

# Apply Documents

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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:

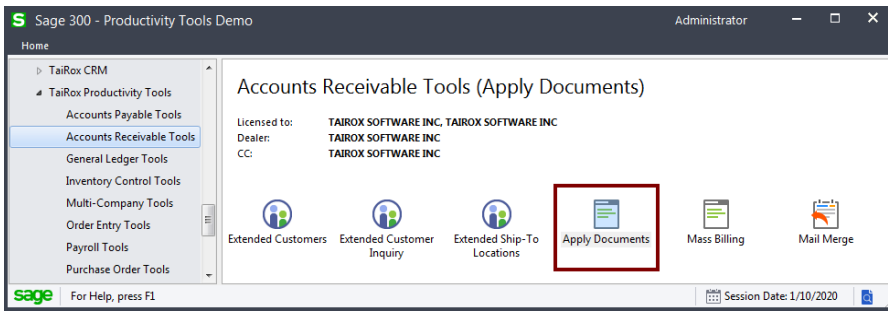
- Select documents to apply by customer number, document number, national account, document date, discount grace period or due date grace period.
- Specify document types – prepayments, receipts, unapplied cash, and/or credit notes.
- Specify additional criteria for document selection if applicable.
- 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.
- As of 2017, Order number and PO number columns have been added to grids, and you can drill down to O/E orders.

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.

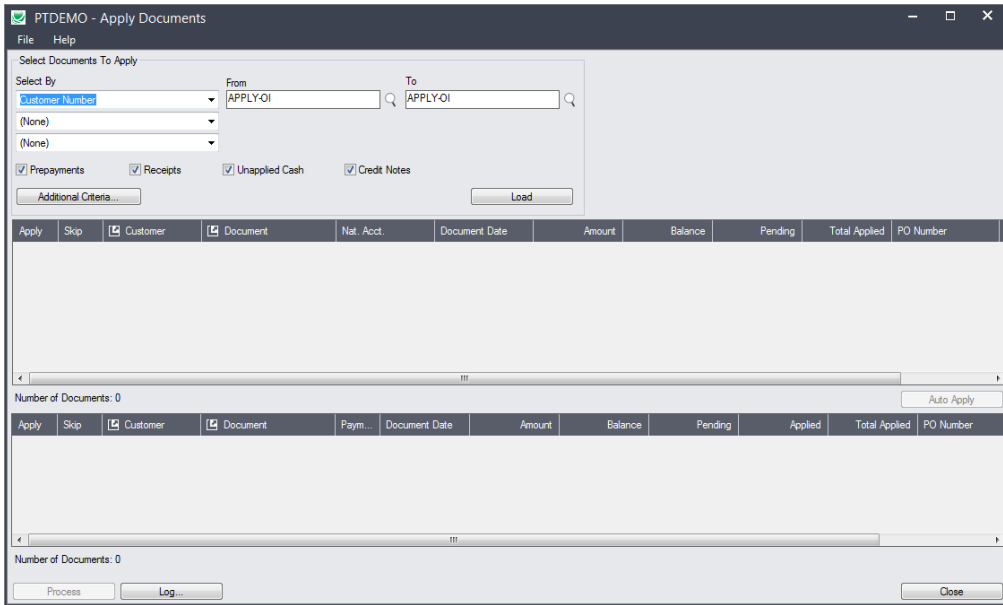
This User Guide also provides two examples of document application process: one using an "open item" customer, and one using a "balance forward" customer. The principles of operation are the same for hundreds of customers and mismatched amounts.

## Using Apply Documents

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

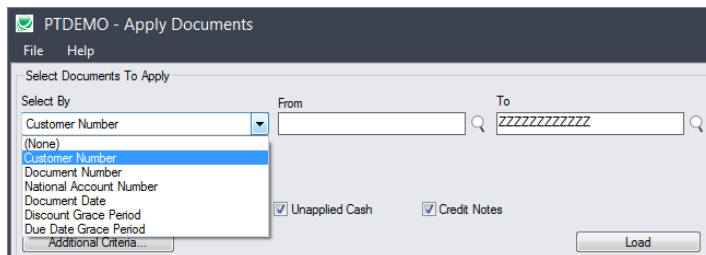


- Click the Apply Documents icon in the Accounts Receivable Tools folder to open the Apply Documents form, shown below.



**Specify how to select documents for application:**

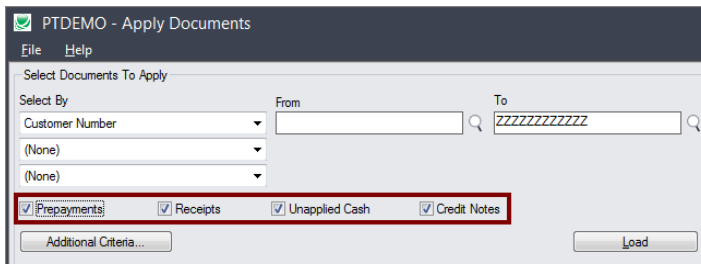
You can look up documents for applying to invoices by specifying up to three data ranges using customer numbers, document numbers, national account numbers, document dates, discount grace periods or due date grace periods.



- For example, choose Customer Number to specify all unapplied prepayments, receipts, unapplied cash and credit notes for a range of customers.

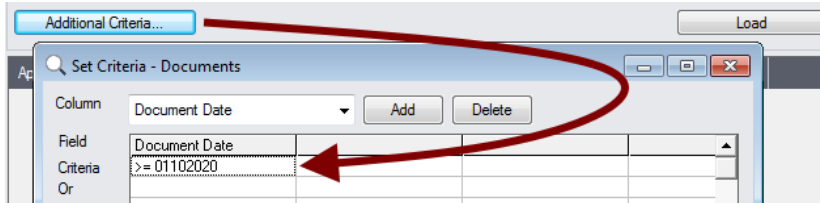
**Specify the type of documents that you want to apply:**

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



**Choose additional criteria:**

- Click the Additional Criteria button to use other document fields for filtering.



**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 additional criteria that you specified.

- You can adjust the ranges, document types or additional criteria if necessary, then click Load again.

Apply	Skip	Customer	Document	Nat. Acct.	Document Date	Amount
No	No	1105	PY00000000000000000031	BARMART	3/10/2020	-499.03
No	No	1200	PY00000000000000000032		4/3/2020	-2,171.08
No	No	1200	PY00000000000000000049		6/1/2020	-2,245.47
No	No	1240	PY00000000000000000042		5/10/2020	-3,917.14
No	No	1550	PY00000000000000000055		2/21/2019	-568,284.49

**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** by double-clicking in the invoice Skip column.

Apply	Skip	Customer	Document	Nat. Acct.	Document Date	Amount	Balance	Pending	Total Applied	PO Number
No	No	1105	PY00000000000000000031	BARMART	3/10/2020	-499.03	-448.70	0.00	0.00	
No	No	1200	PY00000000000000000032		4/3/2020	-2,171.08	-212.10	0.00	0.00	
No	No	1200	PY00000000000000000049		6/1/2020	-2,245.47	-621.99	0.00	0.00	
<b>Yes</b>	No	1240	PY00000000000000000042		5/10/2020	-3,917.14	-1,275.35	0.00	-1,275.35	
No	No	1550	PY00000000000000000055		2/21/2019	-568,284.49	-19,815.97	0.00	0.00	

Apply	Skip	Customer	Document	Paym...	Document Date	Amount	Balance	Pending	Applied	Total Applied	PO Number
Yes	No	1240	IN0000000000000006	1	5/13/2019	338.53	94.39	0.00	94.39	94.39	
Yes	No	1240	IN0000000000000011	1	8/10/2019	338.53	94.39	0.00	94.39	94.39	
Yes	No	1240	IN0000000000000045	1	4/20/2020	1,796.41	471.97	0.00	471.97	471.97	
Yes	No	1240	IN0000000000000051	1	5/28/2020	1,623.48	1,623.48	0.00	614.60	614.60	
No	No	1240	IN0000000000000057	1	5/31/2020	172.93	172.93	0.00	0.00	0.00	
No	No	1240	TR-INV-004.1	1	2/2/2019	5,419.59	4,648.44	0.00	0.00	0.00	

You can also double-click in the Apply column in the **bottom** grid 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.

Apply	Skip	Customer	Document	Nat. Acct.	Document Date	Amount	Balance	Pending	Total Applied	PO Number
No	No	1105	PY00000000000000000031	BARMART	3/10/2020	-499.03	-448.70	0.00	0.00	
No	Yes	1200	PY00000000000000000032		4/3/2020	-2,171.08	-212.10	0.00	0.00	
No	Yes	1200	PY00000000000000000049		6/1/2020	-2,245.47	-621.99	0.00	0.00	
No	No	1240	PY00000000000000000042		5/10/2020	-3,917.14	-1,275.35	0.00	0.00	
No	No	1550	PY00000000000000000055		2/21/2019	-568,284.49	-19,815.97	0.00	0.00	

Number of Documents: 5

Apply	Skip	Customer	Document	Paym...	Document Date	Amount	Balance	Pending	Applied	Total Applied	PO Number
No	No	1200	IN00000000000000000003	1	6/30/2020	1,623.75	1,623.75	0.00	0.00	0.00	
No	No	1200	IN00000000000000000006	1	7/30/2020	406.27	406.27	0.00	0.00	0.00	
No	No	1200	IN00000000000000000012	1	6/5/2020	108.25	78.25	0.00	0.00	0.00	
No	No	1200	IN00000000000000000013	1	6/5/2020	108.25	108.25	0.00	0.00	0.00	
No	No	1200	IN00000000000000000014	1	7/5/2020	108.25	108.25	0.00	0.00	0.00	
No	No	1200	IN00000000000000000061	1	7/1/2020	2,338.04	2,338.04	0.00	0.00	0.00	

- Review the document applications in the bottom grid.
- If on review you do not want to apply a payment to an invoice, double-click to change the Apply column to “No”.

Apply	Skip	Customer	Document	Nat. Acct.	Document Date	Amount	Balance	Pending	Total Applied	PO Number
Yes	No	1105	PY00000000000000000031	BARMART	3/10/2020	-499.03	-448.70	0.00	-259.91	
Yes	No	1200	PY00000000000000000032		4/3/2020	-2,171.08	-212.10	0.00	-212.10	
Yes	No	1200	PY00000000000000000049		6/1/2020	-2,245.47	-621.99	0.00	-621.99	
No	No	1240	PY00000000000000000042		5/10/2020	-3,917.14	-1,275.35	0.00	0.00	
No	No	1550	PY00000000000000000055		2/21/2019	-568,284.49	-19,815.97	0.00	0.00	

Number of Documents: 5

Apply	Skip	Customer	Document	Paym...	Document Date	Amount	Balance	Pending	Applied	Total Applied	PO Number
Yes	No	1105	IN00000000000000000005	1	7/30/2020	69.28	69.28	0.00	69.28	69.28	
Yes	No	1105	IN00000000000000000003	1	5/8/2019	687.82	188.79	0.00	188.79	188.79	
No	No	1105	IN00000000000000000008	1	8/7/2019	687.82	188.79	0.00	0.00	0.00	
Yes	No	1105	IN00000000000000000025	1	12/1/2019	687.82	687.82	0.00	1.84	1.84	
No	No	1105	IN00000000000000000037	1	3/18/2020	4,282.53	1,227.12	0.00	0.00	0.00	
No	No	1105	IN00000000000000000059	1	6/5/2020	1,035.57	1,035.57	0.00	0.00	0.00	

**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.

PTDEMO - Batch Information

Batch Description: \_\_\_\_\_

Entry Description: \_\_\_\_\_

Entry Date: 08/14/2020

OK Cancel

- Click the OK button to confirm.

The program will provide you with the receipt batch number:

Message

Index	Priority	Description
1	Message	A/R Receipt Batch 68 Created.
2	Message	Processing completed.

Description: A/R Receipt Batch 68 Created.  
Source: 13:35:45-

Print ... Help ... Close

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

```
8/14/2020 1:35:45 PM Apply Documents started.
8/14/2020 1:35:45 PM
8/14/2020 1:35:45 PM Performed by user: ADMIN
8/14/2020 1:35:45 PM
8/14/2020 1:35:45 PM Select Documents To Apply
8/14/2020 1:35:45 PM     Customer Number From [1100] To [2240]
8/14/2020 1:35:45 PM
8/14/2020 1:35:45 PM Batch Information
8/14/2020 1:35:45 PM     Batch Description: Apply Documents - August 2020
8/14/2020 1:35:45 PM     Entry Description: Apply Documents - August 2020
8/14/2020 1:35:45 PM     Entry Date: 8/14/2020
8/14/2020 1:35:45 PM
8/14/2020 1:35:45 PM A/R Receipt Batch 68 Created.
8/14/2020 1:35:45 PM Creating Apply Transaction for Customer 1200 - Document
PY00000000000000000049...
8/14/2020 1:35:45 PM
8/14/2020 1:35:45 PM Processing completed.
8/14/2020 1:35:45 PM
=====
```

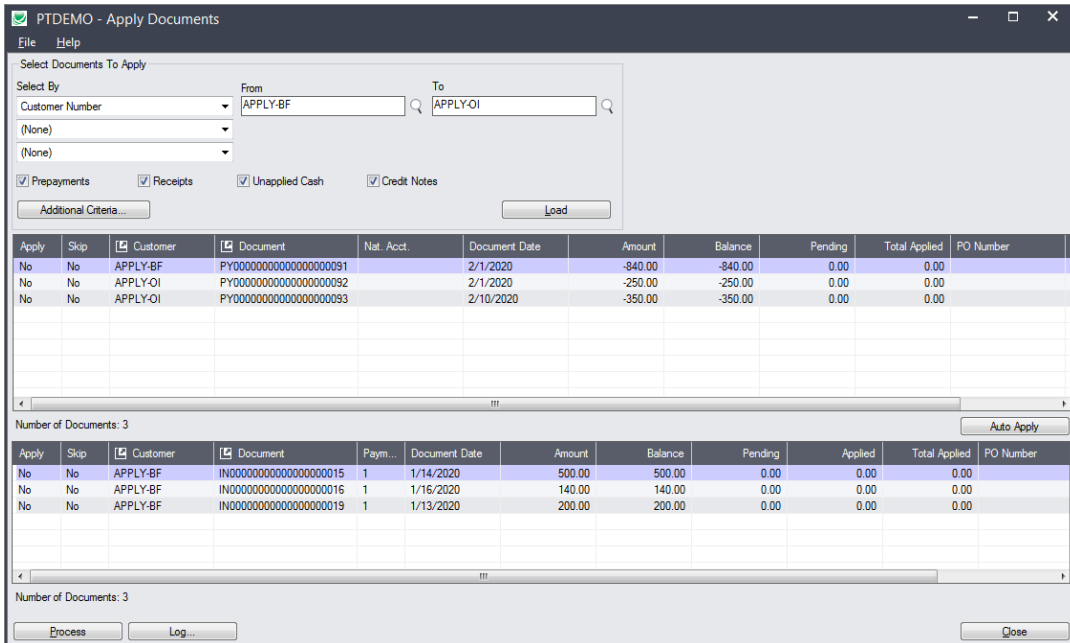
**The Log lists:**

- The user, and the range of documents specified for the selection.
- The batch description, entry description and the receipt batch number.

# Apply Documents processing examples

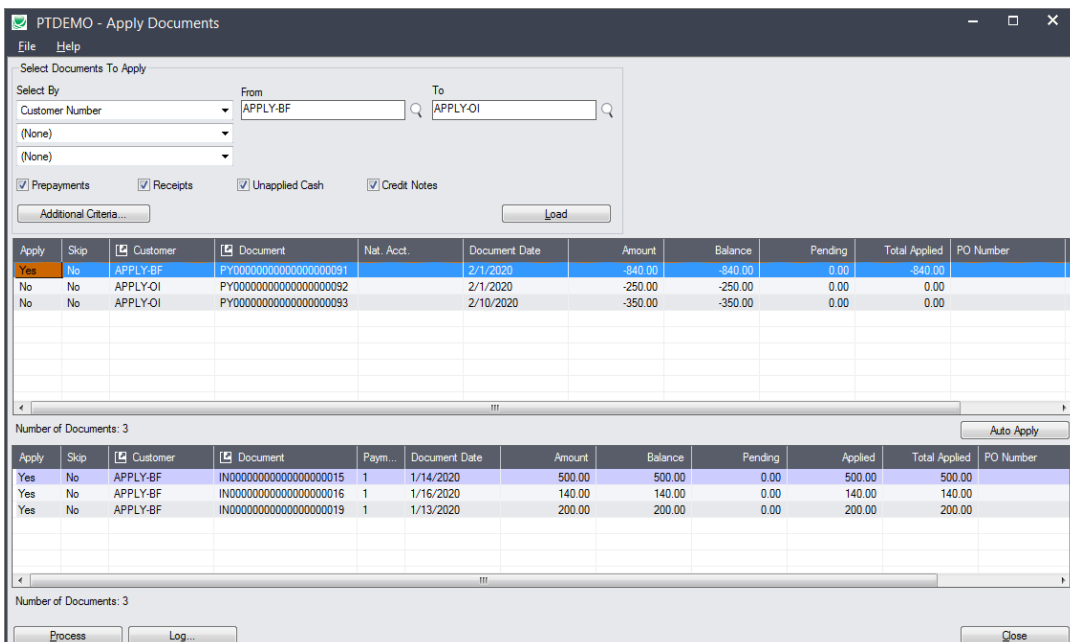
## Balance Forward Customer

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.



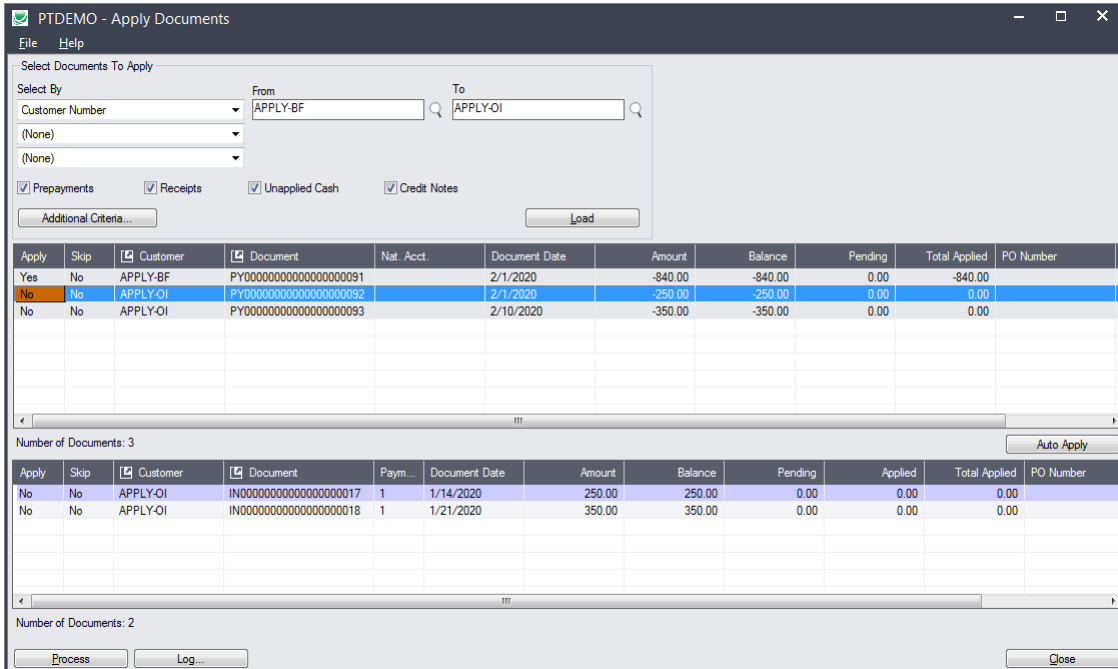
- Double-click the Yes column in the top grid to apply a payment to the invoices shown, as much as possible, from top-to-bottom.

In the example below, the payment of \$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.



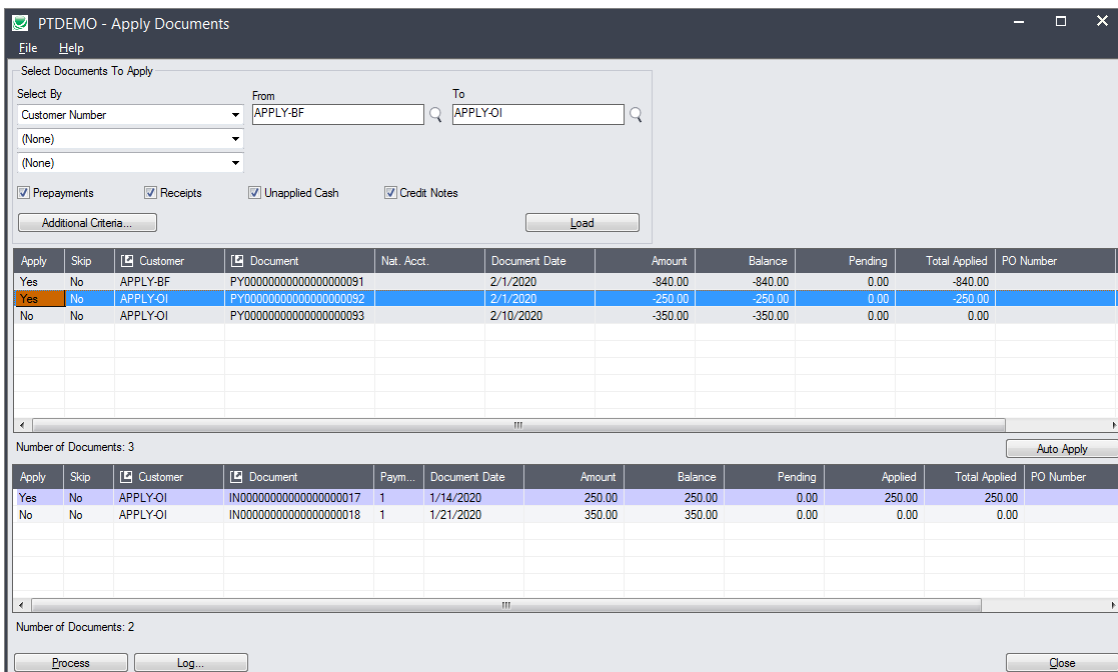
### Open Item Customer

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.



- 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".



**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.

The screenshot shows the 'PTDEMO - Apply Documents' window. At the top, there are search filters for 'Customer Number' (set to 'APPLY-BF') and 'To' (set to 'APPLY-OI'). Below these are checkboxes for 'Prepayments', 'Receipts', 'Unapplied Cash', and 'Credit Notes'. A 'Load' button is present.

The first table, titled 'Number of Documents: 3', lists the following data:

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	
Yes	No	APPLY-OI	PY00000000000000000093		2/10/2020	-350.00	-350.00	0.00	-350.00	

The second table, titled 'Number of Documents: 2', shows the result of applying the selected document:

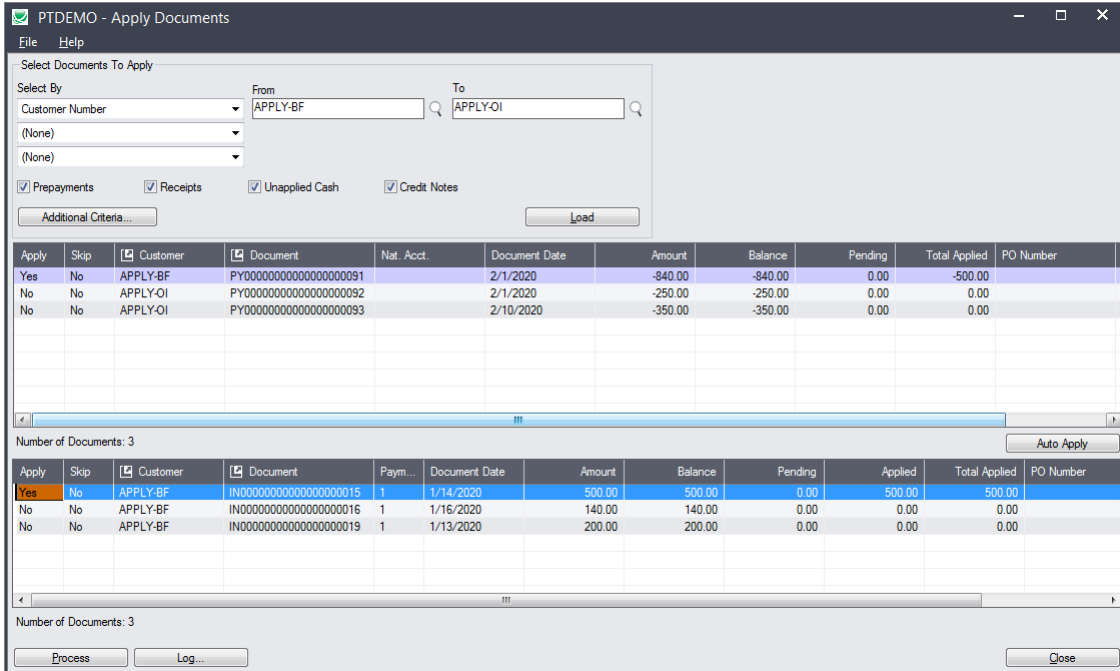
Apply	Skip	Customer	Document	Paym...	Document Date	Amount	Balance	Pending	Applied	Total Applied	PO Number
Yes	No	APPLY-OI	IN00000000000000000017	1	1/14/2020	250.00	250.00	0.00	250.00	250.00	
Yes	No	APPLY-OI	IN00000000000000000018	1	1/21/2020	350.00	350.00	0.00	100.00	100.00	

Buttons at the bottom include 'Process', 'Log...', and 'Close'.

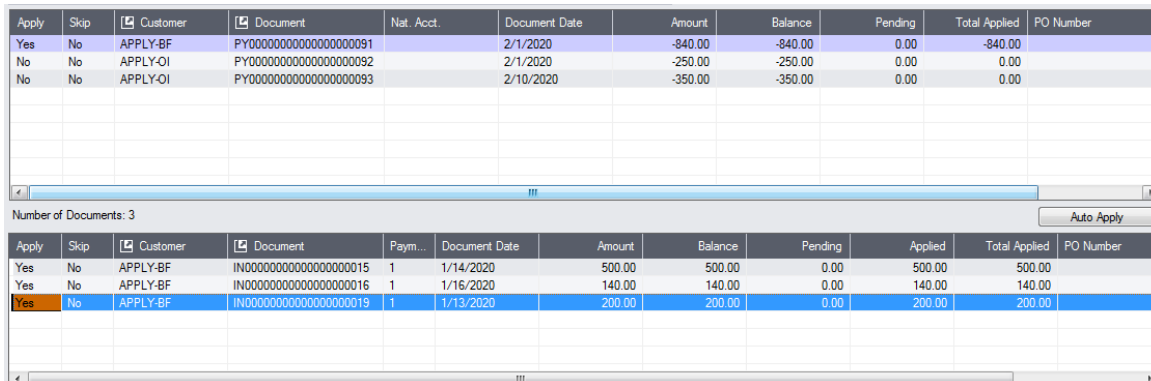


### Applying payments by double-clicking the invoices in the bottom grid

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.



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



### 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.

