

HANDLING DOWN PAYMENTS IN CAFAM INVOICES

1. First enter the Amount of Part Payment in the Cash Book as follows:

The screenshot shows the 'Aircraft Maintenance Program' window with the 'Cash Book' menu selected. A callout box points to the menu path: 'MENU SELECTION in ACCOUNTS MODULE'. Below, the 'CAFAM System CASH BOOK' window is shown with fields for 'ACCOUNT Name', 'Pay-in Ref No', 'Date', 'Current Balance', 'UnAllocatd Amt', and 'Nominal Code Cr: Db:'. A callout box points to the 'ACCOUNT Name' field: 'ACCOUNT TO CREDIT'. The 'Post/Edit Rcpts [Cash-IN]' menu is selected, and a callout box points to the 'Optional Ref No' field: 'Optional Ref No'. The main window displays the following data:

ACCOUNT :	ADL AVIA	Pay-in Ref No :	101177
Name :	ADL Aviation	Date :	01/01/2008
USD Current Balance:	3276.45	New Balance:	2076.45
UnAllocatd Amt:	0.00	UnAllocated:	1200.00
Nominal Code Cr:	SAL/CTLUSD - Sales Control Acc		
Db:	BANK/CURR - Bank Account		
USD Amount :	1200.00		

At the bottom, there are 'ALL DETAILS OK', 'YES', and 'NO' buttons. A callout box points to the 'Nominal Code Cr' field: 'Enter Ledger Codes if applicable to you'. Another callout box points to the 'USD Amount' field: 'Enter the amount'.

NOTES:

1. Ledger Codes are needed only if you are using the SLS Accounts Program in full
2. Select Cancel when done – DO NOT SELECT “RECONCILE” or “EDIT”

The screenshot shows a 'Reconcile Invoices...' dialog box with three buttons: 'Reconcile', 'Edit', and 'Cancel'. A callout box points to the 'Cancel' button, indicating that it should be selected when done.

2. DURING INVOICE PROCESS AT PRINT TIME YOU WILL BE PROMPTED THE AMOUNT

CAFAM System-Main Menu JD-TEST01/01/2008

Recvbls Payables Cash Book Nominal Reports Utilities CustMen Exit

Account Details

Invoices & Credit Notes

Print Receivable A/Cs

CAFAM System

ACCOUNT : [ADI AVIA] Inv No : [Next No.] INV

Name : ADL Aviation Date : 01/01/2008

I N V O I C E Balance : 2076.45

Invoice Lines						
Sales Ledger Code	Description	Cur	Rate	Tax Code	Net	VAT
HNG0001	Hangarage	USD	1.550	3	1500.00	90.00
						120.00
					0.00	

Credit Notes

Printable A/Cs

CAFAM System

ACCOUNT : [ADT &VT&] Inv No : [Next No.] INV

Print Company Header ? Y/N: Footer at Bottom... ? Y/N :

COMMENTS:

E. & O.E.
 Terms: 30 Days (Payment due before 31/01/2008)
 Trading subject to our Conditions available on request
 All Goods remain the property of Zenner Ltd until paid in full

Our Bank Details: National Westminster Bank plc
 PO Box 18, Bromley, Kent BR16 1Z5, UK
 Sort Code: 10-20-20 Account No: 87654321

Visit our Website: www.zenner.co.uk

Down Payment Found

PROMPT FOR DOWN-PAYMENT, PRINTS HERE

E. & O.E.	1500.00	210.00		
Terms: 30 Days (Payment due before 31/01/2008)	TOTAL USD 1710.00			
Trading subject to our Conditions available on request			Down Payment Received	1200.00
All Goods remain the property of Zenner Ltd until paid in full			Amount Due this Invoice	510.00

Our Bank Details: National Westminster Bank plc
 PO Box 18, Bromley, Kent BR16 1Z5, UK
 Sort Code: 10-20-20 Account No: 87654321

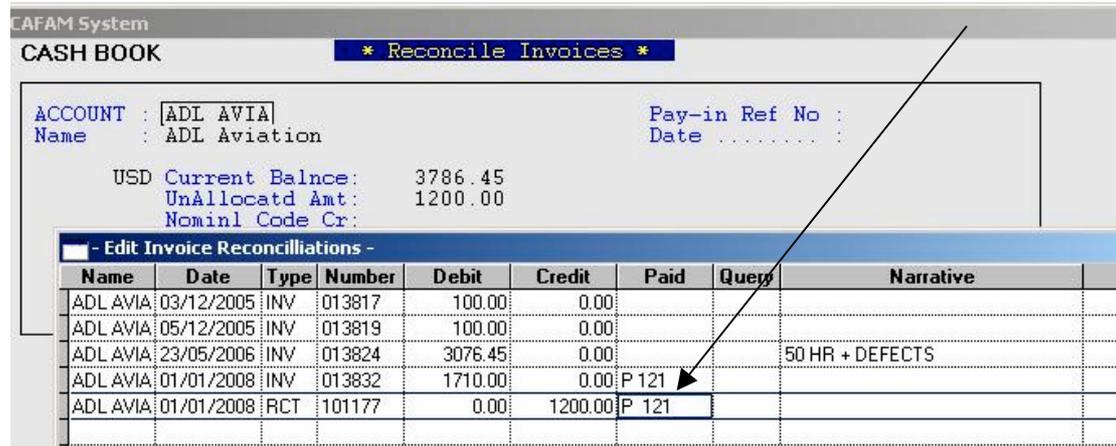
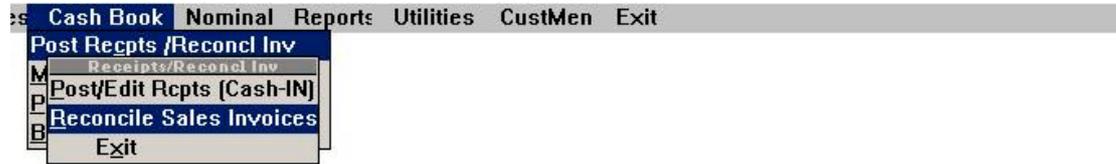
Tax Code Analysis

0 = Zero 1 = 6.00 % 2 = 8.00 % 3 = Combined 4 = Exempt

VAT 6.00 %	90.00
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3. CLOSING THE DOWNPAYMENT FOR NEXT INVOICE

To close the down payment on the invoice, go back to the cash-book menu in the accounts module and do a reconciliation against the invoice, i.e the column "PAID" needs the letter "P" plus any Ref No that matches the transactions



For those Users of CAFAM that are not using the Accounts we supply, then you need only insert the letter "P" to close the Down Payment

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