Apply Receipt

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

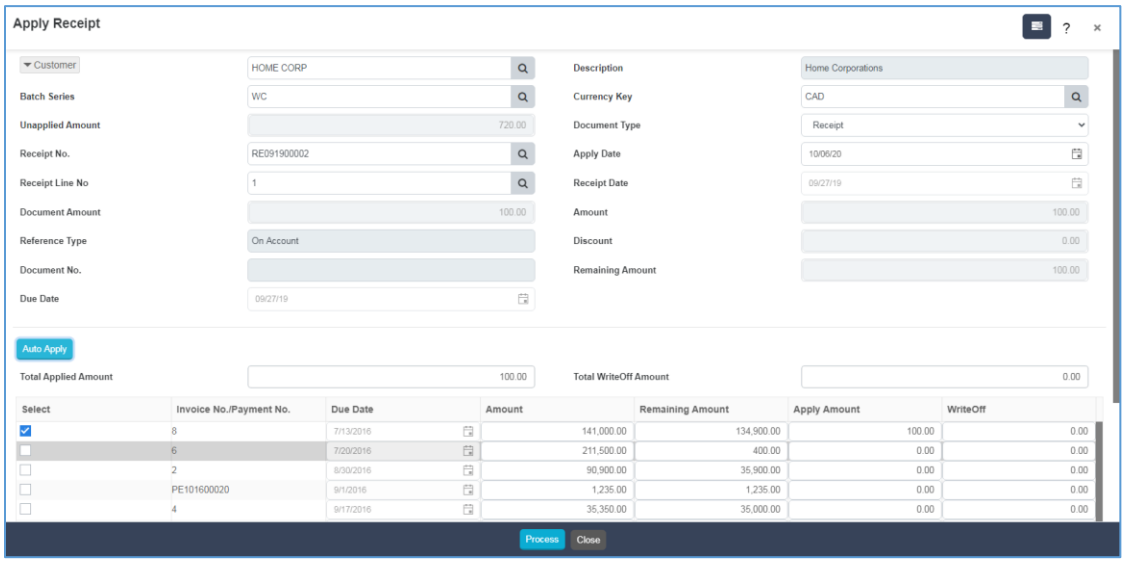
- Invoice against Customers Receipt Entry
- Invoice against Customers Credit Memo
- Debit Memo against Vendors Receipt Entry
- Debit Memo against Vendors AP Voucher

For Customer transactions the screen will retrieve information from the Receipt Entry and Customer Credit Note screen, and for Vendor transactions the *Receipt Entry* and *AP Voucher* screen. The system maintains the Exchange Gain and Exchange Loss account and posts a GL transaction as per the current Currency rate.

Go To: Accounts Receivable → AR Transactions → Apply Receipt.

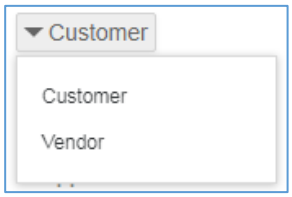
Apply Receipt – Add Mode

To add a new Receipt to your BatchMaster database, click on the *Apply Receipt* option. The system displays the *Apply Receipt* screen, where you can process receipts.



Customer/Vendor: Use this option to apply a receipt / credit note against Invoices.

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



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

Batch Series: Search and select the batch series that you want to apply.

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

Unapplied Amount: This field specifies the unapplied amount of the selected Vendor/ Customer. This is the received amount from the vendor / customer which is unapplied in the selected currency.

Document Type: Select one of the option Receipt or Credit No/AP Voucher using the dropdown next to the field. The field activation is dependent on the selection made in the *Customer / Vendor* field. Depending upon the selection made here the system will enable some fields for data entry.

Receipt No. / Credit No.: The caption of the field is dependent on the selection made at the *Customer* / *Vendor* field.

- For a Receipt Number, select the receipt entry against the selected customer / vendor.
- For a Credit Number / AP Voucher, select a credit note created against the customer / a voucher created against the vendor.

The lookup will obtain the receipt entries (having POST status) created through the *Receipt Entry* screen / Credit note created from the *Customer Credit Note* screen / Voucher created from the AP Voucher screen.

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

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

Receipt Date / Credit Date / Voucher Date: This field specifies the posting date of the selected receipt entry / credit note / voucher.

Document Amount: This field specifies the document amount of the selected receipt line number. The value is defaulted from the *Receipt Entry* screen.

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

Reference Type: This field specifies the reference type of the selected receipt line number. The value is defaulted from the *Receipt Entry* screen.

Discount: This field specifies the discount applicable on the selected receipt line number. The value is defaulted from the *Receipt Entry* screen.

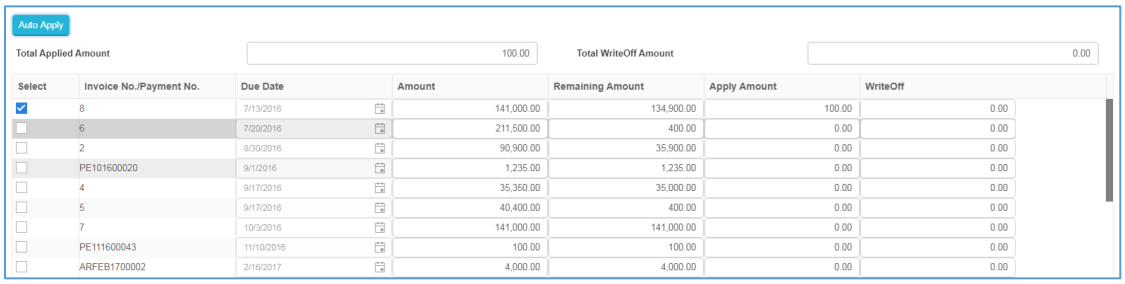
Document No.: This field specifies the document number of the selected receipt line number. The value is defaulted from the *Receipt Entry* screen.

Remaining Amount: This field specifies the amount of the selected receipt line number. The value is defaulted from the *Receipt Entry* screen. The value in this field will be updated when you apply the amount of the Invoices selected in the grid. It is the unapplied amount of the receipt line.

Calculated as: Unapplied Amount – Apply Amount.

Due Date: This field specifies the due date of the selected receipt line number. The value is defaulted from the *Receipt Entry* screen.

Grid Fields



Auto Apply: Clicking the *Auto Apply* button, according to the Reference Type, the system will select the Invoice / credit note with Apply Amount.

Total Applied Amount: This field display the sum of the applied amount entered for the invoice / credit note.

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

Select: Mark the option to select the invoice / Debit note row line.

Invoice No. / Payment No. /Debit Memo No.: This field specifies the invoice number / debit memo created against the selected vendor / 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 invoice that needs to be applied.

Remaining Amount: This field specifies the unapplied amount against the Invoice / credit note that needs to be applied.

Once processed the system will update the value. Calculated as Remaining amount = Unapplied Amount – WriteOff.

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 receipt entry, the system reflects the amount changes in the *Remaining Amount* field (Field defined above the grid).

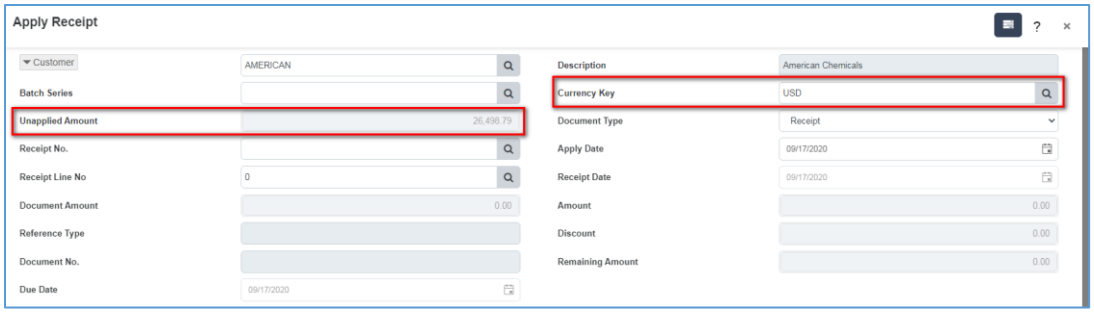
The Apply Amount should not be greater than the Remaining Amount defined for the line.

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).

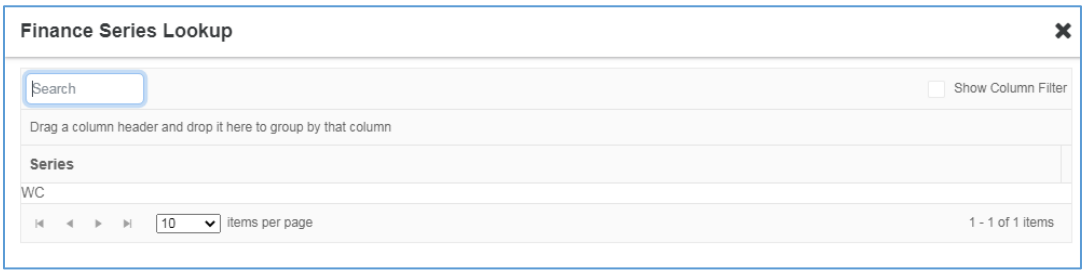
WriteOff: This field specifies the cancellation amount from an account of a bad debt or worthless asset. You can write off the full amount or part amount for the selected Invoice / Credit note. A GL transaction will be posted to the account as maintained on the Vendor Class / Customer Class.

Applying Receipt against a Customer – Receipt Entry

1. Open the *Apply Receipt* screen.
2. Select the *Customer* option at the *Customer* /*Vendor* field using the lookup.
3. The system will default the *Currency Key* and *Unapplied Amount* field value.



4. Select the series using the *Finance Series* lookup next to the *Batch Series* field.



5. Enter or select the *Apply Date*.

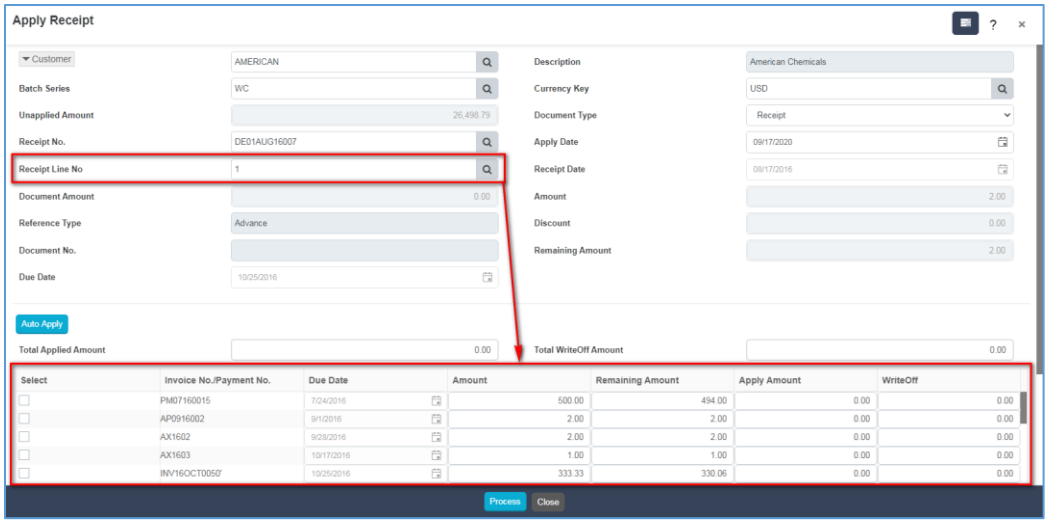
6. Select the *Receipt* option in the *Document Type* field.

7. Select the receipt number by typing or by using the lookup next to the *Receipt No.* field.

8. On selecting the receipt number, the system will default the receipt date to the posting date of the selected receipt entry. It is hard coded, and you are not allowed to change it.

9. Select the line of the receipt by typing or by using the lookup next to the *Receipt Line No.* field. Once selected the system will default the *Reference Type, Document No, Due Date, Document Amount, Amount, Discount*, and *Remaining Amount* field values.

10. The system will obtain the pending invoice details of the selected customer and display them in the grid.

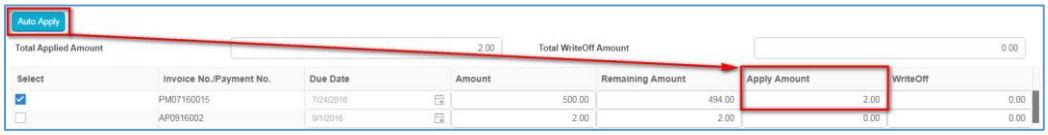


11. Mark the Invoice against which you want to apply the receipt in the *Select* field.

12. Enter the amount to apply against the selected invoice in the *Apply Amount* field.

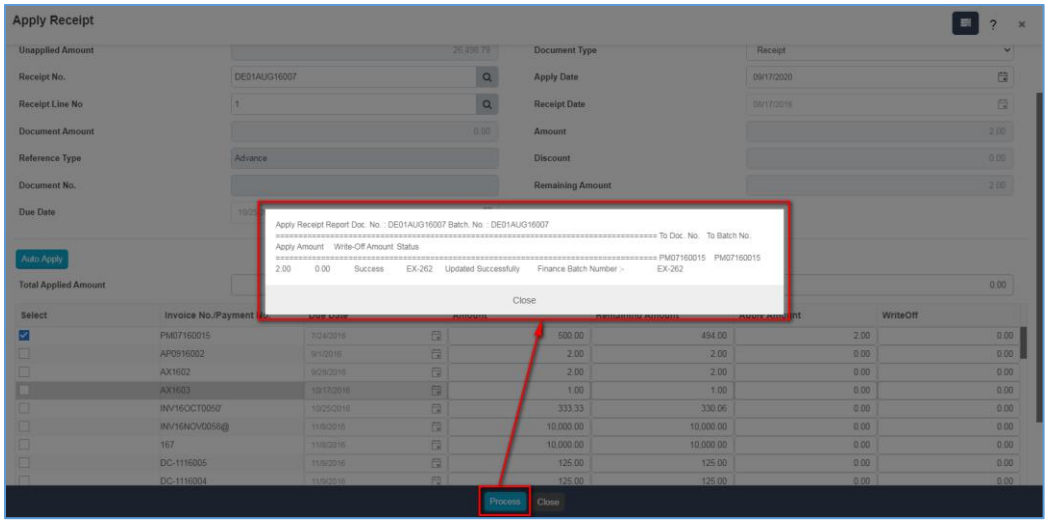
13. Enter the write-off amount value in the *WriteOff* field if any.

14. 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.



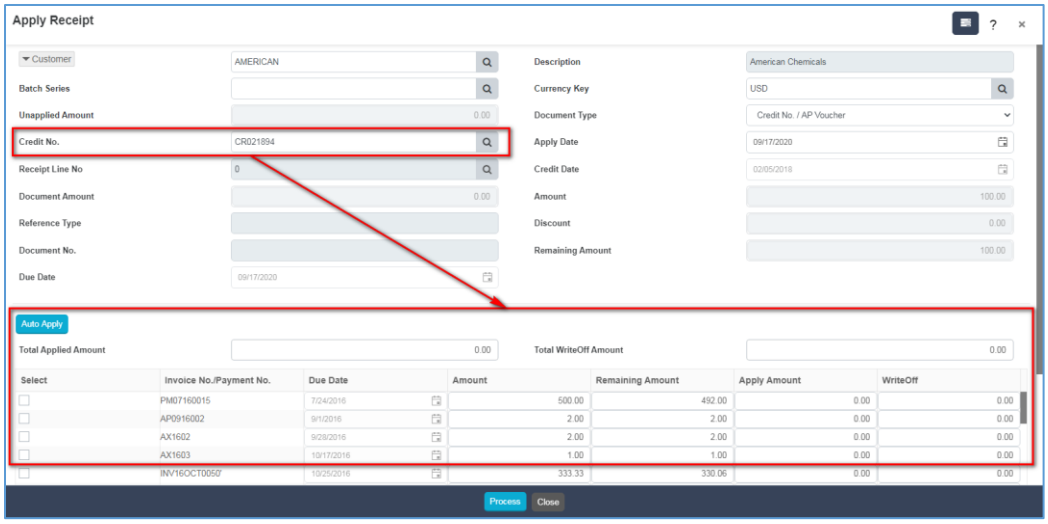
15. The system will adjust the amount and update the *Remaining Amount* field value accordingly.

16. Click *Process* to apply the receipt. 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 the Customer Class) and a write-off GL transaction is also generated if any write-off amount.



Applying Receipt Against a Customer – Credit Entry

1. Open the *Apply Receipt* screen.
2. Select the Customer at the *Customer / Vendor* field using the lookup.
3. The system would default the *Currency Key* and *Unapplied Amount* field value.
4. Enter or select the date in the *Apply Date* field.
5. Select the receipt *Document Type* as *Credit No./ AP Voucher*
6. Select the credit number by typing or by using the lookup next to the *Credit No.* field.
7. On selecting the Credit No., the system will default the Receipt Date to the posting date of the selected credit entry. It is hard coded, and you are not allowed to change it. The system would display the associated Amount value.
8. The system will obtain the pending credit note and invoice details of the selected Customer and display the same in the grid.

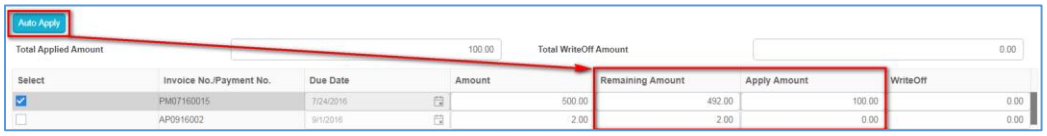


9. Mark the entries against which you want to apply the receipt in the *Sel* field.

10. Enter the amount to apply against the selected invoice in the *Apply Amount* field.

11. Enter the write-off amount value in the *WriteOff* field if any.

12. 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.



13. Click on the *Process* button to apply the receipt. 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 the Customer Class) and a write-off GL transaction is also generated for any write-off amount.

Applying Receipt against a Vendor – Receipt Entry

1. Open the *Apply Receipt* screen.

2. Select the *Vendor* at the *Customer / Vendor* field using the lookup.

3. The system will default the *Currency Key* and *Unapplied Amount* field value.

4. Enter or select the *Apply Date*.

5. By default, the system will select the *Document Type* as Receipt.
6. Select the receipt number by typing or by using the lookup next to the *Receipt No.* field. On selecting the *Receipt Number*, the system will default the *Receipt Date* to the posting date of the selected receipt entry. It is hard coded, and you are not allowed to change it.
7. 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.
8. The system will obtain the pending invoice details of the selected vendor and display them in the grid.
9. Mark the invoice against which you want to apply the payment in the *Sel* field.
10. Enter the amount to apply against the selected voucher in the *Apply Amount* field.
11. Enter a write-off amount value in the *WriteOff* field if any.
12. 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.
13. Click *Process* to apply the receipt. 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 *Customer Class*) and a write-off GL transaction is also generated for any write-off amount.
14. The system will adjust the amount and will update the *Remaining Amount* field value accordingly.

Applying AP Voucher against a Vendor – Debit Memo

1. Open the *Apply Receipt* screen.
2. Select the *Vendor* at the *Customer / Vendor* field using the lookup.
3. The system will default the *Currency Key* and *Unapplied Amount* field values.
4. Enter or select the date on the *Apply Date* field.
5. By default, the system will select the option as *Receipt* in the *Document Type* field.
6. Select the *Credit No. / AP Voucher* option in the *Document Type* field.

7. On selecting the *Credit No. / AP Voucher* option, the system will default the *Voucher Date* to the voucher date of the selected AP Voucher entry. It is hard coded, and you are not allowed to change it.

8. Select the voucher number by typing or by using the lookup next to the *Voucher No.* field.

9. Select the line of the payment by typing or by using the lookup next to the *Receipt 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 debit memo details of the selected vendor and display them in the grid.

11. Mark the debit memo against which you want to apply the receipt in the *Sel* field.

12. Enter the amount to apply against the selected debit memo in the *Apply Amount* field.

13. Enter a write-off amount value in the *WriteOff* field if any.

14. 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 receipt. 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.