

Apply Payment

It is important to keep track of payments from your customers and to your suppliers. Using this screen you can process:

- Voucher against Vendors Payment Entry
- Voucher against Vendors Debit Memo
- Credit Memo against Customers Payment Entry
- Credit Memo against Customers AR Invoice

For Vendor transactions, the screen will retrieve information from the Payment Entry and Vendor Debit Note screen; and Customer transactions, the Payment Entry and AR Invoice screen. The system maintains the Exchange Gain and Exchange Loss account and posts a GL transaction as per the current Currency rate.

Go To: Account Payable → AP Transaction → Apply Payment.

Apply Payment – Add Mode

To process voucher and credit memos to your BatchMaster database, click on the *Apply Payment* option from the main menu. The system displays the *Apply Payment* screen form, where you can process payments.

Apply Payment

Customer: HOME CORP
Batch Series: WC
Unapplied Amount: 0.00
Payment No.: PE101600020
Payment Line No.: 1
Document Amount: 1,235.00
Reference Type: Advance
Document No.:
Due Date: 09/01/16

Description: Home Corporations
Currency Key: CAD
Document Type: Payment
Apply Date: 10/08/20
Payment Date: 09/01/16
Amount: 1,235.00
Discount: 0.00
Remaining Amount: 1,235.00

Auto Apply

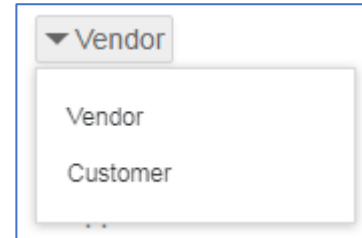
Total Applied Amount: 1,235.00
Total WriteOff Amount: 0.00

Select	Credit Memo No./Receipt No.	Due Date	Amount	Remaining Amount	Apply Amount	WriteOff
<input checked="" type="checkbox"/>	RE101600002	10/17/2016	100.00	100.00	100.00	0.00
<input checked="" type="checkbox"/>	CC11161346	11/11/2016	200.00	200.00	200.00	0.00
<input checked="" type="checkbox"/>	CC03171348	3/3/2017	5,000.00	5,000.00	935.00	0.00
<input type="checkbox"/>	CC06181351	6/27/2018	75.00	75.00	0.00	0.00
<input type="checkbox"/>	RE091900002	9/27/2019	100.00	100.00	0.00	0.00

Process **Close**

Vendor / Customer: Use this option to apply the payment entry (voucher / debit note / credit memo) against a Vendor / Customer.

- **Vendor:** If you select Vendor, the lookup will retrieve the list of vendors maintained in BatchMaster. You can now process a payment voucher / debit note.
- **Customer:** If you select Customer then the lookup will retrieve the list of customers maintained in BatchMaster. You can now process a credit note entry.



Description: This field displays the description of Customer/ Vendor Key. This is a read-only field.

Batch Series: The batch series type specified here is used for creating the next payment.

Currency Key: This field specifies the currency associated with the Vendor / Customer.

Payment / Debit No. / AR Invoice: Field activation here is dependent on the selection made at the Vendor / Customer field. If Vendor was selected, both the options are available, whereas if Customer was selected, Payment option and AR Invoice is applicable. Depending upon the selection made here the system will enable some fields for data entry.

Payment No. / Debit No. : The caption of the field is dependent on the selection made at the Vendor / Customer field.

- In case of Payment Number select the payment entry against the selected vendor / customer.
- In case of Debit Number / AR Invoice select the Debit Note created against the vendor / the Invoice created against the customer.

The attached lookup will retrieve the payment entries (having POST status) created through the Payment Entry screen / Debit note created from the Debit Note screen/ Invoice created from the AR Invoice screen.

Unapplied Amount: This field specifies the unapplied amount of the selected Vendor/ Customer. This is the remaining that has not been adjusted / set off against any voucher.

Apply Date: This date specifies the date when you apply the payment. The currency GL will be posted on this date.

Payment Date / Debit Date / Invoice Date: This field specifies the posting date of the selected Payment Entry / Debit Note / Invoice.

Payment Line No.: Use this option to select the line number of the payment entry selected above. It can be any reference type you have defined in Payment Entry as *Advance* or *On Account*, etc.

- In case of *Advance* and *On Account*, the system will default the Reference Type, Document No, Due Date, Document Amount, Amount, Discount and Remaining Amount field values. It will populate the Vouchers / Credit Notes associated with the Vendor / Customer for applying payment.
- In case of *Against Reference*, the system will automatically post the vouchers.
- In case of *New Reference*, the system will automatically post the vouchers created against the purchase order selected for the reference type.

Reference Type: This field specifies the reference type of the selected payment line number. The value is defaulted from the payment entry screen.

Discount: This field specifies the discount applicable on the selected payment line number. The value is defaulted from the payment entry screen.

Document No.: This field specifies the document number of the selected payment line number. The value is defaulted from the payment entry screen.

Remaining Amount: This field specifies the unapplied amount of the selected payment line number. The value is defaulted from the payment entry screen. The value in this field will be updated when you apply the amount of the vouchers selected in the grid.

Due Date: This field specifies the due date of the selected payment line number. The value is defaulted from the payment entry screen.

Document Amount: This field specifies the document account number of the selected payment line number. The value is defaulted from the payment entry screen.

Amount: This field specifies the amount of the selected payment line number. The value is defaulted from the *Payment Entry* screen.

Calculated as: $\text{Payment Amount} / \text{Debit Amount} - \text{Applied Amount}$.

Grid Details:

Auto Apply

Total Applied Amount

0.40

Total WriteOff Amount

0.10

Select	Voucher No./Receipt No.	Due Date	Amount	Remaining Amount	Apply Amount	WriteOff
<input checked="" type="checkbox"/>	1100058	12/21/2017	1.43	0.56	0.40	0.10
<input type="checkbox"/>	1100059	12/21/2017	100.00	100.00	0.00	0.00
<input type="checkbox"/>	1100063	12/26/2017	5.00	5.00	0.00	0.00
<input type="checkbox"/>	1100064	12/26/2017	2.00	2.00	0.00	0.00

Auto Apply Button: Clicking the button will automatically offset the entries. The system will consider the entries in accordance to the date of creation. The oldest would be considered first.

Total Applied Amount: This field displays the sum of the applied amounts entered for the voucher / debit note / credit note.

Total WriteOff Amount: This field display the sum of all the write-offs' defined for the voucher / debit note / credit note.

Select: Mark the option to select the Voucher / Debit Note / Credit Note row line.

Voucher No. / Receipt Memo / Debit Memo No. / Credit Memo No.: This field specifies

- The voucher number / debit note created against the selected vendor.
- The credit note created against the selected customer.

Due Date: This field specifies the due date of the voucher number / debit note / credit note created against the selected vendor / customer.

Amount: This field specifies the remaining amount against the voucher that needs to be cleared.

Remaining Amount: This field specifies the remaining amount against the unapplied voucher that needs to be cleared, by applying payment. Once applied the system will update the value.

Apply Amount: This field specifies the applying amount against the selected voucher / debit note / credit note. Once you enter the amount and save the apply payment entry, the system reflects the amount changes in the *Remaining Amount* field (Field present above the grid).

The Apply amount should not be greater than the Remaining amount defined for the line.

To speed up entry you can click the Auto apply button. Depending upon the remaining amount the system will apply the amount (according to the reference type).

WriteOff: This field specifies the cancellation amount from an account of a bad debt. You can write off the full amount or part amount for the selected voucher / debit note / credit note. A GL transaction will be posted to the account maintained on the Vendor Class / Customer Class.

Applying Payment against a Vendor – Payment Entry

1. Open the *Apply Payment* screen.
2. Select the Vendor at the *Vendor /Customer* field using the available lookup.
3. Select the finance series using the lookup next the *Batch Series* field.
4. The system will default the *Currency Key* and *Unapplied Amount* field values.
5. Enter or select the *Apply Date*.
6. Select the *Document Type* option as *Payment*.
7. Select the payment number by typing or by using the lookup next to the *Payment No.* field.
8. On selecting the Payment Number, the system will default the *Payment Date* to the posting date of the selected payment entry. It is hard coded, and you are not allowed to change it.
9. Select the line of the payment by typing or by using the lookup next to the *Payment Line No.* field. Once selected, the system will default the *Reference Type, Document Number, Due Date, Document Amount, Amount, Discount, and Remaining Amount* field values.
10. The system will obtain the pending voucher details of the selected vendor and display them in the grid.
11. Mark the voucher against which you want to apply the payment in the *Select* field.
12. Enter the amount to apply against the selected voucher in the *Apply Amount* field.
13. Enter the write-off amount value in the *WriteOff* field if any.
14. In order to speed up the operation, you can click the *Auto Apply* button. This will automatically fill the *Apply Amount* field value in accordance with the *Remaining Amount* field value.
15. Click *Process* to apply the payment. On clicking the *Process* button, amounts will be posted into accounts. If there is any difference in currency exchange, then a GL transaction will be generated for the difference amount. (*Exchange Account* will be picked from *Vendor Class*) and a write-off GL transaction is also generated for any write-off amount.

16. The system will adjust the amount and will update the *Remaining Amount* field value accordingly.

Applying Payment against a Vendor – Debit Entry

1. Open the *Apply Payment* screen.
2. Select the *Vendor* at the *Vendor /Customer* field using the available lookup.
3. Select the finance series using the lookup next the *Batch Series* field.
4. The system will default the *Currency Key* and *Unapplied Amount* field values.
5. Enter or select the *Apply Date*.
6. Select the option as *Debit No. / AR Invoice* in the *Document Type* field.
7. Select the debit number by typing or by using the lookup next to the *Debit No./AR Invoice* field.
8. On selecting the *Debit No./AR Invoice*, the system will default the Debit Date to the posting date of the selected debit entry. It is hard coded, and you are not allowed to change it. The System will display the associated Amount value.
9. The system will obtain the pending debit note and voucher details of the selected vendor and display them in the grid.
10. Mark the entries against which you want to apply the payment in the *Sel* field.
11. Enter the amount to apply against the selected voucher in the *Apply Amount* field.
12. Enter a write-off amount value in the *WriteOff* field if any.
13. In order to speed up the operation, you can click the *Auto Apply* button. This will automatically fill the *Apply Amount* field value in accordance with the *Remaining Amount* field value.
14. Click *Process* to apply the payment. On clicking the *Process* button, amounts will be posted into accounts. If there is any difference in currency exchange, a GL transaction will be generated for the difference amount. (*Exchange Account* will be picked from *Vendor Class*) and a write-off GL transaction is also generated for any write-off amount.

Apply Payment Report

Doc. No. : FDAP14
Batch. No. : FDAP14

To Doc. No.	To Batch No.	Apply Amount	Write-Off Amount	Status
1100058	VO-238	0.10	0.46	Success
1100059	VO-239	99.44	0.00	Success

VV@SEP20001 Updated Successfully
Finance Batch Number :- VV@SEP20001

Close

Applying Payment against a Customer – Payment entry

1. Open the *Apply Payment* screen.
2. Select *Customer* at the *Vendor /Customer* field using the lookup.
3. Select the finance series using the lookup next the *Batch Series* field.
4. The system will default the *Currency Key* and *Unapplied Amount* field values.
5. Enter or select the *Apply Date*.
6. By default, the system will select the option as *Payment*.
7. On selecting the *Payment No.*, the system will default the *Payment Date* to the posting date of the selected payment entry. It is hard coded, and you are not allowed to change it.
8. Select the payment number by typing or by using the lookup next to the *Payment No.* field.
9. Select the line of the payment by typing or by using the lookup next to the *Payment Line No.* field. Once selected, the system will default the *Reference Type*, *Document Number*, *Due Date*, *Document Amount*, *Amount*, *Discount*, and *Remaining Amount* field values.
10. The System will obtain the pending voucher details of the selected vendor and display them in the grid.
11. Mark the voucher against which you want to apply the payment in the *Sel* field.
12. Enter the amount to apply against the selected voucher in the *Apply Amount* field.
13. Enter a write-off amount value in the *WriteOff* field if any.

14. In order to speed up the operation, you can click the *Auto Apply* button. This will automatically fill the *Apply Amount* field value in accordance with the *Remaining Amount* field value.
15. Click *Process* to apply the payment. On clicking the *Process* button, amounts will be posted into accounts. If there is any difference in currency exchange, a GL transaction will be generated for the difference amount. (*Exchange Account* will be picked from *Vendor Class*) and a write-off GL transaction is also generated for any write-off amount.
16. The system will adjust the amount and will update the *Remaining Amount* field value accordingly.

Applying AR Invoice against a Customer – Credit Memo

1. Open the *Apply Payment* screen.
2. Select *Customer* at the *Vendor /Customer* field using the lookup.
3. Select the finance series using the lookup next the *Batch Series* field.
4. The system will default the *Currency Key* and *Unapplied Amount* field value.
5. Enter or select the *Apply Date*.
6. By default, the system will select the option as *Payment*. Select the *Debit No. / AR Invoice* option.
7. On selecting the *Debit No. / AR Invoice*, the system will default the *Invoice Date* to the Invoice date of the selected AR Invoice entry. It is hard coded, and you are not allowed to change it.
8. Select the invoice number by typing or by using the lookup next to the *Invoice No.* field.
9. Select the line of the payment by typing or by using the lookup next to the *Payment Line No.* field. Once selected, the system will default the *Reference Type*, *Document Number*, *Due Date*, *Document Amount*, *Amount*, *Discount*, and *Remaining Amount* field values.
10. The system will obtain the pending credit memo details of the selected customer and display them in the grid.
11. Mark the credit memo against which you want to apply the payment in the *Select* field.
12. Enter the amount to apply against the selected invoice in the *Apply Amount* field.
13. Enter a write-off amount value in the *WriteOff* field if any.

14. In order to speed up the operation, you can click the *Auto Apply* button. This will automatically fill the *Apply Amount* field value in accordance with the *Remaining Amount* field value.
15. Click *Process* to apply the payment. On clicking the *Process* button, amounts will be posted into accounts. If there is any difference in currency exchange, a GL transaction will be generated for the difference amount. (*Exchange Account* will be picked from *Vendor Class*) and a write-off GL transaction will also be generated for any write-off amount.
16. The system will adjust the amount and will update the *Remaining Amount* field value accordingly.