

Using Direct Posting

Occasionally adjustments will need to be made to a Customer's account that cannot be done using an Invoice or Credit Note.

These are done using the Direct Posting function.

In this course you will be shown how to enter Direct Postings and then match them to both Credits and Debits.

There are three places where you will find the option for entering a 'Direct Posting'.

From the 'Accounts Receivable' tab, 'Direct Posting'.

From the 'Browser', Cash Matching Browser window, 'Direct Posting' toolbar button.

And from within the 'Cash Matching' window.

Select a 'Customer' for the adjustment.

The 'Branch' defaults to the current branch. You can change this if needed.

The 'Transaction type' defaults to 'Adjustment'.

Enter the 'Amount'.

Credit adjustments are entered with a preceding minus sign.

Debit adjustments are entered without a minus sign.

Select a 'Reason' for the Direct Posting entry. These have been predefined in System Manager.

There are three tabs for entering further information for the posting.

The 'Details' tab allows you to select the 'Customer address' and 'References'.

The 'Transaction Date' defaults to the current date.

Clicking on the 'GL Distribution' tab shows the entries that will be made to the General Ledger accounts.

Use the 'Notes' tab to enter further explanation of the adjustment.

When the entry is complete, click 'Ok'.

The Direct Posting becomes an unapplied transaction that needs to be matched just like a payment or credit note.

Select 'Cash Matching' from the 'Accounts Receivable' tab.

Select the 'Customer'.

The Direct Posting appears in the 'Unapplied cash/credits' since it was entered as a credit.

Had it been entered as a debit, it would appear in the 'Unapplied invoices/debits' area.

Select the 'Adjustment'.

Match the 'Adjustment' to the applicable 'Invoices/Debits' until the full amount is applied.

'Save and Close' the matching session.

Direct Posting provides another option for maintaining the accuracy of Customer accounts.

Once entered remember to Match these adjustments to the appropriate debit or credit.

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