

HANDLING DOWN PAYMENTS IN CAFAM INVOICES

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

Aircraft Maintenance Program
File Edit Run Help
Zenner Aviation Inc = 1.5001.2
CAFAM System-Main Menu
Recvbl: Payables **Cash Book** Nominal Reports Utilities
Post Rcpts /Reconcl Inv
Receipts/Reconcl Inv
Post/Edit Rcpts [Cash-IN]

CAFAM System
CASH BOOK

ACCOUNT :
Name :
Pay-in Ref No :
Date :
Current Balance:
UnAllocatd Amt:
Nominal Code Cr:
Db:
Amount :
OK Cancel

CAFAM System
CASH BOOK * Post New Receipts *

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

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”

Reconcile Invoices...

Reconcile Edit Cancel

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		Inv No	Next No	INV
ACCOUNT :	ADI AVIA	Date :	01/01/2008	
Name :	ADI Aviation	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

able A/Cs

CAFAM System		Inv No	Next No	INV
ACCOUNT :	ADI AVIA	Date :	01/01/2008	

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

PROMPT FOR DOWN-PAYMENT, PRINTS HERE

Down Payment Found

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			
	1500.00	210.00	
	TOTAL USD		1710.00
	Down Payment Received		1200.00
	Amount Due this Invoice		510.00

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

es Cash Book Nominal Reports Utilities CustMen Exit

Post Rcpts /Reconcl Inv

Receipts/Reconcl Inv

M Post/Edit Rcpts (Cash-IN)

P Reconcile Sales Invoices

B Exit

CAFAM System

CASH BOOK * Reconcile Invoices *

ACCOUNT : ADL AVIA Pay-in Ref No :
Name : ADL Aviation Date :
USD Current Balnce: 3786.45
UnAllocatd Amt: 1200.00
Nomlnl Code Cr:

- Edit Invoice Reconciliations -

Name	Date	Type	Number	Debit	Credit	Paid	Quest	Narrative
ADL AVIA	03/12/2005	INV	013817	100.00	0.00			
ADL AVIA	05/12/2005	INV	013819	100.00	0.00			
ADL AVIA	23/05/2006	INV	013824	3076.45	0.00			50 HR + DEFECTS
ADL AVIA	01/01/2008	INV	013832	1710.00	0.00	P 121		
ADL AVIA	01/01/2008	RCT	101177	0.00	1200.00	P 121		

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

-end-