

TaiRox Productivity Tools User Guide

Summary - Apply Documents

Apply Documents saves time when matching many Sage 300 Accounts Receivable payment documents to A/R Invoices. Matching can be done from the perspective of a payment document or from the perspective of an invoice. An auto-apply matching feature is provided with the option to exclude selected documents or invoices. A national account customer's payments can be applied to any of its member customers.

The operation of Apply Documents is easy to understand when 300 invoices are sent out and 290 checks for the same amount are received and deposited - and now need to be applied. This User Guide illustrates how this would work using a single "open item" customer for purposes of simplicity. A simple "balance forward" situation is also illustrated in this User Guide with a single customer. The principles of operation are the same with hundreds of customers and mismatched amounts.

NEW in 2017 - Order number and PO number columns have been added to grids. Drill-down to O/E is provided.

Overview - Apply Documents

Documents are filtered by customer, by document date, by national account or by optional fields. Filtered apply-from documents are displayed in one grid with one of those documents selected. Invoices for the selected document's customer are displayed in a second grid.

Double-click on an apply-to invoice and the selected apply-from document's amount, as much as possible, will be matched to that invoice. Double-click on an apply-from document and as many displayed apply-to invoices as possible will be matched, from top-to-bottom.

The auto-apply operation will match all displayed apply-from documents to their corresponding apply-to invoices. A skip column provides the ability to exclude apply-from documents or apply-to invoices from the auto-apply operation.

All matched amounts can be reviewed and manually overridden. Once all matching is complete, clicking a process button will create an A/R Receipt Batch which can then be reviewed and posted using Sage 300 Accounts Receivable.

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Running Apply Documents

When Apply Documents is launched, filtering ranges can be selected. Pressing the Load button will show matching payment documents in the top grid, one of which is selected. The bottom grid shows invoices for the customer of the selected payment document.

In the top-grid below, the "balance forward" customer APPLY-BF and a single payment of \$840 is selected. The invoices for APPLY-BF, totaling this amount are shown in the bottom grid.

PTDEMO - Apply Documents

File Help

Select Documents To Apply

Select By: Customer Number From: APPLY-BF To: APPLY-OI

(None) (None)

Prepayments Receipts Unapplied Cash Credit Notes

Additional Criteria... Load

Apply	Skip	Customer	Document	Nat. Acct.	Document D...	Amount	Balance	Pending	Total Applied
No	No	APPLY-BF	PY000000000000000000091		2/1/2020	-840.00	-840.00	0.00	0.00
No	No	APPLY-OI	PY000000000000000000092		2/1/2020	-250.00	-250.00	0.00	0.00
No	No	APPLY-OI	PY000000000000000000093		2/10/2020	-350.00	-350.00	0.00	0.00

Number of Documents: 3 Auto Apply

Apply	Skip	Customer	Document	Payment No.	Document Date	Amount	Balance	Pending	Applied	Total Applied
No	No	APPLY-BF	IN000000000000000000015	1	1/14/2020	500.00	500.00	0.00	0.00	0.00
No	No	APPLY-BF	IN000000000000000000016	1	1/16/2020	140.00	140.00	0.00	0.00	0.00
No	No	APPLY-BF	IN000000000000000000019	1	1/13/2020	200.00	200.00	0.00	0.00	0.00

Number of Documents: 3

Process Log... Close

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Double-clicking on the Yes column in the top grid will apply a payment to the invoices shown, as much as possible, from top-to-bottom. In the example below, the payment of \$840 matches the total of the 3 invoices shown and is fully applied. Partial matches - either partial payment or overpayment and handled the same way.

PTDEMO - Apply Documents

File Help

Select Documents To Apply

Select By: Customer Number (dropdown), From: APPLY-BF, To: APPLY-OI

(None) (dropdown), (None) (dropdown)

Prepayments Receipts Unapplied Cash Credit Notes

Additional Criteria... Load

Apply	Skip	Customer	Document	Nat. Acct.	Document D...	Amount	Balance	Pending	Total Applied
Yes	No	APPLY-BF	PY00000000000000000091		2/1/2020	-840.00	-840.00	0.00	-840.00
No	No	APPLY-OI	PY00000000000000000092		2/1/2020	-250.00	-250.00	0.00	0.00
No	No	APPLY-OI	PY00000000000000000093		2/10/2020	-350.00	-350.00	0.00	0.00

Number of Documents: 3 Auto Apply

Apply	Skip	Customer	Document	Payment No.	Document Date	Amount	Balance	Pending	Applied	Total Applied
Yes	No	APPLY-BF	IN00000000000000000015	1	1/14/2020	500.00	500.00	0.00	500.00	500.00
Yes	No	APPLY-BF	IN00000000000000000016	1	1/16/2020	140.00	140.00	0.00	140.00	140.00
Yes	No	APPLY-BF	IN00000000000000000019	1	1/13/2020	200.00	200.00	0.00	200.00	200.00

Number of Documents: 3

Process Log... Close

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In the top-grid below, the "open item" customer APPLY-OI and a single payment of \$250 is selected. The invoices for APPLY-OI, including an invoice that matches this amount is shown in the bottom grid.

PTDEMO - Apply Documents

File Help

Select Documents To Apply

Select By: Customer Number (None) (None)

From: APPLY-BF To: APPLY-OI

Prepayments Receipts Unapplied Cash Credit Notes

Additional Criteria... Load

Apply	Skip	Customer	Document	Nat. Acct.	Document D...	Amount	Balance	Pending	Total Applied
No	No	APPLY-BF	PY00000000000000000091		2/1/2020	-840.00	-840.00	0.00	0.00
No	No	APPLY-OI	PY00000000000000000092		2/1/2020	-250.00	-250.00	0.00	0.00
No	No	APPLY-OI	PY00000000000000000093		2/10/2020	-350.00	-350.00	0.00	0.00

Number of Documents: 3 Auto Apply

Apply	Skip	Customer	Document	Payment No.	Document Date	Amount	Balance	Pending	Applied	Total Applied
No	No	APPLY-OI	IN00000000000000000017	1	1/14/2020	250.00	250.00	0.00	0.00	0.00
No	No	APPLY-OI	IN00000000000000000018	1	1/21/2020	350.00	350.00	0.00	0.00	0.00

Number of Documents: 2

Process Log... Close

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Double-clicking on the Yes column in the top grid will apply a payment to the invoices shown, as much as possible, from top-to-bottom. In the example below, the payment of \$250 matches the first of the invoices. This "seems right".

The screenshot shows the 'PTDEMO - Apply Documents' window. The 'Select Documents To Apply' section has 'Customer Number' selected as the filter, with 'From' set to 'APPLY-BF' and 'To' set to 'APPLY-OI'. The 'Load' button is visible. Below the filter section is a table with columns: Apply, Skip, Customer, Document, Nat. Acct., Document D..., Amount, Balance, Pending, Total Applied. The second row is highlighted in blue, with 'Yes' in the 'Apply' column and '-250.00' in the 'Total Applied' column.

Apply	Skip	Customer	Document	Nat. Acct.	Document D...	Amount	Balance	Pending	Total Applied
No	No	APPLY-BF	PY00000000000000000091		2/1/2020	-840.00	-840.00	0.00	0.00
Yes	No	APPLY-OI	PY00000000000000000092		2/1/2020	-250.00	-250.00	0.00	-250.00
No	No	APPLY-OI	PY00000000000000000093		2/10/2020	-350.00	-350.00	0.00	0.00

Number of Documents: 3

Auto Apply

Apply	Skip	Customer	Document	Payment No.	Document Date	Amount	Balance	Pending	Applied	Total Applied
Yes	No	APPLY-OI	IN00000000000000000017	1	1/14/2020	250.00	250.00	0.00	250.00	250.00
No	No	APPLY-OI	IN00000000000000000018	1	1/21/2020	350.00	350.00	0.00	0.00	0.00

Number of Documents: 2

Process Log... Close

You might wonder what would happen if the second payment for APPLY-OI was selected and matched. Again the matching will be done from top-to-bottom as shown below. This doesn't "seem right". The amounts can be manually adjusted to correct.

The screenshot shows the 'PTDEMO - Apply Documents' window. The 'Select Documents To Apply' section has 'Customer Number' selected as the filter, with 'From' set to 'APPLY-BF' and 'To' set to 'APPLY-OI'. The 'Load' button is visible. Below the filter section is a table with columns: Apply, Skip, Customer, Document, Nat. Acct., Document D..., Amount, Balance, Pending, Total Applied. The third row is highlighted in blue, with 'Yes' in the 'Apply' column and '-350.00' in the 'Total Applied' column.

Apply	Skip	Customer	Document	Nat. Acct.	Document D...	Amount	Balance	Pending	Total Applied
No	No	APPLY-BF	PY00000000000000000091		2/1/2020	-840.00	-840.00	0.00	0.00
No	No	APPLY-OI	PY00000000000000000092		2/1/2020	-250.00	-250.00	0.00	0.00
Yes	No	APPLY-OI	PY00000000000000000093		2/10/2020	-350.00	-350.00	0.00	-350.00

Number of Documents: 3

Auto Apply

Apply	Skip	Customer	Document	Payment No.	Document Date	Amount	Balance	Pending	Applied	Total Applied
Yes	No	APPLY-OI	IN00000000000000000017	1	1/14/2020	250.00	250.00	0.00	250.00	250.00
Yes	No	APPLY-OI	IN00000000000000000018	1	1/21/2020	350.00	350.00	0.00	100.00	100.00

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Note that you can also match by double-clicking on the Yes column in the bottom grid. For the balance forward customer APPLY-BF, doing this on the first invoice matches \$500 of the \$840 payment, as shown here.

The screenshot shows the 'PTDEMO - Apply Documents' window. At the top, there is a 'Select Documents To Apply' section with the following settings:

- Select By: Customer Number
- From: APPLY-BF
- To: APPLY-OI
- Additional Criteria: (None)
- Selected: Prepayments, Receipts, Unapplied Cash, Credit Notes

Below this are two data grids. The first grid shows the initial state of documents:

Apply	Skip	Customer	Document	Nat. Acct.	Document D...	Amount	Balance	Pending	Total Applied
Yes	No	APPLY-BF	PY00000000000000000091		2/1/2020	-840.00	-840.00	0.00	-500.00
No	No	APPLY-OI	PY00000000000000000092		2/1/2020	-250.00	-250.00	0.00	0.00
No	No	APPLY-OI	PY00000000000000000093		2/10/2020	-350.00	-350.00	0.00	0.00

The second grid shows the state after applying documents, with the first row highlighted in blue:

Apply	Skip	Customer	Document	Payment No.	Document Date	Amount	Balance	Pending	Applied	Total Applied
Yes	No	APPLY-BF	IN00000000000000000015	1	1/14/2020	500.00	500.00	0.00	500.00	500.00
No	No	APPLY-BF	IN00000000000000000016	1	1/16/2020	140.00	140.00	0.00	0.00	0.00
No	No	APPLY-BF	IN00000000000000000019	1	1/13/2020	200.00	200.00	0.00	0.00	0.00

Doing this on all 3 invoices, will result in the applied amounts shown here:

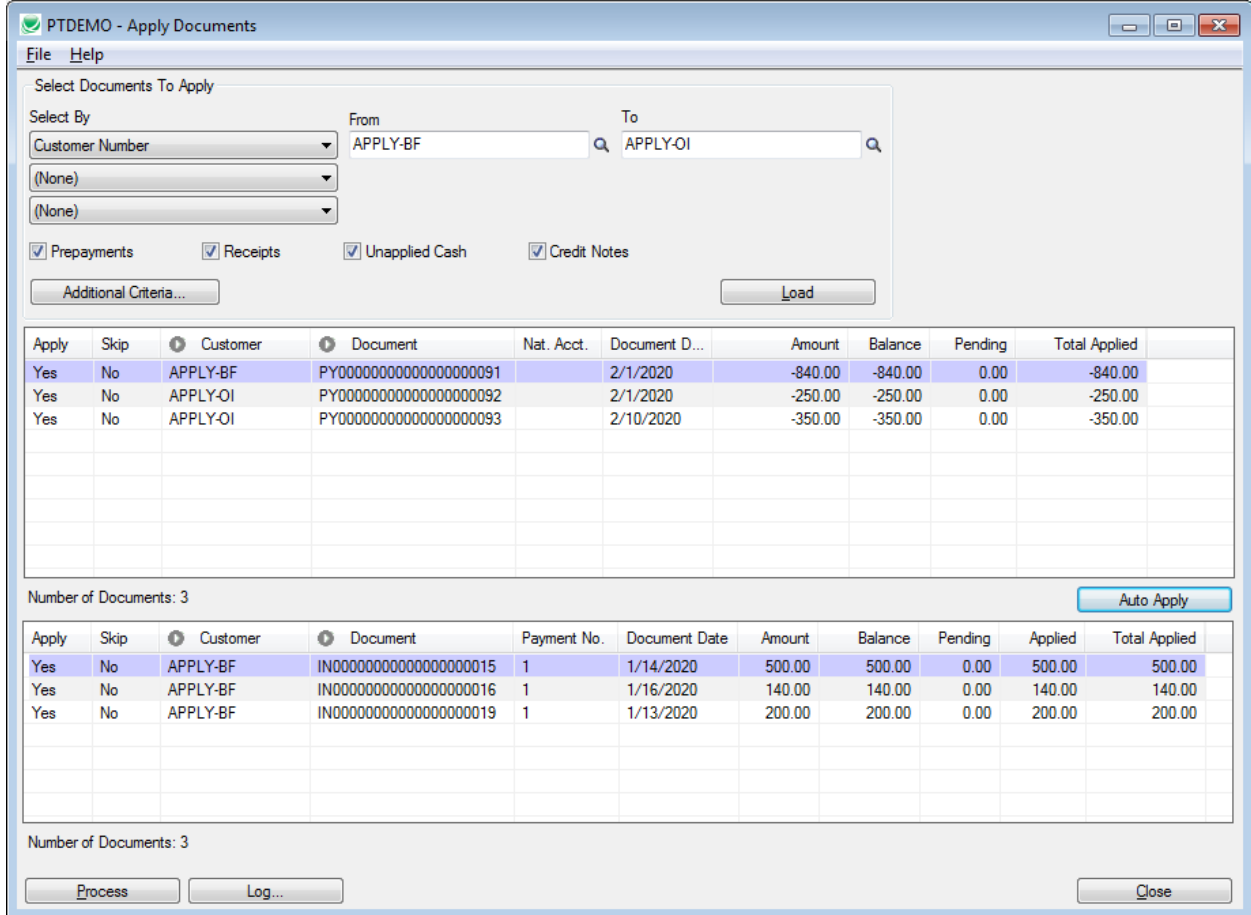
The screenshot shows the 'PTDEMO - Apply Documents' window with the final state of documents. The first grid is identical to the one in the previous screenshot. The second grid shows the final state after applying all three invoices, with the first row highlighted in blue:

Apply	Skip	Customer	Document	Payment No.	Document Date	Amount	Balance	Pending	Applied	Total Applied
Yes	No	APPLY-BF	IN00000000000000000015	1	1/14/2020	500.00	500.00	0.00	500.00	500.00
Yes	No	APPLY-BF	IN00000000000000000016	1	1/16/2020	140.00	140.00	0.00	140.00	140.00
Yes	No	APPLY-BF	IN00000000000000000019	1	1/13/2020	200.00	200.00	0.00	200.00	200.00

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The Auto Apply button can be used instead of doing individual matching. If no individual matching is done for APPLY-BF and APPLY-OI in the above examples, all of the matching can be done in one step.



The screenshot shows the PTDEMO - Apply Documents window. At the top, there is a menu bar with 'File' and 'Help'. Below the menu bar is the 'Select Documents To Apply' section, which includes a 'Select By' dropdown set to 'Customer Number', a 'From' text box with 'APPLY-BF', and a 'To' text box with 'APPLY-OI'. There are also checkboxes for 'Prepayments', 'Receipts', 'Unapplied Cash', and 'Credit Notes', all of which are checked. A 'Load' button is located at the bottom right of this section.

The main area of the window contains a table with the following data:

Apply	Skip	Customer	Document	Nat. Acct.	Document D...	Amount	Balance	Pending	Total Applied
Yes	No	APPLY-BF	PY000000000000000000000000000091		2/1/2020	-840.00	-840.00	0.00	-840.00
Yes	No	APPLY-OI	PY000000000000000000000000000092		2/1/2020	-250.00	-250.00	0.00	-250.00
Yes	No	APPLY-OI	PY000000000000000000000000000093		2/10/2020	-350.00	-350.00	0.00	-350.00

Below the table, there is a status bar that reads 'Number of Documents: 3' and an 'Auto Apply' button.

The bottom section of the window contains another table with the following data:

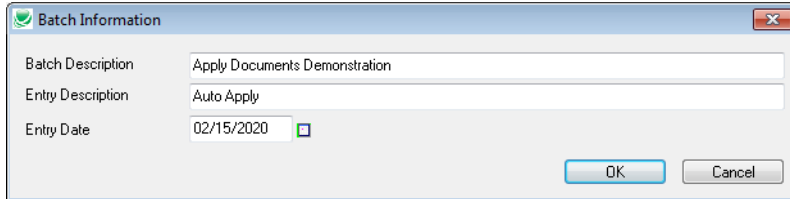
Apply	Skip	Customer	Document	Payment No.	Document Date	Amount	Balance	Pending	Applied	Total Applied
Yes	No	APPLY-BF	IN000000000000000000000000000015	1	1/14/2020	500.00	500.00	0.00	500.00	500.00
Yes	No	APPLY-BF	IN000000000000000000000000000016	1	1/16/2020	140.00	140.00	0.00	140.00	140.00
Yes	No	APPLY-BF	IN000000000000000000000000000019	1	1/13/2020	200.00	200.00	0.00	200.00	200.00

At the bottom of the window, there is a status bar that reads 'Number of Documents: 3' and buttons for 'Process', 'Log...', and 'Close'.

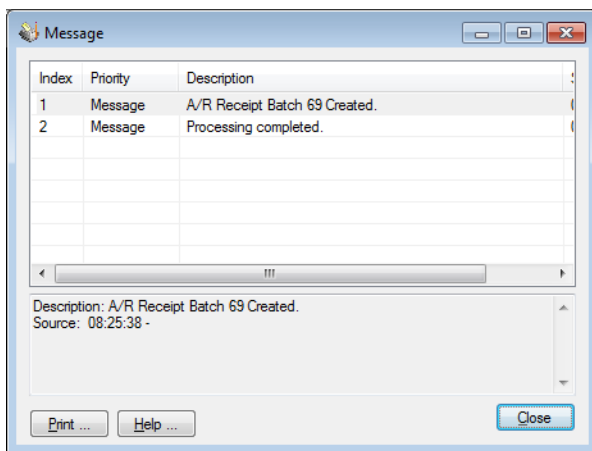
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When matching is complete, the Process button is pressed to create an A/R Receipt Batch. Batch and Entry descriptions can be entered. An entry date can be used to override the default date.



A message will be displayed once the A/R Batch has been created.



A log file is created, which will contain any errors. An example with errors is shown here:

