

A/P Apply Documents

A/P Apply Documents saves time matching many Sage 300 Accounts Payable payment documents to A/P Invoices.

Matching can be done from the perspective of a payment document or from the perspective of an invoice. The auto-apply matching feature includes an option to exclude selected documents or invoices.

General features:

- Select documents to apply by vendor number, document number, or document date.
- Specify document types – prepayments, payments, and/or credit notes.
- Choose the order for listing and applying documents – by document number, document date, or due date.
- Click the Load button to display filtered apply-from documents in one grid, and invoices for the selected “apply-from” document customer in a second grid.
 - Double-click an “apply-to” invoice to apply as much as possible from the selected “apply-from” document amount.
 - Double-click an “apply-from” document to apply amounts to as many displayed “apply-to” invoices as possible, from top-to-bottom.
- Use Auto-Apply to match all displayed “apply-from” documents to their corresponding “apply-to” invoices.
 - Select “Yes” in the Skip column to exclude “apply-from” documents or “apply-to” invoices from the auto-apply operation.
- Review and optionally override matched amounts before processing.
 - Select “Yes” in the Skip column to exclude “apply-from” documents or “apply-to” invoices from the auto-apply operation.
 - Once all matching is complete, clicking the Process button to create an A/P Payment Batch which can then be reviewed and posted using Sage 300 Accounts Payable.
- The grid displays Order number and PO number columns and lets you drill down to customer details, document details, and O/E orders.

Using A/P Apply Documents

The A/P Apply Documents icon appears under **TaiRox Productivity Tools > Accounts Payable Tools** on the Sage 300 desktop and can be copied to other menu locations.

- Click the A/P Apply Documents icon in the Accounts Payable Tools folder to open the A/P Apply Documents form, shown below.

TXDEMO - Apply Documents

File Help

Select Documents To Apply

Select By: Vendor Number, Doc. Date, (None)

From: / / To: 12/31/9999

☒ Prepayments ☒ Payments ☒ Credit Notes

Additional Criteria... Load

Document Order: Document Number Auto Apply

Apply	Skip	Vendor	Document	Document Date	Amount	Balance	Pending	Total Applied	PO Number	Order Number
No	No	1200	SO-12345	6/23/2020	-250.75	-250.75	0.00	0.00		SO-12345
No	No	1350	CN135100	5/20/2020	-105.00	-105.00	0.00	0.00		
No	No	6010	PREPY000000000000000014	1/1/2019	-6,598.36	-3,981.24	0.00	0.00		
No	No	7936	PREPY000000000000000025	7/25/2020	-500.00	-500.00	0.00	0.00		

Number of Documents: 4

Apply	Skip	Customer	Document	Paym...	Document Date	Amount	Balance	Pending	Applied	Total Applied	PO Number
No	No	1200	100-01	1	5/1/2020	1,353.13	0.13	0.13	0.00	0.00	
No	No	1200	12345	1	6/30/2020	108.25	108.25	108.25	0.00	0.00	12345-
No	No	1200	IN120111	1	5/5/2020	202.97	202.97	142.37	0.00	0.00	
No	No	1200	IN120121	1	5/10/2020	304.46	304.46	0.00	0.00	0.00	
No	No	1200	IN120131	1	6/23/2020	152.23	152.23	0.00	0.00	0.00	
No	No	1200	IN120131	2	6/23/2020	91.34	91.34	0.00	0.00	0.00	

Number of Documents: 12

Process Log... Close

Specify how to select documents for application:

You can look up documents for applying to invoices by specifying up to three data ranges using vendor numbers, document numbers, and document dates.

Select Documents To Apply

Select By: Vendor Number, Document Number, Order Number, PO Number, Due Date, Batch Date, Batch Number, Entry Number, Group Code, Invoice as-of Date, Terms, Discount Date, Currency Code, Rate Type, Fiscal Year, Fiscal Period, Source Application

From: / / To: 12/31/9999

☒ Credit Notes

Load

Document	Document Date	Amount	Balance
12345	6/23/2020	-250.75	-250.75
135100	5/20/2020	-105.00	-105.00
EPY000000000000000014	1/1/2019	-6,598.36	-3,981.24
EPY000000000000000025	7/25/2020	-500.00	-500.00

Specify the type of documents that you want to apply:

- Use the checkboxes to specify document types that you want to apply: prepayments, receipts, unapplied cash and/or credit notes.

Select By: Vendor Number, Doc. Date, (None)

☒ Prepayments ☒ Payments ☒ Credit Notes

Choose the order for displaying and applying documents:

- Click the Document Order dropdown to select the order for displaying and applying documents: by document number, document date, or due date.

Load the list of documents:

- Click the Load button to display the list of documents.

When the Load button is pressed, the program will display the range and type of documents that meet the criteria that you specified, in the order that you selected.

- You can adjust the ranges, document types, document order, then click Load again.

Apply	Skip	Vendor	Document	Document Date	Amount	Balance	Pending
No	No	1200	SO-12345	6/23/2020	-250.75	-250.75	0.00
No	No	1350	CN135100	5/20/2020	-105.00	-105.00	0.00
No	No	6010	PREPY000000000000000014	1/1/2019	-6,598.36	-3,981.24	0.00
No	No	7936	PREPY000000000000000025	7/25/2020	-500.00	-500.00	0.00

Apply documents that are loaded in the top grid:

- Double-click in the Apply column in the top grid to select documents. The program will automatically apply the amounts to invoices in the bottom grid.
 - Skip invoices in the lower grid **before applying documents in the top grid** by double-clicking in the invoice Skip column.
 - Apply payments by double-clicking the Apply column in the upper grid. Documents will be applied to invoices in the order chosen – by Document Date in the following example.
 - To redo payment application, click the Load button again, select invoices that you want to skip in the bottom grid, then reselect the documents that you want to apply.

Apply	Skip	Vendor	Document	Document Date	Amount	Balance	Pending	Total Applied	PO Number
No	No	1200	SO-12345	6/23/2020	-250.75	-250.75	0.00	0.00	
No	No	1350	CN135100	5/20/2020	-105.00	-105.00	0.00	0.00	
No	No	6010	PREPY000000000000000014	1/1/2019	-6,598.36	-3,981.24	0.00	0.00	
No	No	7936	PREPY000000000000000025	7/25/2020	-500.00	-500.00	0.00	0.00	

Number of Documents: 4

Apply	Skip	Customer	Document	Paym...	Document Date	Amount	Balance	Pending	Applied
No	No	1200	100-01	1	5/1/2020	1,353.13	0.13	0.13	0.00
No	No	1200	12345	1	6/30/2020	108.25	108.25	108.25	0.00
No	No	1200	IN120111	1	5/5/2020	202.97	202.97	142.37	0.00
No	No	1200	IN120121	1	5/10/2020	304.46	304.46	0.00	0.00
No	No	1200	IN120131	1	6/23/2020	152.23	152.23	0.00	0.00
No	No	1200	IN120131	2	6/23/2020	91.34	91.34	0.00	0.00

You can also double-click in the Apply column in the **bottom** grid to select invoices – the program will automatically apply documents from the top grid to the invoices in the bottom.

OR auto-apply

- Double-click in the skip column to exclude documents, and then click the “Auto-Apply” button.

- Review the document applications in the bottom grid.
- If on review you do not want to apply a payment to an invoice, reload the documents and double-click the "Skip" column before choosing payments and clicking the Auto Apply button.

Click the Process button to create an A/P payment batch:

- Click the Process button to create an A/R Receipt Batch. The following window appears to let you enter the batch and batch entry descriptions and the entry date.

- Click the OK button to confirm.

The program will provide you with the payment batch number:

Index	Priority	Description
1	Message	A/P Payment Batch 57 Created.
2	Message	Processing completed.

Click the Log button to confirm that the receipt batch was created:

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9/23/2026 4:25:20 PM Apply Documents started.
9/23/2026 4:25:20 PM Build 9762 created on 2026/09/23
9/23/2026 4:25:20 PM
9/23/2026 4:25:20 PM Performed by user: ADMIN
9/23/2026 4:25:20 PM
9/23/2026 4:25:20 PM      Prepayments [Yes]
9/23/2026 4:25:20 PM      Payments [Yes]
9/23/2026 4:25:20 PM      Credit Notes [Yes]
9/23/2026 4:25:20 PM Batch Information
9/23/2026 4:25:20 PM      Batch Description: Foo
9/23/2026 4:25:20 PM      Entry Description: Bar
9/23/2026 4:25:20 PM      Entry Date: 9/23/2025
9/23/2026 4:25:20 PM
9/23/2026 4:25:20 PM A/P Payment Batch 57 Created.
9/23/2026 4:25:20 PM Creating Apply Transaction for Vendor 1200 - Document 50-12345...
9/23/2026 4:25:20 PM
9/23/2026 4:25:20 PM Processing completed.
9/23/2026 4:25:20 PM =====

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The Log lists:

- The user and the type of documents specified for payment application.
- The batch description, entry description and the receipt batch number.

Using the Auto-Apply button

You can use the Auto Apply button instead of doing individual matching.

TXDEMO - Apply Documents

File Help

Select Documents To Apply

Select By: Vendor Number, Doc. Date, (None)

From: / / To: 12/31/9999

☒ Prepayments ☒ Payments ☒ Credit Notes

Additional Criteria... Load

Document Order: Document Number

Auto Apply

Skip	Vendor	Document	Document Date	Amount	Balance	Pending	Total Applied	PO Number	On
No	1200	SO-12345	6/23/2020	-250.75	-250.75	0.00	-250.75		SO
No	1350	CN135100	5/20/2020	-105.00	-105.00	0.00	-105.00		
No	6010	PREPY00000000000000000014	1/1/2019	-6,598.36	-3,981.24	0.00	0.00		
No	7936	PREPY00000000000000000025	7/25/2020	-500.00	-500.00	0.00	0.00		

Number of Documents: 4

Apply	Skip	Customer	Document	Paym...	Document Date	Amount	Balance	Pending	Applied
Yes	No	1350	IN135092	1	5/2/2020	1,066.26	1,066.26	0.00	105.00
No	No	1350	IN135112	1	5/5/2020	127.20	127.20	0.00	0.00
No	No	1350	IN135112	2	5/5/2020	76.31	76.31	0.00	0.00
No	No	1350	IN135112	3	5/5/2020	50.88	50.88	0.00	0.00
No	No	1350	IN135122	1	5/10/2020	63.60	63.60	0.00	0.00
No	No	1350	IN135122	2	5/10/2020	38.15	38.15	0.00	0.00

Number of Documents: 23

Process Log... Close