

A/R Apply Documents

A/R Apply Documents saves time 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. The auto-apply matching feature includes an option to exclude selected documents or invoices. Payments from a national account customer can be applied to any of its member customers.

General features:

- Select documents to apply by customer number, document number, national account, document date, discount grace period or due date grace period.
- Specify document types – prepayments, receipts, unapplied cash, and/or credit notes.
- Specify additional criteria for document selection if applicable.
- 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/R Receipt Batch which can then be reviewed and posted using Sage 300 Accounts Receivable.
- The grid displays Order number and PO number columns and lets you drill down to customer details, document details, and O/E orders.

A/R Apply Documents is easy to understand in a situation where, for example, 300 invoices are sent out and 290 checks for these invoices are received and deposited - and now need to be applied. You can apply documents easily to both open item and balance forward customer accounts.

Using A/R Apply Documents

The AR Apply Documents icon appears under **TaiRox Productivity Tools > Accounts Receivable Tools** on the Sage 300 desktop and can be copied to other menu locations. Click the A/R Apply Documents icon in the Accounts Receivable Tools folder to open the Apply Documents form, shown below.

Specify how to select documents for application:

You can look up documents for applying to invoices by specifying up to three data ranges using customer numbers, document numbers, national account numbers, document dates, discount grace periods or due date grace periods.

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.

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, or additional criteria if necessary, then click Load again.

Additional Criteria...							Load
Document Order		Document Number		Auto Apply			
Apply	Skip	Customer	Document	Nat. Acct.	Document Date	Amount	
No	No	1200	PY0000000000000000000000032		2020-04-03	-2,171.08	
No	No	1200	PY0000000000000000000000049		2020-06-01	-2,245.47	
No	No	1240	PY0000000000000000000000042		2020-05-10	-3,917.14	
No	No	1400	CR0000000000000000000000001		2020-06-30	-32.77	
No	No	1400	UC0000000000000000000000001		2019-02-03	-25,632.23	

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.

Document Order		Document Date		Auto Apply									
Apply	Skip	☒ Customer	☒ Document	Nat. Acct.	Document Date	Amount	Balance	Pending	Total Applied	PO Number	☒ Order Number		
Yes	No	1200	PY0000000000000000000000032		2020-04-03	-2,171.08	-212.10	0.00	-212.10				
Yes	No	1200	PY0000000000000000000000049		2020-06-01	-2,245.47	-621.99	0.00	-621.99				
Yes	No	1200	PP0000000000000000000000001		2020-06-15	-50.00	-50.00	0.00	-50.00				
Yes	No	1200	CR0000000000000000000000002		2020-06-30	-43.30	-43.30	0.00	-43.30				

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.

Document Order		Document Date										Auto Apply	
Apply	Skip	☒ Customer	☒ Document	Nat. Acct.	Document Date	Amount	Balance	Pending	Total Applied	PO Number	☒ Order Number		
Yes	No	1200	Py0000000000000000000000032		2020-04-03	-2,171.08	-212.10	0.00	-212.10				
Yes	No	1200	Py0000000000000000000000049		2020-06-01	-2,245.47	-621.99	0.00	-621.99				
Yes	No	1200	PP0000000000000000000000001		2020-06-15	-50.00	-50.00	0.00	-50.00				
No	Yes	1200	CR0000000000000000000000002		2020-06-30	-43.30	-43.30	0.00	0.00				
Number of Documents: 4													
Apply	Skip	☒ Customer	☒ Document	Paym...	Document Date	Amount	Balance	Pending	Applied	Total Applied	PO Number	☒ Order Number	Due Date
No	No	1200	IN1832	1	2020-06-01	403.77	403.77	0.00	0.00	403.77			2020-06-15
No	No	1200	IN0000000000000000000000003	1	2020-06-30	1,623.75	1,623.75	0.00	0.00	480.32			2020-07-05
No	No	1200	IN00000000000000000000000061	1	2020-07-01	2,338.04	2,338.04	0.00	0.00	0.00			2020-07-15
No	No	1200	IN00000000000000000000000006	1	2020-07-30	406.27	406.27	0.00	0.00	0.00			2020-08-05

- 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/R receipt 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.

The screenshot shows a dialog box titled "SAMLTD - Batch Information". It has a light blue header bar with a green icon on the left and a close button (X) on the right. The main area is white and contains three input fields. The first field is labeled "Batch Description" and is empty. The second field is labeled "Entry Description" and is empty. The third field is labeled "Entry Date" and contains the text "2020-08-30" with a small calendar icon to its right. At the bottom right of the dialog are two buttons: "OK" and "Cancel".

- Click the OK button to confirm.

The program will provide you with the receipt batch number:

The screenshot shows a window titled "Message" with a teal header bar. Inside, there is a table with three columns: "Index", "Priority", and "Description". The table contains two rows of data. Below the table is a scrollable area containing the text "Description: A/R Receipt Batch 66 Created." and "Source: 10:46:34.". At the bottom of the window, there are two buttons: "Print ..." on the left and "Close" on the right.

Index	Priority	Description
1	Message	A/R Receipt Batch 66 Created.
2	Message	Processing completed.

Description: A/R Receipt Batch 66 Created.
Source: 10:46:34.

Print ... Close

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

```
2022-08-30 10:46:33 AM Apply Documents started.
2022-08-30 10:46:33 AM
2022-08-30 10:46:33 AM Performed by user: ADMIN
2022-08-30 10:46:33 AM
2022-08-30 10:46:33 AM      Prepayments [Yes]
2022-08-30 10:46:33 AM      Receipts [Yes]
2022-08-30 10:46:33 AM      Unapplied Cash [Yes]
2022-08-30 10:46:33 AM      Credit Notes [Yes]
2022-08-30 10:46:33 AM Batch Information
2022-08-30 10:46:33 AM      Batch Description: Apply documents batch - Aug 2022
2022-08-30 10:46:33 AM      Entry Description: Apply documents batch - Aug 2022
2022-08-30 10:46:33 AM      Entry Date: 2022-08-30
2022-08-30 10:46:33 AM
2022-08-30 10:46:33 AM A/R Receipt Batch 66 Created.
2022-08-30 10:46:33 AM Creating Apply Transaction for Customer 1200 - Document
PY000000000000000000032...
2022-08-30 10:46:34 AM
2022-08-30 10:46:34 AM Processing completed.
2022-08-30 10:46:34 AM
```

The Log lists:

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

Balance Forward Customer

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

Document Order

Document Number

Auto Apply

Apply	Skip	Customer	Document	Nat. Acct.	Document Date	Amount	Balance	Pending	Total Applied	PO Number
No	No	APPLY-BF	PY0000000000000000000901		2/1/2020	-840.00	-840.00	0.00	0.00	
No	No	APPLY-OI	PY0000000000000000000092		2/1/2020	-250.00	-250.00	0.00	0.00	
No	No	APPLY-OI	PY0000000000000000000093		2/10/2020	-350.00	-350.00	0.00	0.00	

Number of Documents: 3

Apply	Skip	Customer	Document	Paym...	Document Date	Amount	Balance	Pending	Applied	Total Applied	PO Number
No	No	APPLY-BF	IN0000000000000000000015	1	1/14/2020	500.00	500.00	0.00	0.00	0.00	
No	No	APPLY-BF	IN0000000000000000000016	1	1/16/2020	140.00	140.00	0.00	0.00	0.00	
No	No	APPLY-BF	IN0000000000000000000019	1	1/13/2020	200.00	200.00	0.00	0.00	0.00	

Number of Documents: 3

Process

Log...

Close

- 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 are handled the same way.

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Open Item Customer

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.

File

Help

Select Documents To Apply

Select By

Customer Number

From

To

APPLY-BF

APPLY-OI

(None)

(None)

☒ Prepayments

☒ Receipts

☒ Unapplied Cash

☒ Credit Notes

Additional Criteria...

Load

Document Order

Document Number

Auto Apply

Apply	Skip	Customer	Document	Nat. Acct.	Document Date	Amount	Balance	Pending	Total Applied	PO Number
Yes	No	APPLY-BF	PY0000000000000000000091		2/1/2020	-840.00	-840.00	0.00	-840.00	
No	No	APPLY-OI	PY0000000000000000000092		2/1/2020	-250.00	-250.00	0.00	0.00	
No	No	APPLY-OI	PY0000000000000000000093		2/10/2020	-350.00	-350.00	0.00	0.00	

Number of Documents: 3

Apply	Skip	Customer	Document	Paym...	Document Date	Amount	Balance	Pending	Applied	Total Applied	PO Number
No	No	APPLY-OI	IN0000000000000000000017	1	1/14/2020	250.00	250.00	0.00	0.00	0.00	
No	No	APPLY-OI	IN0000000000000000000018	1	1/21/2020	350.00	350.00	0.00	0.00	0.00	

Number of Documents: 2

Process

Log...

Close

- Double-click the Yes column in the top grid to 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".

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

Document Order Document Number

Auto Apply

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

Number of Documents: 3

Apply	Skip	Customer	Document	Paym...	Document Date	Amount	Balance	Pending	Applied	Total Applied	PO Number
Yes	No	APPLY-OI	IN000000000000000000017	1	1/14/2020	250.00	250.00	0.00	250.00	250.00	
No	No	APPLY-OI	IN000000000000000000018	1	1/21/2020	350.00	350.00	0.00	0.00	0.00	

Number of Documents: 2

Process Log... Close

What happens if you select the second payment for APPLY-OI?

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.

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

Document Order

Document Number

Auto Apply

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

Number of Documents: 3

Apply	Skip	Customer	Document	Paym...	Document Date	Amount	Balance	Pending	Applied	Total Applied	PO Number
Yes	No	APPLY-OI	IN000000000000000000017	1	1/14/2020	250.00	250.00	0.00	250.00	250.00	
Yes	No	APPLY-OI	IN000000000000000000018	1	1/21/2020	350.00	350.00	0.00	100.00	100.00	

Number of Documents: 2

Process

Log...

Close

Applying payments by double-clicking the invoices in the bottom grid

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.

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

Document Order: Document Number Auto Apply

Apply	Skip	Customer	Document	Nat. Acct.	Document Date	Amount	Balance	Pending	Total Applied	PO Number
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	

Number of Documents: 3

Apply	Skip	Customer	Document	Paym...	Document Date	Amount	Balance	Pending	Applied	Total Applied	PO Number
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	

Number of Documents: 3

Process Log... Close

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

Apply	Skip	Customer	Document	Nat. Acct.	Document Date	Amount	Balance	Pending	Total Applied	PO Number
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

Apply	Skip	Customer	Document	Paym...	Document Date	Amount	Balance	Pending	Applied	Total Applied	PO Number
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	

Using the Auto-Apply button

You can use the Auto Apply button 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. Just click the auto-apply button.

You can see that Auto-ApPLY applied the balance forward payment to the three invoices below, and it also applied the open item payments – which you can see if you select the open item payments in the top 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

Document Order Document Number

Apply	Skip	Customer	Document	Nat.	Acct.	Document Date	Amount	Balance	Pending	Total Applied	PO Number
Yes	No	APPLY-BF	PY00000000000000000000000000000001			2/1/2020	-840.00	-840.00	0.00	-840.00	
Yes	No	APPLY-OI	PY00000000000000000000000000000092			2/1/2020	-250.00	-250.00	0.00	-250.00	
Yes	No	APPLY-OI	PY00000000000000000000000000000093			2/10/2020	-350.00	-350.00	0.00	-350.00	

Number of Documents: 3

Apply	Skip	Customer	Document	Paym...	Document Date	Amount	Balance	Pending	Applied	Total Applied	PO Number
Yes	No	APPLY-BF	IN00000000000000000000000000000015	1	1/14/2020	500.00	500.00	0.00	500.00	500.00	
Yes	No	APPLY-BF	IN00000000000000000000000000000016	1	1/16/2020	140.00	140.00	0.00	140.00	140.00	
Yes	No	APPLY-BF	IN00000000000000000000000000000019	1	1/13/2020	200.00	200.00	0.00	200.00	200.00	

Number of Documents: 3

Process Log... Close