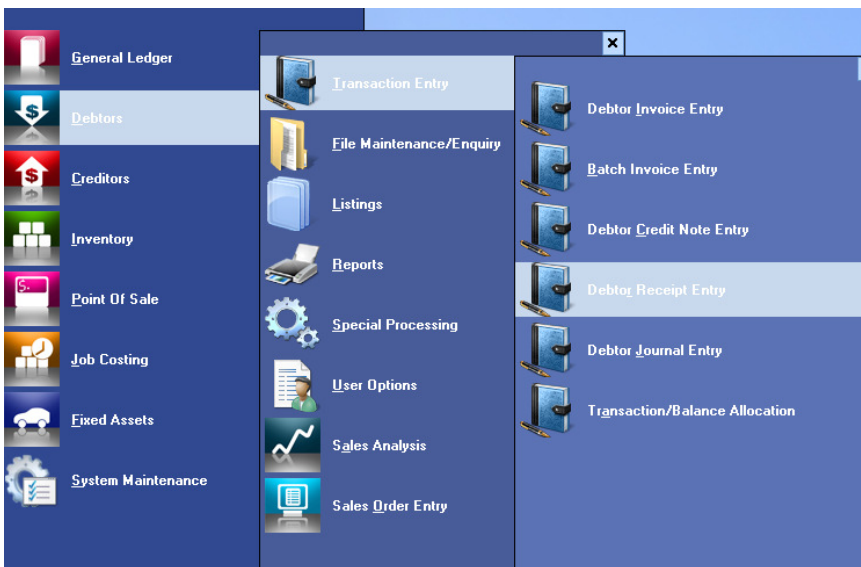


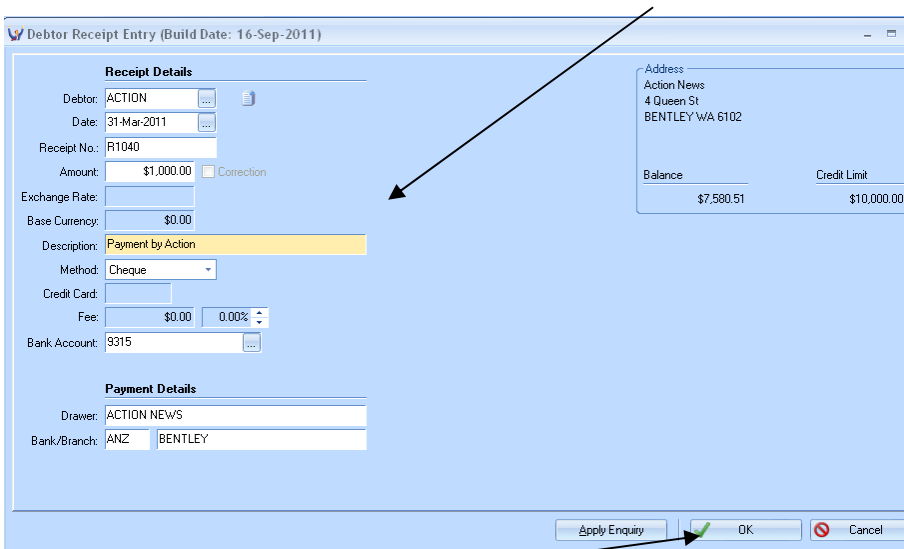
## How do I enter a customer receipt/payment in Triumph?

### Entering a customer receipt/payment

Go to Debtor Receipt Entry {D – T – R}



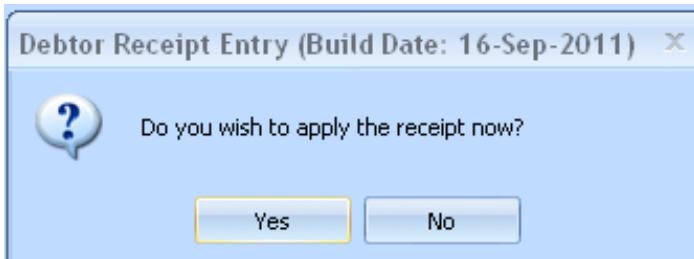
Select the Debtor and enter Receipt No, Amount, Description, Method, Bank Account



The screenshot shows the 'Debtor Receipt Entry' form. The 'Receipt Details' section contains the following fields: Debtor (ACTION), Date (31-Mar-2011), Receipt No. (R1040), Amount (\$1,000.00), Exchange Rate, Base Currency (\$0.00), Description (Payment by Action), Method (Cheque), Credit Card, Fee (\$0.00), and Bank Account (9315). The 'Payment Details' section contains Drawer (ACTION NEWS) and Bank/Branch (ANZ BENTLEY). An address box on the right shows 'Action News, 4 Queen St, BENTLEY WA 6102'. A table below the address shows a balance of \$7,580.51 and a credit limit of \$10,000.00. At the bottom, there are buttons for 'Apply Enquiry', 'OK', and 'Cancel'. A black arrow points from the text above to the 'Amount' field.

Select OK

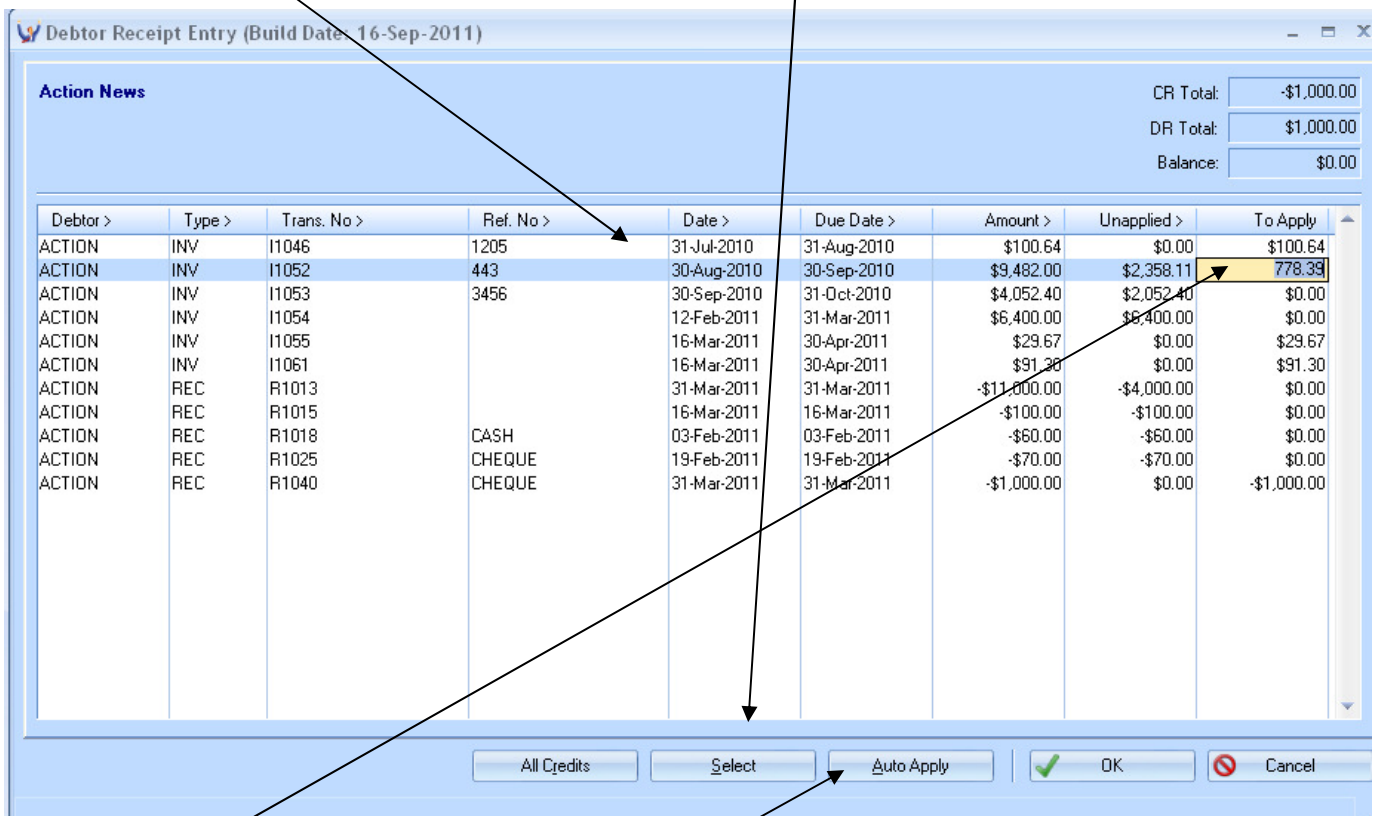
You will be presented with the following message



Select "Yes"

This will bring up the Receipt Allocation screen

Highlight lines to allocate the payment to and click on the "Select" button.

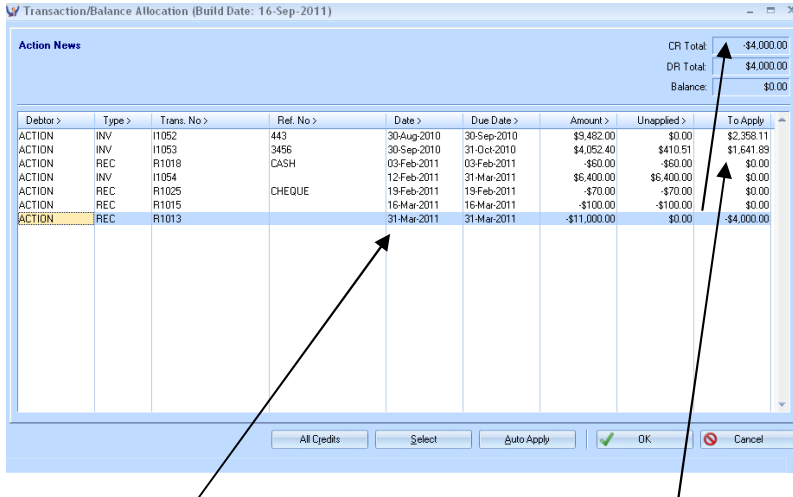


To allocate the payment (or the remainder of the payment) against an invoice of a larger amount highlight line to allocate the payment to and click on the "Auto Apply" button

When finished click on the OK button.

## Allocating Payments at a later date

If you do not wish to allocate the payment at time of entry you can allocated payments later, using the Debtors Transaction/Balance Allocation option {D – T – A}

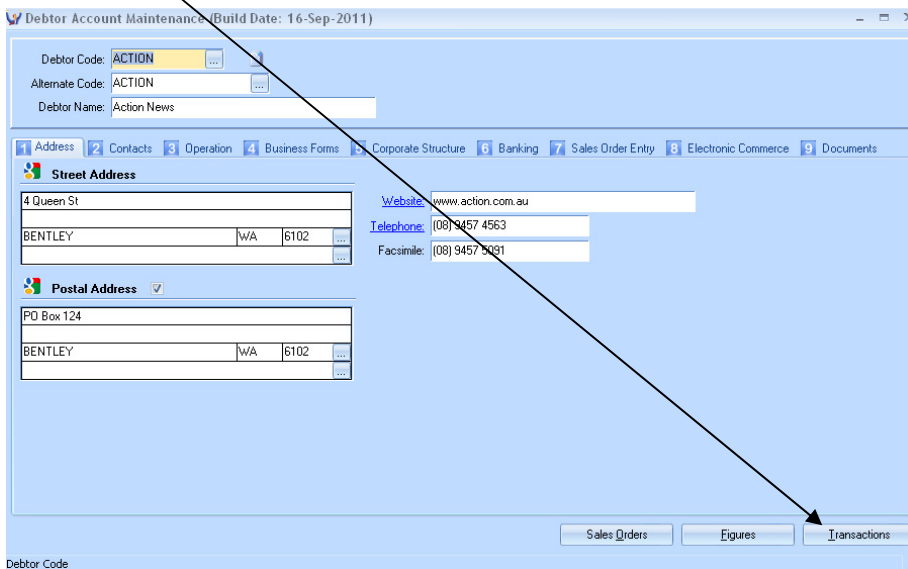


Select the payment to allocate and apply against invoices as appropriate

## Un-allocating Payments

You can also unallocated payments using Debtor Account Maintenance {D – F – A}

Transactions screen



Debtor Transactions Enquiry (Build Date: 16-Sep-2011)

Action News

Type	Trans. No.	Ref. No.	Event	Date	Due Date	Unapplied	Amount	Sales Ref.
INV	I1052	443		467 30-Aug-2010	30-Sep-2010	\$2,358.11	\$9,482.00	
INV	I1053	3456		468 30-Sep-2010	31-Oct-2010	\$2,052.40	\$4,052.40	
REC	R1018	CASH		23078 03-Feb-2011	03-Feb-2011	-\$60.00	-\$60.00	
INV	I1054			469 12-Feb-2011	31-Mar-2011	\$6,400.00	\$6,400.00	
REC	R1025	CHEQUE		23087 19-Feb-2011	19-Feb-2011	-\$70.00	-\$70.00	
REC	R1015			530 16-Mar-2011	16-Mar-2011	-\$100.00	-\$100.00	
REC	R1013			472 31-Mar-2011	31-Mar-2011	-\$4,000.00	-\$11,000.00	

Buttons: Reprint Form, Change Due Date, View Lines, Applied Trans., Event Enquiry, Figures

Select the transaction line to unallocated and select Applied Trans. button

Debtor Applied Transaction Enquiry (Build Date: 16-Sep-2011)

Type	Trans. No.	Date	Amount	Applied
INV	I1052	30-Aug-2010	\$9,482.00	\$7,123.89
CRN	N1004	30-Oct-2010	-\$1,345.50	-\$1,345.50
REC	R1013	31-Mar-2011	-\$11,000.00	-\$5,000.00
REC	R1040	31-Mar-2011	-\$1,000.00	-\$778.39

Buttons: Unapply All, Unapply Item, Close

Select the transaction to Un-apply and select the Unapply Item button

Unapply Debtor Transaction - ACTION

Do you wish to unapply transaction R1013 ?

Yes No

**NOTE**

You can un-allocate all transactions at once by using the Unapply All button

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For further information please contact our office

CA Management Services  
88 Burswood Road  
BURSWOOD WA 6100  
Telephone: 08 9470 9922  
Fax: 08 9470 9955  
Email: [support@caman.com.au](mailto:support@caman.com.au)  
Web: [www.caman.com.au](http://www.caman.com.au)