

# QUICK REFERENCE GUIDE

## PROVISIONS

Provisions are where part of the WIP or DRS/AR on a client is deemed to be 'at risk' and may not be recovered. A provision can be made for this 'at risk' amount and viewed through a portfolio to give a net lockup view that includes any amounts that have been provided for.

Note: Any provisions entered will not have any effect on actual WIP and DRS/AR.

### THE PORTFOLIO

The easiest place to view and enter provisions under Version 9 is through the WIP and DRS/AR Provisions portfolio within the Portfolios menu.

- Select **WIP and DRS/AR Provisions** from the **Portfolios** menu task pad.
- Select how the Portfolio is to be viewed from the **View By** drop down selection. (The options available here are dependent upon the provision level set within the Transaction Settings in Categories Etc.)
- Click onto the Staff Member that the provisions are for. This will give a view of all clients for that staff member.

### ENTERING THE PROVISIONS

Provisions are entered/ amended by using the actions of **Edit WIP Provision** or **Edit DRS/AR Provision**.

WIP Provisions are entered as a single amount.

- Enter the provision amount.
- Enter the date the provision is 'As of'.
- Enter a reason for the provision.
- Click onto the **Save** button to save the provision for the client and return to the Portfolio screen.

DRS/AR provisions are entered against individual invoices/ outstanding DRS/AR amounts.

- Click onto the provision figure for the individual DRS/AR amount that needs to be provided against.
- Enter the provision amount.
- Enter the date the provision is 'As of'.
- Enter a reason for the provision.
- Click onto the **Save** button to save the provision for the client and return to the DRS/AR Provisions screen for the client.

Provisions can also be entered through the WIP Transactions pages and through the DRS/AR Collection details option in the DRS/AR Transactions pages.