QUICK REFERENCE GUIDE

DISBURSEMENTS

ACCESSING DISBURSEMENTS

Disbursements are accessed by selecting **Disbursement Input** from the **Task Pad** in the **Entry** menu.

CREATING NEW DISBURSEMENT BATCHES

- Click on the **New Batch** button from the batches refiner.
- Select an office if appropriate.
- Enter a description for the disbursement batch.
- Amend the date if necessary.
- Add any comments if required.
- Click on **OK** to save the disbursement batch.

ADDING DISBURSEMENT DETAILS TO THE BATCH

- Click onto the description of the disbursement batch that details are to be added to.
- Click on the **New** button to create a new disbursement entry.
- Enter a description for the entry.
- Enter a date for the disbursement entry (or proceed to the next step if today's date is required).
- Enter or search for a client code or non chargeable code.
- Select the service that the disbursement is to be allocated to.
- Select a job (if jobs are being used).
- Select an analysis code for the disbursement.
- Enter either the number of units or the Net/ Gross amount for the disbursement. (This will depend on the analysis code chosen).
- Adjust the VAT rate if necessary.
- Select the correct Charge Band if Charge bands are in use. (Only in conjunction with Unit Rates)
- Enter any supplier or reference details as required. These are for information purposes only.
- Click on **OK** to save the disbursement entry. Or..Click onto **New** to save the entry and create a new disbursement entry, or click onto **Next** to save the entry and create a new entry for the same client.

EDITING DISBURSEMENT ENTRIES

- From the disbursement details page, select the disbursement batch and then select the entry to be edited by clicking onto the disbursement description.
- Make the necessary changes.
- Click on **OK** to save the changes.

DELETING DISBURSEMENT ENTRIES

- From the disbursement details page, select the disbursement batch and then select the entry to be deleted.
- Click on the **Delete** button

COMPLETING DISBURSEMENTS

Once a disbursement batch is completed, click on the **Complete** button to mark the batch as complete and allow it to be approved.

POSTING DISBURSEMENTS

Disbursements are posted from the **Disbursement Posting** page of the **Task Pad** in the **Entry** menu.

Select the Disbursement Batches that are to be posted. Set the Posting date requirement – the options are Period End Date, Expense Date (this is the date of the disbursement batch) or Today's date.

Click onto the **Post** button to post the disbursement batches.