

Sales Ledger Rectify Allocation

Use the Rectify Allocation command to select and deallocate a previously posted allocation for the current customer. That is, to correct an allocation that was posted in error. When required, you can also remove any associated transactions such as receipts, discounts or exchange rate discrepancies.

Sales Processing : ADA0001 - Adams Light Engineering Ltd

General Memo List

Company Name : Adams Light Engineering Ltd

Address : Close Road
Gosforth Industrial Park
Gosforth
Northumberland

Post Code : NC5 1WR

A/C Contact : James Miller

E-Mail Address : james.miller@al-eng.co.uk

Order Contact : Gordon Smethwick

E-Mail Address : GS@adl.co.uk1

Ledger Account : 

Invoice Account : 

Current Balance :  16780.16

Avg Debtor Days :  155.9

Order Balance : 7411.01

Turnover :  12774.81

Credit Limit : 287500.00

Telephone : 01662 678546

Facsimile : 01662 775500

Web Site : www.adamslight.co.uk

First Created : 31/05/2012

Last Modified : 22/01/2023

Last Invoice : 17/05/2024

Last Receipt : 31/01/2024

Correspondence : 30/04/2024 2

Action 

View

Document Management

O.L.E.

Options

Terms

Analysis

Delivery

Export

Contacts

Invoice F5

Credit F6

Receipt F7

Refund

Adjustment

Allocations F8

Rectify Allocation

Cancel

Close

Important: Errors with 'Cash with invoice' transactions cannot be rectified in this process. These transactions involve cash details that were entered in either the Sales Ledger or in Sales Order Processing/Invoicing.

Whenever a deallocation is made, appropriate historical (audit trail) information is retained. This information will be purged when the Period End command is run. This happens provided the transactions exceed the number of periods specified in the Keep Transactions box on either the Options form associated with each customer's record on the Sales Ledger -Processing form or on the Sales Ledger - Utilities - Set Options form.

The Rectify Allocation command is in the form of a wizard which takes you through each stage of the command. This assists you in selecting the required allocation and associated transactions, selecting the error correction process to be executed, and actually executing the process.

The wizard cannot be run if the relevant tables are being used by another process, likewise, once the wizard has been initiated, the relevant tables are locked so that they cannot be used by any other process.

Remove Allocated Transactions

Select to both deallocate the original allocation of the invoice or credit note and also to remove the allocated receipt or refund.

Any discount or exchange rate discrepancy (for transactions involving foreign currencies) that was calculated when the original allocation transaction was posted will also be removed. This is because they are part of the original allocation and when the transaction is reallocated the discount or exchange rate discrepancy may be different.

How to Rectify Allocations

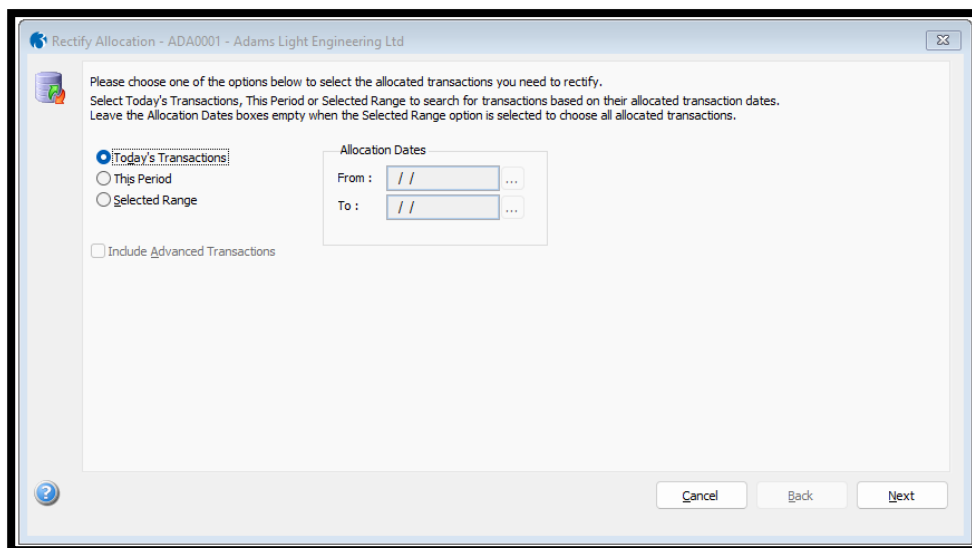
Use the Rectify Allocation command to select and deallocate a previously posted allocation for the current customer. That is, to correct an allocation that was posted in error. Also see the Rectify Allocation Help topic for more information about this function.

The Rectify Allocation command is in the form of a wizard which takes you through each stage of the process. This assists you in selecting the required allocation and associated transactions, selecting the error correction process to be executed, and actually executing the process.

Important: Errors with 'Cash with invoice' transactions cannot be rectified in this process. These transactions involve cash details that were entered in either the Sales Ledger or in Sales Order Processing/Invoicing.

Running the Wizard

1. Open the Sales Ledger folder and then click Processing or click the Financials tab and then click Sales Ledger - Processing on the Ribbon Bar.
2. Navigate to the relevant customer. Then click Rectify Allocation on the Action menu. Follow the on-screen instructions to carry out this process. All the necessary instructions and explanations regarding the different steps in this process are provided on-screen.



Once a transaction (and its related transactions) are selected, you cannot select another transaction. For example, if you select invoice 'inv98723' which has been allocated to receipt '67345', this receipt will also be selected. No further transactions can then be selected.

At the stage where you are asked to select the required allocated transaction, you can use Control + F to use the Find function. This enables you to search on any of the grid columns, for example, to quickly find specific invoice numbers or cheque numbers.

Rectify Allocation - ADA0001 - Adams Light Engineering Ltd

Find the required allocated transaction using the keyboard arrows or the vertical scroll bar. Then press F5, or double-click, to select all related transactions.

Date	Type	Ref 1	Ref 2	Allocation	Debit	Credit	Selected
02/04/2022	Receipt	ADA-00001	BACS	78		715.80	✓
15/04/2022	Invoice	INV03927	**CONSOLID*	78	1810.01		✓
30/04/2022	Invoice	INV03930	ADA-CONTRACT-X293	78	178.85		✓
30/04/2022	Invoice	INV03931	ADA-CONTRACT-X293	78	158.54		✓
02/05/2022	Receipt	ADA-00001	BACS	78		715.80	✓
02/06/2022	Receipt	ADA-00001	BACS	78		715.80	✓
30/04/2022	Invoice	INV03931	ADA-CONTRACT-X293	79	20.31		
30/04/2022	Invoice	INV03932	ADA-CONTRACT-X293	79	178.85		
06/05/2022	Invoice	INV03953	ADA-CONTRACT-X293	79	178.85		
13/05/2022	Invoice	INV03962	ADA-CONTRACT-X293	79	178.85		
27/05/2022	Invoice	INV03968	ADA-CONTRACT-X293	79	178.85		
27/05/2022	Invoice	INV03969	ADA-CONTRACT-X293	79	178.85		
27/05/2022	Invoice	INV03980	**CONSOLID*	79	28733.95		
03/06/2022	Invoice	INV03988	ADA-CONTRACT-X293	79	178.85		

Select the Remove Allocated Transactions option to both deallocate the invoice or credit note and remove the allocated transactions (receipts, refunds, discounts, write off or exchange discrepancies). The invoice or credit note will not be removed.

☐ Remove Allocated Transactions

Cancel Back Next

Rectify Allocation - ADA0001 - Adams Light Engineering Ltd

You have selected the following allocation to undergo the Rectify Allocation process:

Transactions to be Rectified

Date	Type	Ref 1	Ref 2	Allocation	Debit	Credit
02/04/2022	Receipt	ADA-00001	BACS	78		715.80
15/04/2022	Invoice	INV03927	**CONSOLID*	78	1810.01	
30/04/2022	Invoice	INV03930	ADA-CONTRACT-X293	78	178.85	
30/04/2022	Invoice	INV03931	ADA-CONTRACT-X293	78	158.54	

Transactions to be Removed

Date	Type	Ref 1	Debit	Credit	Balance
02/04/2022	Receipt	ADA-00001	715.80		0.00
02/05/2022	Receipt	ADA-00001	715.80		0.00
02/06/2022	Receipt	ADA-00001	715.80		0.00

To rectify the above allocation and remove the allocated transactions, enter a comment and then press the Start button.

Comment

MISSPOST

Cancel Back Start

Opera 3

 You are about to run the Rectify Allocation process. Are you sure?

Yes No

Upon completion of the Rectify Allocation process, the Publisher form is displayed which enables you to produce an audit trail report. If you have selected to do a deallocation only, that is, you did not select the Remove Allocated Transactions check box, then the report contains only information pertaining to the deallocation; however, if you selected to post a deallocation and to remove the associated transactions, that is, you did select the Remove Allocated Transactions check box, then the report will contain information pertaining to both the deallocation and to the removed transactions.

In the example below the receipts were removed because the Remove Allocated Transactions box was selected. Receipts can be removed however invoices cannot be removed they would need to be credited back.

The audit trail report also states whether or not you selected the Remove Allocated Transactions check box.

Sales Ledger Rectified Allocations Audit									
Orion Vehicles Leasing									
Created on 08/05/2025 at 16:37 by ADMIN									
Includes Removed Transactions									
Sales Ledger Rectified Allocations Audit									
Page 1									
Account	Ref.	Deallocated	Type	Date	Ref 1	Ref 2	Dr	Cr	Comment
ADA0001	78	08/05/2025	Receipt	02/04/2022	ADA-00001	BACS	715.80		MISSPOST
			Invoice	15/04/2022	INV03927	*CONSOLID*		1810.01	
			Invoice	30/04/2022	INV03930	ADA-CONTRACT-X293		178.85	
			Invoice	30/04/2022	INV03931	ADA-CONTRACT-X293		158.64	
			Receipt	02/05/2022	ADA-00001	BACS	715.80		
			Receipt	02/06/2022	ADA-00001	BACS	715.80		
Adams Light Engineering Ltd							2147.40	2147.40	
Removed Transactions							Value		
			Receipt	02/04/2022	ADA-00001	BACS	-715.80		Bank A/C
			Receipt	02/05/2022	ADA-00001	BACS	-715.80		C310 R2000005648
			Receipt	02/06/2022	ADA-00001	BACS	-715.80		C310 R2000005655
									C310 R2000005661

Rectify Allocation - ADA0001 - Adams Light Engineering Ltd

Find the required allocated transaction using the keyboard arrows or the vertical scroll bar. Then press F5, or double-click, to select all related transactions.

Date	Type	Ref 1	Ref 2	Allocation	Debit	Credit	Selected
30/04/2022	Invoice	INV03931	ADA-CONTRACT-X293	79	20.31		✓
30/04/2022	Invoice	INV03932	ADA-CONTRACT-X293	79	178.85		✓
06/05/2022	Invoice	INV03953	ADA-CONTRACT-X293	79	178.85		✓
13/05/2022	Invoice	INV03962	ADA-CONTRACT-X293	79	178.85		✓
27/05/2022	Invoice	INV03968	ADA-CONTRACT-X293	79	178.85		✓
27/05/2022	Invoice	INV03969	ADA-CONTRACT-X293	79	178.85		✓
27/05/2022	Invoice	INV03980	*CONSOLID*	79	28733.95		✓
03/06/2022	Invoice	INV03988	ADA-CONTRACT-X293	79	178.85		✓
30/06/2022	Invoice	INV03997	ADA-CONTRACT-X293	79	172.64		✓
15/07/2022	Receipt	ADA-R4905449	BACS	79		30000.00	✓
30/06/2022	Invoice	INV03997	ADA-CONTRACT-X293	80	6.21		
30/06/2022	Invoice	INV03998	ADA-CONTRACT-X293	80	178.85		
30/06/2022	Invoice	INV03999	ADA-CONTRACT-X293	80	178.85		
02/07/2022	Receipt	ADA-00001	BACS	80		715.80	

Select the Remove Allocated Transactions option to both deallocate the invoice or credit note and remove the allocated transactions (receipts, refunds, discounts, write off or exchange discrepancies). The invoice or credit note will not be removed.

☒ Remove Allocated Transactions

Cancel Back Next

After Running the Wizard

Once the wizard has finished, the following takes place:

- If a deallocation only was performed, that is, you did not select the Remove Allocated Transactions check box, and you have permission to access the Allocations form, then a dialog is displayed to enable you to reallocate the transactions.
- If a deallocation and removal of associated transactions was done, that is, you did select the Remove Allocated Transactions check box, the wizard closes after the Finish button is selected.

These updates are then completed:

- The associated transaction is removed from the Sales Ledger. If you select an allocation which contains multiple receipts, all of the receipts are removed. You will then have to post all of the receipts to the customer account again.

Example ...

Invoice 1: 100.00

Receipt 1: -10.00 Posted 'On Account'

Receipt 2: -20.00 Posted 'On Account'

Receipt 3: -30.00 Posted 'On Account'

Receipt 4: -40.00 Allocated against all of the transactions above (this could be at the time of posting Receipt 4 or later via the Allocations form)

- If the Sales Ledger is linked to the Nominal Ledger, a reversing journal is posted. The journal's posting date is either the Opera system date or the date entered in the NL Posting Date box (if Open Period Accounting is used).
- If the Cashbook is used, a refund is posted. If the original receipt is still in the Cashbook the same bank account will be updated. If the original payment cannot be found in the Cashbook the customer's default bank account or the bank account on the Sales Ledger - Utilities - Set Option form will be used.