30/03/2020	SalesInvoice	81		£120.00	£60.00	
30/03/2020	SalesCredit	28		£-120.00	£-60.00	
<b>Total March 2020</b>				<b>£999.99</b>	<b>999.99</b>	
Total Account:					£999.99	
*Total Due/Overdue:					£999.99	
less Unallocated Payments:					£0.00	
Total to Pay Now:					£999.99	
Created by Advanced						

## Supplier account statement

An outstanding value column is now available:

### Account Statement: DDC International (UK) Ltd

Supplier:

Company Name:

Address 1:

Address 2:

Address 3:

Address 4:

Postcode:

From:

Company Name:

Address 1:

Address 2:

Address 3:

Address 4:

Postcode:

Account Statement

Date	Transaction	Reference	Supplier Ref.	Total	Outstanding	Status?
▶ Total Apr 2020				£6,616.50	£3,016.50	
▼ Total Mar 2020				£18,300.00	£7,400.00	
▶ 02/03/2020	StockPurchase	PurchaseInvoice 113		£1,800.00	£1,800.00	Overdue
▶ 10/03/2020	PurchaseInvoice	PurchaseInvoice 72		£1,500.00	£1,500.00	Overdue
▶ 10/03/2020	StockPurchase	PurchaseInvoice 76		£1,500.00	£1,500.00	Overdue
▶ 17/03/2020	StockPurchase	PurchaseInvoice 114		£12,000.00	£2,000.00	Overdue
▶ 31/03/2020	PurchaseInvoice	PurchaseInvoice 75		£1,500.00	£600.00	Overdue
▶ Total Feb 2020				£13,000.00	£0.00	
▶ Total Earlier than Feb 2020				£1,500.00	£0.00	
				Total outstanding account:	£10,416.50	
				*Total outstanding due/overdue:	£7,400.00	
				Less Unallocated Payments:	£0.00	
				Total to pay now:	£7,400.00	

## Sales invoices awaiting payment

An outstanding value column is now available:

### Sales Invoices Awaiting Payment Report

ID	Doc type	Customer	Customer Ref.	Main Contact	Contact Info.	Doc Date	Future	0-30 Days	31-60 Days	61-90 Days	Older	Value	O/S Value
2	Invoice	Ace Supplies Limited		Chris Kowalike	0161 2002020	20/01/2020	0.00	0.00	0.00	3,000.00	0.00	3,000.00	2,499.00
2	Credit Note	Ace Supplies Limited		Chris Kowalike	0161 2002020	20/01/2020	0.00	0.00	0.00	300.00	0.00	300.00	300.00
7	Unreconciled Payment	Ace Supplies Limited		Chris Kowalike	0161 2002020	20/01/2020	0.00	0.00	0.00	3,000.00	0.00	3,000.00	2,499.00
1	Invoice	Allied Kitchenware		Gareth Davies	0118 9464200	05/12/2019	0.00	0.00	0.00	0.00	360.00	360.00	281.20
1	Credit Note	Allied Kitchenware		Gareth Davies	0118 9464200	05/12/2019	0.00	0.00	0.00	0.00	50.00	50.00	50.00
2	Unreconciled Refund	Allied Kitchenware		Gareth Davies	0118 9464200	05/12/2019	0.00	0.00	0.00	0.00	10.00	10.00	10.00
32	Invoice	Allied Kitchenware		Gareth Davies	0118 9464200	01/01/2020	0.00	0.00	0.00	0.00	9.18	9.18	12.00
16	Unreconciled Payment	Allied Kitchenware		Gareth Davies	0118 9464200	24/01/2020	0.00	0.00	0.00	361.00	0.00	361.00	356.60

## Purchase invoices awaiting payment

An outstanding value column is now available:

### Invoices Awaiting Payment Report

Due date on or before: 31/03/2020

Supplier:

☒ Exclude on hold invoices?

**GENERATE REPORT**

GROUP BY

ID	Doc type	Supplier	Supplier ref.	Doc date	Payment due	Currency	Net value	VAT value	Total value	O/S value
73	Purchase Invoice	DDC International (UK) Ltd		23/07/2019	22/08/2019	GBP	1,500.00	0.00	1,500.00	1,500.00
9	Purchase Invoice	BBD Welders	reference 2	11/12/2019	11/12/2019	USD	225.00	0.00	225.00	225.00
29	Purchase Invoice	BBD Welders	22.12.19 1.2912	22/12/2019	22/12/2019	USD	368.65	0.00	368.65	368.65
21	Purchase Invoice	BBD Welders	12348	31/12/2019	31/12/2019	GBP	1,833.30	15.00	1,848.30	648.30
1	Purchase Invoice	ASAP Metals Limited		05/12/2019	04/01/2020	GBP	10.80	2.16	12.96	12.96
8	Purchase Invoice	BBD Welders	reference 1	06/01/2020	06/01/2020	EUR	687.30	0.00	687.30	355.96
13	Purchase Invoice	BBD Welders	reference 6	17/12/2019	16/01/2020	USD	1,162.08	0.00	1,162.08	1,112.08
2	Purchase Invoice	BBD Welders	test 1	21/01/2020	21/01/2020	GBP	2,000.00	400.00	2,400.00	1,640.00
6	Purchase Invoice	BBD Welders		21/01/2020	21/01/2020	GBP	3,250.20	0.00	3,250.20	3,250.20

## Receipts report

There is an outstanding value column and also a matched column that shows the status of the receipt as Y (yes) N (no) and P (part):

### Receipts

Account Name:

**SEARCH**

NEW ACTIONS

ID	From Acc.	To Acc.	Reference	Value	O/S GBP	Matched?	Reconciled Value	Actions
124	DDC International (UK) Ltd	Bank Current Account		1,500.00 GBP	1,500.00	N		
123	aa design customer	Bank Current Account		1,200.00 GBP	1,050.00	P		
122	aaa design	Bank Current Account		100.00 GBP	100.00	N		
121	aaa design	Bank Current Account		100.00 GBP	100.00	N		
119	Anonymous (cash sale)	Bank Current Account		120.00 GBP	0.00	Y		
107	aa design customer	Bank Current Account		119.99 GBP	119.99	N		
103	aa design customer	Bank Current Account		1,200.00 GBP	0.00	Y		

## Payments report

There is an outstanding value column and also a matched column that shows the status of the receipt as Y (yes) N (no) and P (part):

Payments Report

Document start date: 23/03/2020 Document end date: 03/04/2020 Accounting start date: Accounting end date:

Statement start date: Statement end date: Bank account: Account:

Payment direction: Reference: Matched?: All

Download report

ID	Type	Ref.	Doc. date	Acc. date	Statement date	Bank account	Account	Curr.	Value	Reconciled GBP Value	Q/S Value	Matched?
113	PaymentOut		23/03/2020	23/03/2020		Bank Current Account	AK Design	GBP	100.00		0.00	Y
114	PaymentOut		24/03/2020	24/03/2020		Bank Current Account	AK Design	GBP	100.00		100.00	N
115	PaymentOut		27/03/2020	27/03/2020		Bank Current Account	AK Design	GBP	1,442.62		1,442.62	N
116	PaymentOut		27/03/2020	27/03/2020		Bank Current Account	AK Design	GBP	1,500.00		0.00	Y
119	PaymentIn		30/03/2020	30/03/2020		Bank Current Account	Anonymous (cash sale)	GBP	120.00		0.00	Y
120	PaymentOut		30/03/2020	30/03/2020		Bank Current Account	Cash Purchases	GBP	60.00		0.00	Y
121	PaymentIn		30/03/2020	30/03/2020		Bank Current Account	aaa design	GBP	100.00		100.00	N
122	PaymentIn		30/03/2020	30/03/2020		Bank Current Account	aaa design	GBP	100.00		100.00	N
123	PaymentIn		30/03/2020	30/03/2020		Bank Current Account	aaa design customer	GBP	1,200.00		1,050.00	P
124	PaymentIn		31/03/2020	31/03/2020		Bank Current Account	DDC International (UK) Ltd	GBP	1,500.00		1,500.00	N
125	PaymentOut		31/03/2020	31/03/2020		Bank Current Account	AK Design	GBP	3,084.83		3,084.83	N
126	PaymentIn		03/04/2020	03/04/2020		Bank Current Account	aaa design customer	GBP	199.99		199.99	N
127	PaymentIn		03/04/2020	03/04/2020		Bank Current Account	aaa design customer	GBP	6,000.00		6,000.00	N

The advanced search on both the payments and receipt reports matched drop down has the option to select items that have been partially matched:

Receipts

Advanced search Search

Account Name Account Code Bank Account Name Bank Account Code

Receipt Number Accounting Date From Accounting Date To Statement Date From

Statement Date To Matched?: All

SEARCH CLEAR SEARCH

NEW ACTIONS

Partial

ID	From Acc.	To Acc.	Reference	Value	Q/S GBP	Matched?	Reconciled Value	Actions
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## Payslips awaiting payment report

This report now has an outstanding value column:

Awaiting Payment Report

Due date on or before: 30/04/2020 Employee: Fred Smith

Generate Report

GROUP BY

ID	Doc type	Employee	Employee ref.	Doc date	Payment due	Currency	Net	Tax / VAT	Gross	Q/S Value
135	Expense Claim	Fred Smith		30/04/2020	30/04/2020	GBP	200.00	0.00	200.00	100.00
Totals						GBP	200.00	0.00	200.00	100.00

COPY TABLE



## Enquiries

Customer and supplier show screens:

General tab

On the general tab there is an outstanding value column and also a 'Matches' column to show how many document matches have been made against the document:

### Outstanding Financial Documents

Filter Doc ID

MATCH FINANCIAL DOCUMENTS

Show Overdue Financial Documents Only

Doc ID	Doc Type	Doc Date	Due Date	Acc Date	Ref. Item	Curr.	Value Curr.	Value GBP	O/S GBP	Running Bal	Sent?	Matches
24	Credit Note	10/03/2020	11/03/2020	10/03/2020	Invoice 75	GBP	-1,200.00	-1,200.00	-600.00	-600.00	N	5
25	Credit Note	10/03/2020	11/03/2020	10/03/2020	Invoice 77	GBP	-1,200.00	-1,200.00	-1,200.00	-1,800.00	N	1
26	Credit Note	10/03/2020	11/03/2020	10/03/2020	Invoice 72	GBP	-1,200.00	-1,200.00	-1,200.00	-3,000.00	N	1
69	Invoice	10/03/2020	10/03/2020	10/03/2020		GBP	120.00	120.00	120.00	-2,880.00	N	4
70	Invoice	29/02/2020	29/02/2020	29/02/2020		GBP	6,000.00	6,000.00	6,000.00	3,120.00	N	3
71	Invoice	22/01/2020	22/01/2020	22/01/2020		GBP	1,200.00	1,200.00	600.00	3,720.00	N	5
72	Invoice	10/03/2020	11/03/2020	10/03/2020		GBP	1,200.00	1,200.00	1,200.00	4,920.00	N	0
77	Invoice	10/03/2020	11/03/2020	10/03/2020		GBP	1,200.00	1,200.00	1,050.00	5,970.00	N	1
Total:										5,970.00		

Click on the 'Matches' option and the system will show all of the matching sets that the document can have been part of. This will also show sets that have been unmatched as well:

### Matches for Credit Note 24 (aa design customer)

Matching Set	Date	Unmatched	Matched Value Currency	Matched Value Base
191	19/03/2020	✓	1,000.00 GBP	1,000.00 GBP
196	27/03/2020	✓	600.00 GBP	600.00 GBP
198	27/03/2020	✓	600.00 GBP	600.00 GBP
207	01/04/2020	✓	1,200.00 GBP	1,200.00 GBP
210	02/04/2020	✓	600.00 GBP	600.00 GBP
218	08/04/2020	✓	600.00 GBP	600.00 GBP
Outstanding			Currency	600.00 GBP
			Base	600.00 GBP

BACK

Click the back button to go back to the customer show screen.

By clicking on the matching set ID on the required record the user can drill back to the match set:

### Matching Set Details: 210 (aa design customer)

Type	ID	Reference	Date	Total	Outstanding	Match Value		
Credit Note	24		10/03/2020	-1,200.00 GBP	-600.00 GBP	Original	Working	Base
Invoice	71		22/01/2020	1,200.00 GBP	600.00 GBP	600.00 GBP	600.00 GBP	600.00 GBP
Received: Total							-600.00 GBP	-600.00 GBP
Match Total (Outstanding)							600.00 GBP	600.00 GBP
Currency Gains and Loss								
Write Off								

UNMATCHED

MATCHING SETS

BACK

## Documents and transactions tab

On the documents and transactions tab there is a paid column that shows the status of the receipt as Y (yes) N (no) and P (part) and also an outstanding value column for invoices and credit notes:

**Sales Invoices** (View More) + New

ID	Cust. Ref	SO Num.	Created Date	Invoice Date	Sent?	Paid?	Value	Currency	Outstanding
107			22/04/2020	22/04/2020	N	N	600.00	GBP	600.00
77	ref1234/6		17/03/2020	10/03/2020	N	N	1,200.00	GBP	1,200.00
75			13/03/2020	10/03/2020	N	Y	1,200.00	GBP	0.00
72			10/03/2020	10/03/2020	N	N	1,200.00	GBP	1,200.00
71			10/03/2020	22/01/2020	N	P	1,200.00	GBP	600.00
70			10/03/2020	29/02/2020	N	N	6,000.00	GBP	6,000.00
69			10/03/2020	10/03/2020	N	N	120.00	GBP	120.00

**Credit Notes** (View More) + New

ID	Invoice Num.	Cust. Ref.	Our Ref.	Created Date	Sent?	Paid?	Outstanding
26	72			24/03/2020	N	N	1,200.00
25	77	ref1234/6	ref1234/6	17/03/2020	N	N	1,200.00
24	75			13/03/2020	N	P	600.00

**Recent Events** + New

## Sales and purchase invoices and credits listing screens

In the list view screens for these documents there is a paid column that shows the status of the document as Y (yes) N (no) and P (part) and also an outstanding value column:

**Sales Invoices** Advanced search Search

Customer Name  SEARCH

+ NEW ACTIONS REPORTS MORE

ID	SO Num	Customer	Cust. Ref	Sent?	Paid?	Invoice Date	Due Date	Curr.	Value (inc VAT)	O/S GBP	Total Credits	Actions
81		abc builders		N	P	30/03/2020	29/04/2020	GBP	120.00	60.00	120.00	
80		abc builders		N	N	30/03/2020	30/03/2020	GBP	999.99	999.99	0.00	
79		Anonymous (cash sale)	cash sale test	N	Y	30/03/2020	30/03/2020	GBP	120.00	0.00	0.00	
78		Aztech Engineering		N	Y	25/03/2020	25/03/2020	GBP	19,999.99	0.00	19,999.99	
77		aa design customer	ref1234/6	N	P	10/03/2020	11/03/2020	GBP	1,200.00	1,050.00	1,200.00	
76		aaa design		N	N	16/03/2020	16/03/2020	GBP	240.00	240.00	0.00	
75		aa design customer		N	Y	10/03/2020	11/03/2020	GBP	1,200.00	0.00	1,200.00	

**Purchase Invoices** Advanced search Search

Supplier Name  SEARCH

+ NEW ACTIONS REPORTS

ID	Supplier	Sup. Ref.	Add'l Ref.	Queried?	Invoice Date	Payment Due	Paid	Curr.	Value (inc VAT)	O/S GBP	Total Credits	Actions
92	AA Design			N	26/02/2020	26/02/2020	N	EUR	3,084.83	2,600.16	0.00	
91	Cash Purchases	cash sale		N	30/03/2020	Paid	Y	GBP	60.00	0.00	0.00	
90	AA Design			N	24/03/2020	24/03/2020	N	USD	190.32	146.94	0.00	
89	AA Design	Ref1234	Ref1234	N	24/03/2020	24/03/2020	N	EUR	1,442.64	1,202.20	1,442.64	
83	AA Design	Ref1235	Ref1235	N	01/01/2020	Paid	Y	GBP	2,000.00	0.00	0.00	
82	AA Design	Ref1233	Ref1233	N	31/01/2020	Paid	Y	GBP	200.00	0.00	0.00	
81	AA Design	Ref1232	Ref1232	N	10/02/2020	Paid	Y	GBP	1,000.00	0.00	0.00	
80	AA Design	PO666		N	26/02/2020	26/02/2020	P	GBP	1,000.00	300.00	0.00	
79	DDC International (UK) Ltd			N	29/02/2020	29/02/2020	N	GBP	10,000.00	10,000.00	0.00	

## Credit Notes

Advanced search Search

Customer Name  SEARCH

+ NEW ACTIONS

	Credit ID	Invoice Num.	Customer	Reference	Value (inc VAT)	Currency	O/S GBP	Created Date	Due Date	Sent	Paid	Actions
<input type="checkbox"/>	28	81	abc builders		120.00	GBP	60.00	02/04/2020	29/04/2020	N	P	
<input type="checkbox"/>	27	78	Astech Engineering		19,999.99	GBP	0.00	30/03/2020	25/03/2020	N	Y	
<input type="checkbox"/>	26	72	aa design customer		1,200.00	GBP	1,200.00	24/03/2020	11/03/2020	N	N	
<input type="checkbox"/>	25	77	aa design customer	ref1234/6	1,200.00	GBP	1,200.00	17/03/2020	11/03/2020	N	N	
<input type="checkbox"/>	24	75	aa design customer		1,200.00	GBP	600.00	13/03/2020	11/03/2020	N	P	

## Purchase Credit Notes

Advanced search Search

Supplier Name  SEARCH

+ NEW ACTIONS

	Credit No.	Invoice No.	Supplier	Ref	Ref 2	Value (inc VAT)	Curr.	O/S GBP	Paid	Payment Due	Acct. Date	Created	Actions
<input type="checkbox"/>	27	71	DDC International (UK) Ltd			1,500.00	GBP	0.00	Y	28/08/2020	29/07/2020	31/03/2020	
<input type="checkbox"/>	26	89	AA Design	Ref1234		1,442.64	EUR	1,202.20	N	24/03/2020	24/03/2020	30/03/2020	
<input type="checkbox"/>	25		AA Design			1,099.99	GBP	599.99	P	20/03/2020	20/03/2020	20/03/2020	
<input type="checkbox"/>	24	85	BBD Welders			1,000.00	GBP	0.00	Y	11/03/2020	11/03/2020	20/03/2020	
<input type="checkbox"/>	23	70	Chamber of Commerce			1,200.00	GBP	1,200.00	N	08/04/2020	09/03/2020	09/03/2020	

## Advanced search

The advanced search on list screens 'paid?' drop down has the option to select items that have been partially matched:

## Sales Invoices

Advanced search Search

Customer Name  Customer Code  Invoice Num.  Customer Ref.

Our Reference  Document Notes  Postcode  Main Contact Name

Paid?  Stock Item  Invoice Date From  Invoice Date To

Not Paid  Payment Due Date To  Recurrence Id  Reversed?

Partial

Payment Due Date From  Payment Due Date To  Recurrence Id  Reversed?

Support Ticket

SEARCH CLEAR SEARCH

+ NEW ACTIONS REPORTS MORE

	ID	SO Num	Customer	Cust. Ref	Sent?	Paid?	Invoice Date	Due Date	Curr.	Value (inc VAT)	O/S GBP	Total Credits	Actions
<input type="checkbox"/>	81		abc builders		N	P	30/03/2020	29/04/2020	GBP	120.00	60.00	120.00	
<input type="checkbox"/>	77		aa design customer	ref1234/6	N	P	10/03/2020	11/03/2020	GBP	1,200.00	1,050.00	1,200.00	
<input type="checkbox"/>	71		aa design customer		N	P	22/01/2020	22/01/2020	GBP	1,200.00	600.00	0.00	
<input type="checkbox"/>	62		Dell End Engineering Limited		N	P	05/02/2020	05/02/2020	EUR	240.00	101.15	0.00	

## Customer receipts

Customer receipts have been updated to reflect the changes made to part matching:

### New Customer Receipt

#### Details

To

Bank Current Account

From

aa design customer

Receipt date

03/04/2020

Accounting date

03/04/2020

Financial period

4/2020

Amount

0.00

Currency

GBP: Home Currency (GBP)

Exchange rate

1

☐ Payment has CIS deducted?

Reference

Narrative

#### Documents to reconcile

Type	Id	Date	Customer Ref	Our Ref	Payment Ref	Owed	Paid
Payment on Account	790	11/03/2020				1000.00	
Payment on Account	823	17/03/2020				119.99	
Payment on Account	881	30/03/2020				1200.00	
Credit note	24	10/03/2020				1200.00	
Credit note	25	10/03/2020	ref1234/6	ref1234/6		1200.00	
Credit note	26	10/03/2020				1200.00	
Invoice	69	10/03/2020				120.00	
Invoice	70	29/02/2020				6000.00	
Invoice	71	22/01/2020				1200.00	
Invoice	72	10/03/2020				1200.00	
Invoice	77	10/03/2020	ref1234/6	ref1234/6		1200.00	

CREATE

CREATE & MATCH

CANCEL

There is now the option in receipts to create a receipt on account using the create button, or create and match the receipt and the invoices at the same time using the create and match button.

Clicking create will just add a receipt on the account that can be matched at a later point via match financial documents.

Create and match will take the user into the match screen with the receipt preselected:

### Matching Screen for aa design customer (345)

Group By

NONE TYPE CURRENCY

Order By

INVOICE TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT

Type

ASCENDING DESCENDING

First Column

RECEIVED OUTSTANDING

Received

Type	Reference ID	Date Due Date	Total	Received	Match Value
Credit		10/03/2020	1200.00	600.00	
Credit	ref1234/6	10/03/2020	1200.00	1200.00	
Credit		10/03/2020	1200.00	1200.00	
Receipt		11/03/2020	1000.00	1000.00	
Receipt		17/03/2020	119.99	119.99	
Receipt		30/03/2020	1200.00	1050.00	
Receipt		03/04/2020	199.00	199.00	
Receipt		03/04/2020	6000.00	6000.00	

Outstanding

Type	Reference ID	Date Due Date	Total	Outstanding	Match Value
Invoice		22/01/2020	1200.00	600.00	
Invoice		29/02/2020	6000.00	6000.00	
Invoice		10/03/2020	120.00	120.00	
Invoice		10/03/2020	1200.00	1200.00	
Invoice	ref1234/6	10/03/2020	1200.00	1050.00	

Received

ALL NONE

Auto Match

ALL BY REFERENCE

FROM RECEIVED FROM OUTSTANDING

Outstanding

ALL NONE

Match Priority

OLDEST FIRST DUE FIRST

Received

6000.00 GBP

Difference

6000.00 GBP

Outstanding

0.00 GBP

CANCEL

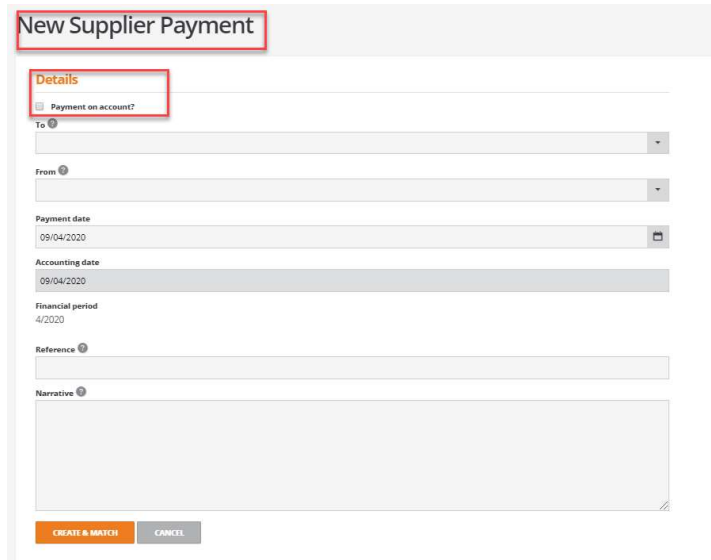
MATCH

## Supplier payments

Supplier single payments have been updated to reflect the changes made to part matching.

### Payment on account

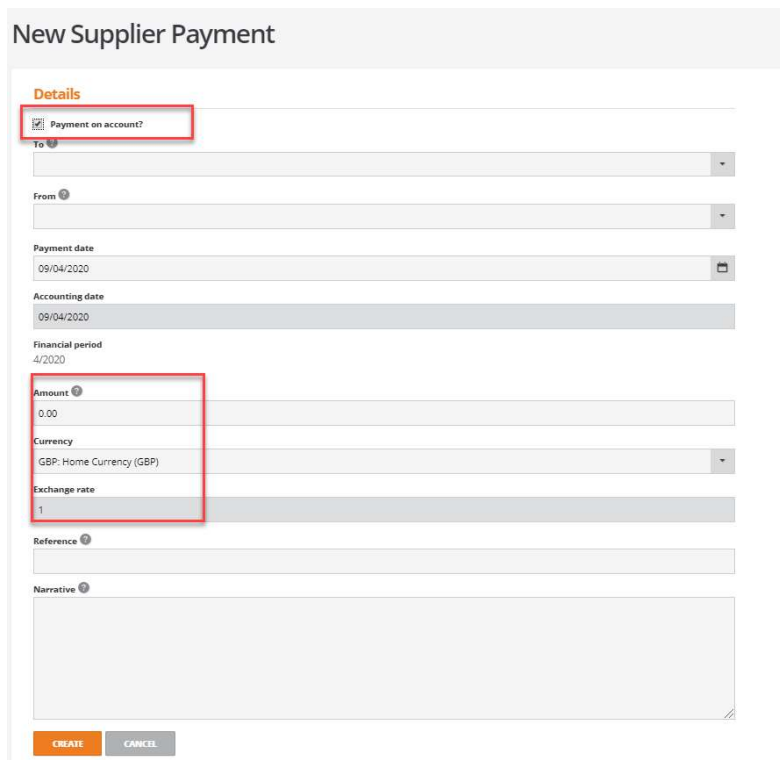
The single supplier payment screen now has a payment on account option:



The screenshot shows the 'New Supplier Payment' form. The 'Details' section is highlighted with a red box. Inside 'Details', the 'Payment on account?' checkbox is unchecked. Below this, there are fields for 'To', 'From', 'Payment date' (09/04/2020), 'Accounting date' (09/04/2020), 'Financial period' (4/2020), 'Reference', and 'Narrative'. At the bottom, there are 'CREATE & MATCH' and 'CANCEL' buttons.

Tick the box labelled Payment on account?

This opens up amount and currency fields and will show the exchange rate. This also changes the create and match button to create only.



The screenshot shows the 'New Supplier Payment' form with the 'Payment on account?' checkbox checked. This has opened up additional fields: 'Amount' (0.00), 'Currency' (GBP: Home Currency (GBP)), and 'Exchange rate' (1). These three fields are highlighted with a red box. The 'CREATE & MATCH' button has been replaced by a 'CREATE' button, while the 'CANCEL' button remains. All other fields in the 'Details' section remain the same as in the previous screenshot.

Enter the details: supplier, bank account and amount and the suppliers document list will appear

Note: the documents cannot be selected here as this is creating a payment on account:

### New Supplier Payment

**Details**

☒ Payment on account?

To: DDC International (UK) Ltd

From: Bank Current Account

Payment date: 07/05/2020

Accounting date: 07/05/2020

Financial period: 5/2020

Amount: 1000.00

Currency: GBP: Home Currency (GBP)

Exchange rate: 1

Reference:

Narrative:

**Documents to reconcile**


Type	Id	Date	Due	Supplier Ref	Additional Ref	Payment Ref	Open	Paid
Invoice	72	10/03/2020	09/04/2020*				1500.00	
Invoice	75	31/03/2020	30/04/2020*				1500.00	
Invoice	76	10/03/2020	10/03/2020*				1500.00	
Invoice	99	09/04/2020	09/05/2020				3016.50	
Invoice	113	02/03/2020	01/04/2020*				1800.00	
Invoice	114	17/03/2020	16/04/2020*				12000.00	

Click on the create button

This will create a payment on account and create a remittance advice:

**Remittance Advice 194: DDC International (UK) Ltd**

☒ print ☐ email [theteam@centralaccounting.co.uk](mailto:theteam@centralaccounting.co.uk)



## Remittance Advice

Date: 07/05/2020 Account Code: DHL001 Payment Ref:

**To**

Tony Atwater  
DDC International (UK) Ltd  
Hillblom House  
1 Dukas Green Avenue, Faggs Road  
Feltham  
Middlesex  
TW14 0RB  
United Kingdom

**From**

Advanced Manufacturing Ltd  
Penny Lane Works, Newtown, Worcestershire  
WR13 0MG  
c.stevens@centralaccounting.co.uk  
Company No.: 0654321; VAT No.: 901061825

Your Ref.	Our Ref.	Number	Date	Value
<b>Invoices Paid</b>				
<b>less Credits Taken</b>				
<b>less Payments On Account</b>				
<b>add back Refunds</b>				
		Invoices		£0.00
		less Credit Notes		£0.00
		less Payments		£0.00
		add back Refunds		£0.00
		<b>add new On Account</b>		<b>£1,000.00</b>
		<b>Total</b>		<b>£1,000.00</b>

Created by Advanced

This creates a payment on the account that can be matched at a later stage:

Matching Screen for DDC International (UK) Ltd (250)

Group By: NONE | TYPE | CURRENCY  
 Order By: TIMELINE | TYPE | ID | REFERENCE | DATE | DUE DATE | TOTAL | OUTSTANDING | AMOUNT  
 Type: ASCENDING | DESCENDING

First Column: PAYMENT | OUTSTANDING

**Payment**

Type	Reference ID	Date Due Date	On Hold	Total	Payment	Match Value
Payment		07/05/2020	N	1000.00	1000.00	

**Outstanding**

Type	Reference ID	Date Due Date	On Hold	Total Outstanding	Match Value
Invoice		02/03/2020	N	1800.00 1800.00	
Invoice		10/03/2020	N	1500.00 1500.00	
Invoice		10/03/2020	N	1500.00 1500.00	
Invoice		17/03/2020	N	12000.00 2000.00	
Invoice		31/03/2020	N	1500.00 600.00	
Invoice		09/04/2020	N	3016.50 3016.50	

Payment: ALL | NONE  
 Outstanding: ALL | NONE  
 Auto Match: ALL | BY REFERENCE  
 Match Priority: OLDEST FIRST | DUE FIRST

Payment	Difference	Outstanding
0.00 GBP	0.00 GBP	0.00 GBP

CANCEL MATCH



## Create and match

If payment on account is unticked then the amount, currency fields and the exchange rate will not be shown at this point. The suppliers document list will appear but will not be selectable at this point:

### New Supplier Payment

**Details**

☐ Payment on account?

**To**

DDC International (UK) Ltd

**From**

Bank Current Account

**Payment date**

07/05/2020

**Accounting date**

07/05/2020

**Financial period**

5/2020

**Reference**

**Narrative**

**Documents to reconcile**

Type	Id	Date	Due	Supplier Ref	Additional Ref	Payment Ref	Owed	Paid
Payment on Account	1290	07/05/2020					1000.00	
Invoice	72	10/03/2020	09/04/2020*				1500.00	
Invoice	75	31/03/2020	30/04/2020*				1500.00	
Invoice	76	10/03/2020	10/03/2020*				1500.00	
Invoice	99	09/04/2020	09/05/2020				3016.50	
Invoice	113	02/03/2020	01/04/2020*				1800.00	
Invoice	114	17/03/2020	16/04/2020*				12000.00	

CREATE & MATCH

CANCEL

Click on create and match.

This will open the matching screen.

Select the documents that are required in the payment and click on match:

**Matching Screen for DDC International (UK) Ltd (250)**

Group By: **NAME** TYPE CURRENCY  
Order By: **TRAILING** TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT  
Type: **ASCENDING** DESCENDING

First Column: **PAYMENT** OUTSTANDING

**Payment**

Type	Reference ID	Date Due Date	On Hold	Total	Payment	Match Value
Payment		07/05/2020	N	1000.00	1000.00	1000.00

**Outstanding**

Type	Reference ID	Date Due Date	On Hold	Total Outstanding	Match Value
Invoice		02/03/2020	N	1800.00 1800.00	1800.00
Invoice		10/03/2020	N	1500.00 1500.00	1500.00
Invoice		10/03/2020	N	1500.00 1500.00	1500.00
Invoice		17/03/2020	N	12000.00 2000.00	
Invoice		31/03/2020	N	1500.00 600.00	
Invoice		09/04/2020	N	3016.50 3016.50	

Selected payments: **ALL** NONE  
Outstanding: **ALL** NONE

Auto Match: **ALL** FROM PAYMENT FROM OUTSTANDING  
Match Priority: **OLDEST FIRST** DUE DATE

Selected payments	New payment value	Outstanding
1000.00 GBP	3800.00 GBP	4800.00 GBP

CANCEL

MATCH

The match screen will show the confirmation of the payment amount:

Type	ID	Reference	Date	Total	Match Value
Invoice			02/03/2020	- 1800.00 GBP	- 1800.00 GBP
Invoice			10/03/2020	- 1500.00 GBP	- 1500.00 GBP
Invoice			10/03/2020	- 1500.00 GBP	- 1500.00 GBP
Payment			07/05/2020	1000.00 GBP	1000.00 GBP
					- 3800.00 GBP
<b>Payment: Total</b>					<b>1000.00 GBP</b>
<b>Match Total (Outstanding)</b>					<b>- 4800.00 GBP</b>
<b>Currency Gains and Loss</b>					<b>0.00 GBP</b>
<b>New Payment Amount</b>					<b>3800.00 GBP</b>

BACK CONFIRM PAYMENT


Payment total = the credit(s) selected.

Matching total= the invoice(s) selected.

New Payment amount = the invoices minus the credit value.

Click confirm payment to make the payment to the supplier.

This will create the remittance advice:



## Remittance Advice

Account Code: DHL001 Payment Ref:

**To**  
 Tony Atwater  
 DDC International (UK) Ltd  
 Hillblom House  
 1 Dulkes Green Avenue, Faggs Road  
 Feltham  
 Middlesex  
 TW14 0RB  
 United Kingdom

**From**  
 Advanced Manufacturing Ltd  
 Penny Lane Works, Newtown, Worcestershire  
 WR13 0MG  
 c.stevens@centraleaccounting.co.uk  
 Company No.: 0654321;

Your Ref.	Our Ref.	Number	Date	Value
<b>Invoices Paid</b>				
	113		02/03/2020	£1,800.00
	72		10/03/2020	£1,500.00
	76		10/03/2020	£1,500.00
<b>less Credits Taken</b>				
<b>less Payments On Account</b>				
	194		07/05/2020	£1,000.00
<b>add back Refunds</b>				
				Invoices £4,800.00
				less Credit Notes £0.00
				less Payments £1,000.00
				add back Refunds £0.00
				add new On Account £0.00
<b>Total</b>				<b>£3,800.00</b>

Created by Advanced

The financial matching set will have been created in the supplier show screen, documents and transactions tab.

#### Financial Matching Sets (View More)

+ New

ID	Allocation Date	Matched Amount (Base)	Obsolete	Obsolete Date
268	07/05/2020	4,800.00	<input type="checkbox"/>	—

#### Matching Set Details: 268 (DDC International (UK) Ltd)

Type	ID	Reference	Date	Total	Outstanding	Match Value		
						Original	Working	Base
Purchase Invoice	113		02/03/2020	-1,800.00 GBP	-0.00 GBP	-1,800.00 GBP	-1,800.00 GBP	-1,800.00 GBP
Purchase Invoice	72		10/03/2020	-1,500.00 GBP	-0.00 GBP	-1,500.00 GBP	-1,500.00 GBP	-1,500.00 GBP
Purchase Invoice	76		10/03/2020	-1,500.00 GBP	-0.00 GBP	-1,500.00 GBP	-1,500.00 GBP	-1,500.00 GBP
Payment	194		07/05/2020	1,000.00 GBP	0.00 GBP	1,000.00 GBP	1,000.00 GBP	1,000.00 GBP
Payment	195		07/05/2020	3,800.00 GBP	0.00 GBP	3,800.00 GBP	3,800.00 GBP	3,800.00 GBP
Received: Total							-4,800.00 GBP	-4,800.00 GBP
Match Total (Outstanding)							4,800.00 GBP	4,800.00 GBP
Currency Gains and Loss								
Write Off								

UNMATCHED    MATCHING SETS    BALANCE

## Currency matching

### Payment on account in currency

An example below to show a payment on account using currency:

USD from a GBP bank account.

### New Supplier Payment

#### Details

☒ Payment on account?

**To**

American supplies LTD

**From**

Bank Current Account

**Payment date**

07/05/2020

**Accounting date**

07/05/2020

**Financial period**

5/2020

**Amount**

150.00

**Currency**

USD: Dollar (USA)

**Exchange rate GBP -> USD**

0.8112273870365864

**Reference**

**Narrative**

#### Documents to reconcile

Type	Id	Date	Due	Supplier Ref	Additional Ref	Payment Ref	Owed	Paid
Credit note	13	27/02/2020	27/02/2020*					1000.00 USD (761.04)
Invoice	49	27/02/2020	27/02/2020*				2000.00 USD (1522.07)	
Invoice	110	07/05/2020	15/06/2020				1294.33 USD (1050.00)	

CREATE

CANCEL

Tick the box labelled Payment on account?

This opens up amount and currency fields and will show the exchange rate .This also changes the create and match button to create only.

Enter the details: supplier, bank account and amount and the suppliers document list will appear.


Note: the documents cannot be selected here as this is creating a payment on account.

Click on the create button.

This will create a payment on account and create a remittance advice.

# Remittance Advice 190: American supplies LTD

☒ print ☐ email



## Remittance Advice

Date: 07/05/2020 Account Code: a006 Payment Ref:

<b>To</b> American supplies LTD 5 55 United Kingdom	<b>From</b> Advanced Manufacturing Ltd Penny Lane Works, Newtown, Worcestershire WR13 0MG c.stevens@centralaccounting.co.uk Company No.: 0654321; VAT No.: 901061825
---	---

Your Ref.	Our Ref.	Number	Date	Value
<b>Invoices Paid</b>				
<b>less Credits Taken</b>				
<b>less Payments On Account</b>				
<b>add back Refunds</b>				
Invoices				\$0.00
less Credit Notes				\$0.00
less Payments				\$0.00
add back Refunds				\$0.00
add new On Account				\$150.00
<b>Total</b>				<b>\$150.00</b>

Created by Advanced

This creates a payment on the account that can be matched at a later stage:

### Matching Screen for American supplies LTD (338)

Working Currency: USD

Group By: NAME TYPE CURRENCY

Order By: TIMELINE TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT

Type: ASCENDING DESCENDING

First Column: INVOICE OUTSTANDING

**Payment**

Type	Reference ID	Date Due Date	On Hold	Curr	Total	Payment	Match Value
Credit		27/02/2020	N	USD	1000.00	950.00	USD
Payment		07/05/2020	N	USD	150.00	150.00	USD

**Outstanding**

Type	Reference ID	Date Due Date	On Hold	Curr	Total	Outstanding	Match Value
Invoice		27/02/2020	N	USD	2000.00	950.00	USD
Invoice		07/05/2020	N	USD	1294.33	1294.33	USD

## Create and match from a GBP bank account with currency invoices

### New Supplier Payment

#### Details

☐ Payment on account?

To

American supplies LTD

From

Bank Current Account

Payment date

07/05/2020

Accounting date

07/05/2020

Financial period

5/2020

Reference

Narrative

#### Documents to reconcile

Type	Id	Date	Due	Supplier Ref	Additional Ref	Payment Ref	Owed	Paid
Payment on account	1276	07/05/2020					150.00 USD (121.68)	
Credit note	13	27/02/2020	27/02/2020*				1000.00 USD (761.04)	
Invoice	49	27/02/2020	27/02/2020*			2000.00 USD (1522.07)		
Invoice	110	07/05/2020	15/06/2020			1294.33 USD (1050.00)		

CREATE & MATCH

CANCEL

Click create and match:

### Matching Screen for American supplies LTD (338)

Working Currency
GBP
USD

Group By
NAME
TYPE
CURRENCY
Order By
TIMELINE
TYPE
ID
REFERENCE
DATE
DUE DATE
TOTAL
OUTSTANDING
AMOUNT
Type
ASCENDING
DESCENDING

First Column
PREVIOUS
OUTSTANDING

#### Payment

Type	Reference ID	Date Due Date	On Hold	Cun	Total	Payment	Match Value
Credit		27/02/2020	N	USD	1000.00	950.00	950.00 USD
Payment		07/05/2020	N	USD	150.00	150.00	USD

#### Outstanding

Type	Reference ID	Date Due Date	On Hold	Cun	Total	Outstanding	Match Value
Invoice		27/02/2020	N	USD	2000.00	950.00	950.00 USD
Invoice		07/05/2020	N	USD	1294.33	1294.33	1294.33 USD

Selected payments
ALL
NONE

Auto Match
ALL
BY REFERENCE
FROM PAYMENT
FROM OUTSTANDING

Match Priority
QUICK FIRST
SLOW FIRST

Selected payments
950.00 USD

New payment value
1294.33 USD

Outstanding
2244.33 USD

CANCEL
MATCH

Select the documents to be paid.

Payment will be made in the currency of the bank account:

Type	ID	Reference	Date	Total	Match Value		
					Original	Working	Base
Invoice			27/02/2020	- 2000.00 USD	- 950.00 USD	- 950.00 USD	- 722.98 GBP
Credit			27/02/2020	1000.00 USD	950.00 USD	950.00 USD	722.99 GBP
Invoice			07/05/2020	- 1294.33 USD	- 1294.33 USD	- 1294.33 USD	- 1050.00 GBP
						- 1294.33 USD	- 1049.99 GBP
Payment: Total						950.00 USD	722.99 GBP
Match Total (Outstanding)						- 2244.33 USD	- 1772.98 GBP
Currency Gains and Loss							0.01 GBP
New Payment Amount						1294.33 USD	1050.00 GBP

BACK CONFIRM PAYMENT

A remittance advice will be created.

#### Remittance Advice 191: American supplies LTD

☒ print ☐ email



## Remittance Advice

Account Code: a006 Payment Ref:

**To**  
American supplies LTD  
5  
55  
United Kingdom

**From**  
Advanced Manufacturing Ltd  
Penny Lane Works, Newtown, Worcestershire  
WR13 0MG  
c.stevens@centralaccounting.co.uk  
Company No.: 0654321;

Your Ref.	Our Ref.	Number	Date	Document Value	Payment Value	
<b>Invoices Paid</b>						
	49		27/02/2020	\$950.00	£770.67	
	110		07/05/2020	\$1,294.33	£1,050.00	
<b>less Credits Taken</b>						
	13		27/02/2020	\$950.00	£770.67	
<b>less Payments On Account</b>						
<b>add back Refunds</b>						
					Invoices	£1,820.67
					less Credit Notes	£770.67
					less Payments	£0.00
					add back Refunds	£0.00
					add new On Account	£0.00
					<b>Total</b>	<b>£1,050.00</b>

Created by Advanced





Click on match:

Type	ID	Reference	Date	Total	Match Value		
					Original	Working	Base
Invoice			31/03/2020	- 3430.09 USD	- 3430.09 USD	- 3430.09 USD	- 2648.31 GBP
						- 3430.09 USD	- 2648.31 GBP
<b>Match Total (Outstanding)</b>						- 3430.09 USD	- 2648.31 GBP
<b>Currency Gains and Loss</b>							134.27 GBP
<b>New Payment Amount</b>						3430.09 USD	2782.58 GBP


BACK
CONFIRM PAYMENT

Confirm payment.

Documents will be paid in dollars.

Remittance Advice 192: American supplies LTD

☒ print ☐ email



### Remittance Advice

Account Code: a006 Payment Ref:

**To**

American supplies LTD  
5  
55  
United Kingdom

**From**

Advanced Manufacturing Ltd  
Penny Lane Works, Newtown, Worcestershire  
WR13 0MG  
c.stevens@centralaccounting.co.uk  
Company No.: 0654321;

Your Ref.	Our Ref.	Number	Date	Value
Invoices Paid		111	31/03/2020	\$3,430.09
<b>less Credits Taken</b>				
<b>less Payments On Account</b>				
<b>add back Refunds</b>				
Invoices				\$3,430.09
less Credit Notes				\$0.00
less Payments				\$0.00
add back Refunds				\$0.00
add new On Account				\$0.00
<b>Total</b>				<b>\$3,430.09</b>

Created by Advanced

Create and match from a currency account where the documents are only in GBP

### New Supplier Payment

**Details**

☐ Payment on account?

**To** ASAP Tools Limited

**From** USD Account

**Payment date** 07/05/2020

**Accounting date** 07/05/2020

**Financial period** 5/2020

**Reference**

**Narrative**

**Documents to reconcile**

Type	Id	Date	Due	Supplier Ref	Additional Ref	Payment Ref	Chqrd	Paid
Credit note	5	14/01/2020	13/02/2020*	po1234				240.00
Credit note	17	04/03/2020	03/05/2020*					1300.08
Refund	630	04/03/2020					1300.08	
Invoice	26	14/01/2020	13/02/2020*	po1234	po1234		240.00	
Invoice	63	04/03/2020	15/04/2020*				762.71	
Invoice	64	04/03/2020	04/03/2020*				520.03	
Invoice	65	04/03/2020	03/05/2020*				1300.08	

**CREATE & MATCH** **CANCEL**

Click create and match:

### Matching Screen for DDC International (UK) Ltd (250)

**Group By** **NONE** **TYPE** **CURRENCY** **First Column** **PAYMENT** **OUTSTANDING**

**Order By** **REFERENCE** **DATE** **DUEDATE** **TOTAL** **OUTSTANDING** **AMOUNT**

**Type** **ASCENDING** **DESCENDING**

**Payment**

Type	Reference ID	Date Due Date	Total	Payment	Match Value
Invoice		31/05/2020	1500.00		
Invoice		29/07/2020	1500.00		

**Outstanding**

Type	Reference ID	Date Due Date	Total	Outstanding	Match Value
Invoice		31/05/2020	1500.00	1500.00	1500.00
Invoice		29/07/2020	1500.00	1500.00	1500.00

**Payment** **ALL** **NONE** **Auto Match** **ALL** **BY REFERENCE** **FROM PAYMENT** **FROM OUTSTANDING** **Match Priority** **OLDEST FIRST** **NEWEST**

**Payment** **Difference** **Outstanding** **CANCEL** **MATCH**

0.00 GBP - 3000.00 GBP 3000.00 GBP

Click on match:


Type	ID	Reference	Date	Total	Match Value	
					Working	Base
Invoice			14/01/2020	- 240.00 GBP	- 240.00 GBP	- 240.00 GBP
Credit			14/01/2020	240.00 GBP	240.00 GBP	240.00 GBP
Invoice			04/03/2020	- 1300.08 GBP	- 1300.08 GBP	- 1300.08 GBP
Credit			04/03/2020	1300.08 GBP	1300.08 GBP	1300.08 GBP
Refund			04/03/2020	- 1300.08 GBP	- 1300.08 GBP	- 1300.08 GBP
					- 1300.08 GBP	- 1300.08 GBP
<b>Payment: Total</b>					<b>1540.08 GBP</b>	<b>1540.08 GBP</b>
<b>Match Total (Outstanding)</b>					<b>- 2840.16 GBP</b>	<b>- 2840.16 GBP</b>
<b>Currency Gains and Loss</b>						<b>0.00 GBP</b>
<b>New Payment Amount</b>				<b>1602.61 USD</b>	<b>1300.08 GBP</b>	<b>1300.08 GBP</b>

BACK CONFIRM PAYMENT

Payment will be made in USD.

Click on confirm payment.

A remittance will be created:



## Remittance Advice

Account Code: **ASA001** Payment Ref:

**To**  
 Abbi Rydge  
 ASAP Tools Limited  
 Llanthony Road  
 Gloucester  
 GL2 5HL  
 United Kingdom

**From**  
 Advanced Manufacturing Ltd  
 Penny Lane Works, Newtown, Worcestershire  
 WR13 0MG  
 c.stevens@centralaccounting.co.uk  
 Company No.: 0654321;

Your Ref.	Our Ref.	Number	Date	Document Value	Payment Value	
<b>Invoices Paid</b>						
po1234	26		14/01/2020	£240.00	\$295.85	
	65		04/03/2020	£1,300.08	\$1,602.61	
<b>less Credits Taken</b>						
po1234	5		14/01/2020	£240.00	\$295.85	
	17		04/03/2020	£1,300.08	\$1,602.61	
<b>less Payments On Account</b>						
<b>add back Refunds</b>						
	80		04/03/2020	£1,300.08	\$1,602.61	
					Invoices	\$1,898.46
					less Credit Notes	\$1,898.46
					less Payments	\$0.00
					add back Refunds	\$1,602.61
					add new On/Account	\$0.00
					<b>Total</b>	<b>\$1,602.61</b>

Created by Advanced

## Cash accounting

### New Company setting

In Company Settings - Tax and Payroll, a new setting 'Cash Accounting' is available.

Note: This has replaced the tick box on the VAT Return Report:



**HMRC settings**

Gateway ID

Pass  
\*\*\*\*\* Change

Confirmation Email

**VAT**

☒ VAT registered

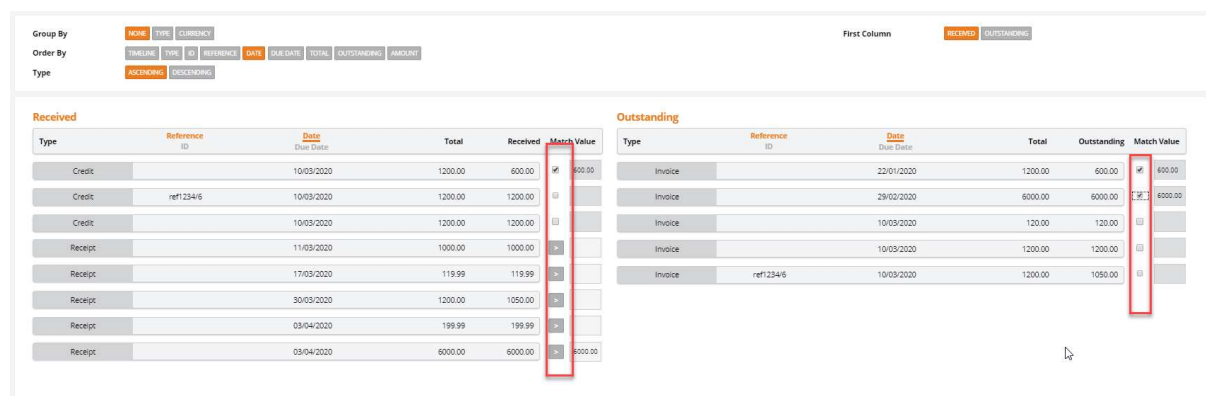
VAT number  
987 65 4321

☐ Cash Accounting

Advanced Business Tax Portal

☐ Enabled?

Part matching and unmatching in the match financial documents will be disabled if this box is ticked in company settings:



Group By: NAME TYPE CURRENCY  
Order By: TIMELINE TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT  
Type: ASCENDING DESCENDING

First Column: RECEIVED OUTSTANDING

Received						Outstanding					
Type	Reference ID	Date Due Date	Total	Received	Match Value	Type	Reference ID	Date Due Date	Total	Outstanding	Match Value
Credit		10/03/2020	1200.00	600.00	<input checked="" type="checkbox"/>	Invoice		22/01/2020	1200.00	600.00	<input checked="" type="checkbox"/>
Credit	ref123456	10/03/2020	1200.00	1200.00	<input type="checkbox"/>	Invoice		29/02/2020	6000.00	6000.00	<input checked="" type="checkbox"/>
Credit		10/03/2020	1200.00	1200.00	<input type="checkbox"/>	Invoice		10/03/2020	120.00	120.00	<input type="checkbox"/>
Receipt		11/03/2020	1000.00	1000.00	<input checked="" type="checkbox"/>	Invoice		10/03/2020	1200.00	1200.00	<input type="checkbox"/>
Receipt		17/03/2020	119.99	119.99	<input checked="" type="checkbox"/>	Invoice	ref123456	10/03/2020	1200.00	1050.00	<input type="checkbox"/>
Receipt		30/03/2020	1200.00	1050.00	<input checked="" type="checkbox"/>						
Receipt		03/04/2020	199.99	199.99	<input checked="" type="checkbox"/>						
Receipt		03/04/2020	6000.00	6000.00	<input checked="" type="checkbox"/>						

With cash accounting, only payments, receipts and refunds can be part matched, credits and invoices must be matched in full. Payments, receipts and refunds will have a chevron against them and the field will be enabled. Invoices and credits will only have a tick box and will have the field disabled.

### VAT

Documents will show on the VAT report once they have been matched/paid, if cash accounting is enabled.

The system will use the matching date to determine which VAT return the documents should appear on.

## CIS changes

### CIS payments for suppliers

When a payment certificate payment is created for a CIS supplier the system will now create a matching set in line with the changes for part matching.

Note: On the payment certificate payment screen there is only the option to match the certificate.

Financial Matching Sets (View More)

+ New

ID	Allocation Date	Matched Amount (Base)	Obsolete	Obsolete Date
273	12/05/2020	1,500.00	<input type="checkbox"/>	

This matching set will not be able to be unmatched:

#### Matching Set Details: 273 (Martin)

Note: This matching set includes documents subjected to Payment Certificate and cannot be unmatched.

Type	ID	Reference	Date	Total	Outstanding	Match Value		
						Original	Working	Base
Purchase Invoice	123		12/05/2020	-1,500.00 GBP	-0.00 GBP	-1,500.00 GBP	-1,500.00 GBP	-1,500.00 GBP
Payment	202		12/05/2020	1,011.00 GBP	0.00 GBP	1,011.00 GBP	1,011.00 GBP	1,011.00 GBP
Purchase Credit Note	53		12/05/2020	120.00 GBP	0.00 GBP	120.00 GBP	120.00 GBP	120.00 GBP
Purchase Credit Note	55		12/05/2020	69.00 GBP	0.00 GBP	69.00 GBP	69.00 GBP	69.00 GBP
Purchase Credit Note	56		12/05/2020	300.00 GBP	0.00 GBP	300.00 GBP	300.00 GBP	300.00 GBP
Received: Total							-1,500.00 GBP	-1,500.00 GBP
Match Total (Outstanding)							1,500.00 GBP	1,500.00 GBP
Currency Gains and Loss								
Write Off								

UNMATCH SET MATCHING SETS BACK

### CIS receipts for customers

As above the customer receipt for a CIS receipt will also create a matching set.

The option to create or create and match will appear on the receipt screen as per customer receipts.

Financial Matching Sets (View More)

+ New

ID	Allocation Date	Matched Amount (Base)	Obsolete	Obsolete Date
277	14/05/2020	1,200.00	<input type="checkbox"/>	

EDIT BACK

Again this matching set will not be able to be unmatched:

#### Matching Set Details: 277 (CIS Customer)

Note: This matching set includes documents subjected to CIS and cannot be unmatched.

Type	ID	Reference	Date	Total	Outstanding	Match Value		
						Original	Working	Base
Receipt	207		14/05/2020	-900.00 GBP	-0.00 GBP	-1,200.00 GBP	-1,200.00 GBP	-1,200.00 GBP
Invoice	111		14/05/2020	1,200.00 GBP	0.00 GBP	1,200.00 GBP	1,200.00 GBP	1,200.00 GBP
Received: Total							-1,200.00 GBP	-1,200.00 GBP
Match Total (Outstanding)							1,200.00 GBP	1,200.00 GBP
Currency Gains and Loss								
Write Off								

UNMATCH SET MATCHING SETS BACK

Note: The total value of the receipt and the received value on the matching screen are different indicating it is partly made up of a CIS value:

Advanced search

Search

Debit Account C

SEARCH

ID	Type	Dr. Acc.	Cr. Acc.	Dr. Val. GBP	Cr. Val. GBP	Dr. VAT GBP	Cr. VAT GBP	Created	Acc. Date	Reconciled?
1356	CustomerPayment	BANK1	cid1	1,200.00	1,200.00	0.00	0.00	14/05/20 09:22:38	14/05/20	N
1355	GeneralJournal	CISCUST	BANK1	300.00	300.00	0.00	0.00	14/05/20 09:22:38	14/05/20	N
1354	SalesInvoice	cid1	DEFSAL	1,200.00	1,000.00	0.00	200.00	14/05/20 09:20:51	14/05/20	N

The financial documents for a receipt created with CIS should:

Credit the customer account by the receipt amount plus CIS value.

Debit the bank account by the receipt amount.

Debit the CISCUST account by the receipt CIS value.

## Employee payments

Changes have been made to employee payments to allow for the part matching functionality.

When an employee payment is created there is now the option for a payment on account or to allocate payslips and expenses claim via the create and match option ( as per supplier payments).

### New Employee Payment

#### Details

☐ Payment on account?

**To** ?

**From** ?

**Payment date**

**Accounting date**

**Financial period**

**Reference** ?

**Narrative** ?

#### Documents to reconcile

Type	Id	Date	Supplier Ref	Additional Ref	Payment Ref	Owed	Paid
Expense Claim	115	22/04/2020*				120.00	
Expense Claim	119	07/05/2020*				1200.00	
Payslip	3	05/05/2020*				12250.85	

CREATE & MATCH

CANCEL

Select the required employee and the bank account.

Click on create and match:

### Matching Screen for S Smith (341)

Group By: None Type Currency  
Order By: Timeline Type ID Reference Date Due Date Total Outstanding Amount  
Type: Ascending Descending

First Column: Payment Outstanding

Payment						Outstanding					
Type	Reference ID	Date Due Date	On Hold	Total	Match Value	Type	Reference ID	Date Due Date	On Hold	Total Outstanding	Match Value
Invoice		22/04/2020	N	120.00	120.00	Invoice		22/04/2020	N	120.00	120.00
Payslip		30/04/2020	N	12250.85	12250.85	Payslip		30/04/2020	N	12250.85	12250.85
Invoice		07/05/2020	N	1200.00	1200.00	Invoice		07/05/2020	N	1200.00	1200.00

Selected payments: All None  
Outstanding: All None

Selected payments	New payment value	Outstanding	<span>CANCEL</span>
0.00 GBP	0.00 GBP	0.00 GBP	<span>MATCH</span>

Note: A pay slip cannot be part allocated in the matching screen.

Part match screen:

### Matching Screen for S Smith (341)

Group By: None Type Currency  
Order By: Timeline Type ID Reference Date Due Date Total Outstanding Amount  
Type: Ascending Descending

First Column: Payment Outstanding

Payment						Outstanding					
Type	Reference ID	Date Due Date	On Hold	Total	Match Value	Type	Reference ID	Date Due Date	On Hold	Total Outstanding	Match Value
Invoice		22/04/2020	N	120.00	120.00	Invoice		22/04/2020	N	120.00	120.00
Payslip		30/04/2020	N	12250.85	12250.85	Payslip		30/04/2020	N	12250.85	12250.85
Invoice		07/05/2020	N	1200.00	1200.00	Invoice		07/05/2020	N	1200.00	1200.00

Selected payments: All None  
Outstanding: All None

Selected payments	New payment value	Outstanding	<span>CANCEL</span>
0.00 GBP	12370.85 GBP	12370.85 GBP	<span>MATCH</span>

Select the items to be paid.

New payment value is the value to be paid to the employee.



Click on match:

Type	ID	Reference	Date	Total	Match Value
Invoice	115		22/04/2020	- 120.00 GBP	- 120.00 GBP
Payslip	3		30/04/2020	- 12250.85 GBP	- 12250.85 GBP
					- 12370.85 GBP
<b>Match Total (Outstanding)</b>					<b>- 12370.85 GBP</b>
<b>Currency Gains and Loss</b>					<b>0.00 GBP</b>
<b>New Payment Amount</b>					<b>12370.85 GBP</b>

BACK CONFIRM PAYMENT

Confirm the payment.

A remittance will be created:

print email smmith@hotmail.co.uk

## Employee Remittance Advice

Account Code: SSM1001 Payment Ref:

**To**  
S Smith  
20  
20  
2222

**From**  
Advanced Manufacturing Ltd  
Penny Lane Works, Newtown, Worcestershire  
WR13 0MG  
c.stevens@centralaccounting.co.uk  
Company No.: 0654321;

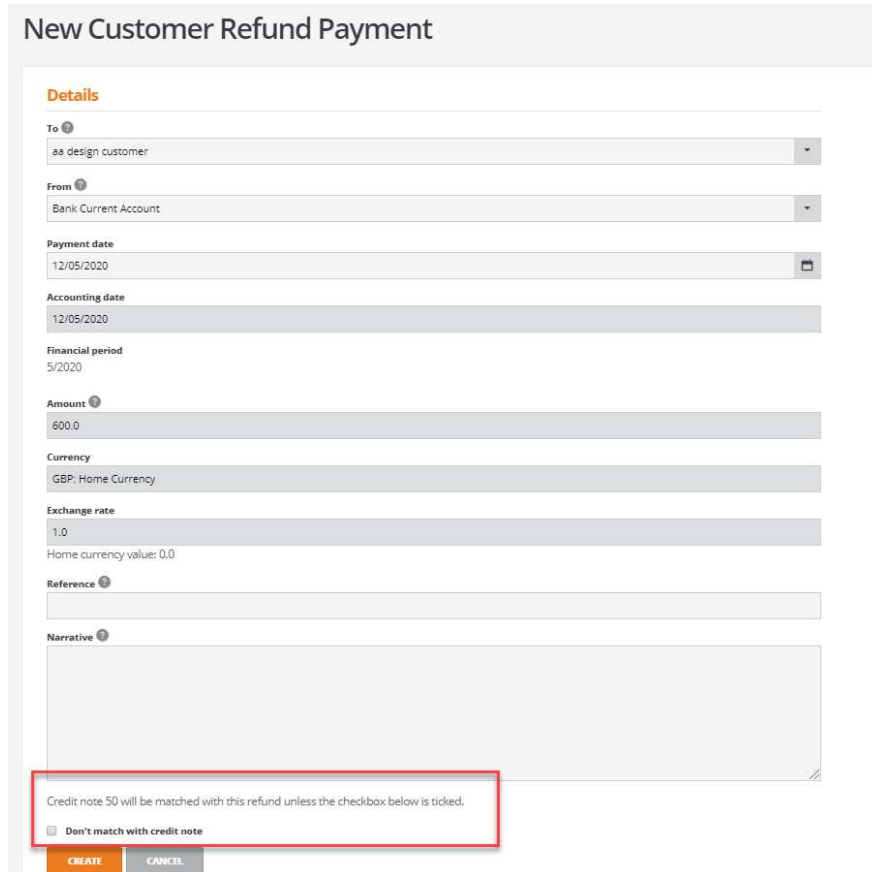
Your Ref.	Our Ref.	Number	Date	Value
<b>Payslips Paid</b>				
	3		30/04/2020	£12,250.85
<b>Invoices Paid</b>				
	115		22/04/2020	£120.00
<b>less Credits Taken</b>				
<b>less Payments On Account</b>				
<b>add back Refunds</b>				
Payslips				£12,250.85
add Expense Claims				£120.00
less Credit Notes				£0.00
less Payments				£0.00
add back Refunds				£0.00
add new On Account				£0.00
<b>Total</b>				<b>£12,370.85</b>

Created by Advanced

## Changes to credit and refund screen

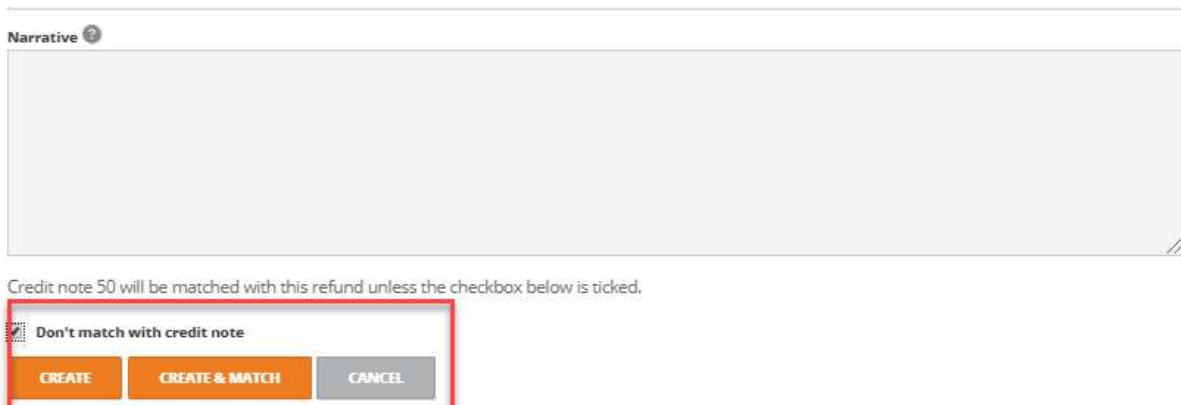
For both customers and suppliers the screen for creating a credit and refund has changed slightly.

When creating a credit note if create refund option is ticked, on saving the credit the refund screen will open:



If the checkbox is not ticked the credit and the refund will be automatically matched and the create button will be the active button.

If the check box on this screen is ticked, the refund and the credit note will not be matched automatically and the create and match option will become active. This will take the user to the part matching screen to allow the credit and the refund to be selected:



## Matching Screen for aa design customer (345)

Group By: NONE TYPE CURRENCY  
 Order By: AMOUNT TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT  
 Type: ASCENDING DESCENDING

First Column: RECEIVED OUTSTANDING

### Received

Type	ID Reference	Date Due Date	On Hold	Total	Received	Match Value
Credit	24	10/03/2020	N	1200.00	1200.00	>
Credit	25	10/03/2020	N	1200.00	1200.00	>
Credit	26	10/03/2020	N	1200.00	1200.00	>
Receipt	99	11/03/2020	N	1000.00	1000.00	>
Receipt	107	17/03/2020	N	119.99	119.99	>
Receipt	123	30/03/2020	N	1200.00	1200.00	>
Receipt	126	03/04/2020	N	199.99	199.99	>
Receipt	127	03/04/2020	N	6000.00	6000.00	>
Credit	50	22/04/2020	N	600.00	600.00	>
Credit	49	30/04/2020	N	900.00	900.00	>
Credit	47	30/04/2020	N	60.00	60.00	>

### Outstanding

Type	ID Reference	Date Due Date	On Hold	Total Outstanding	Match Value
Invoice	71	22/01/2020	N	1200.00 1200.00	>
Invoice	70	29/02/2020	N	6000.00 6000.00	>
Invoice	69	10/03/2020	N	120.00 20.00	>
Invoice	72	10/03/2020	N	1200.00 1200.00	>
Invoice	77	10/03/2020	N	1200.00 1200.00	>
Invoice	107	22/04/2020	N	600.00 600.00	>
Invoice	108	30/04/2020	N	900.00 900.00	>
Refund	200	12/05/2020	N	600.00 600.00	> 600.00