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AR & AP Batch Knock Off

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1.0 Introduction

Introducing the ARAP Batch Knock-off Plug-in, a powerful add-on feature designed to streamline your accounting processes within AutoCount Accounting. This innovative tool simplifies the intricate task of reconciling invoices, debit notes, payments, and credit notes by consolidating them into a single, user-friendly interface. With the ARAP Batch Knock-off Plug-in, you can efficiently manage your financial transactions, enhancing accuracy and saving valuable time.



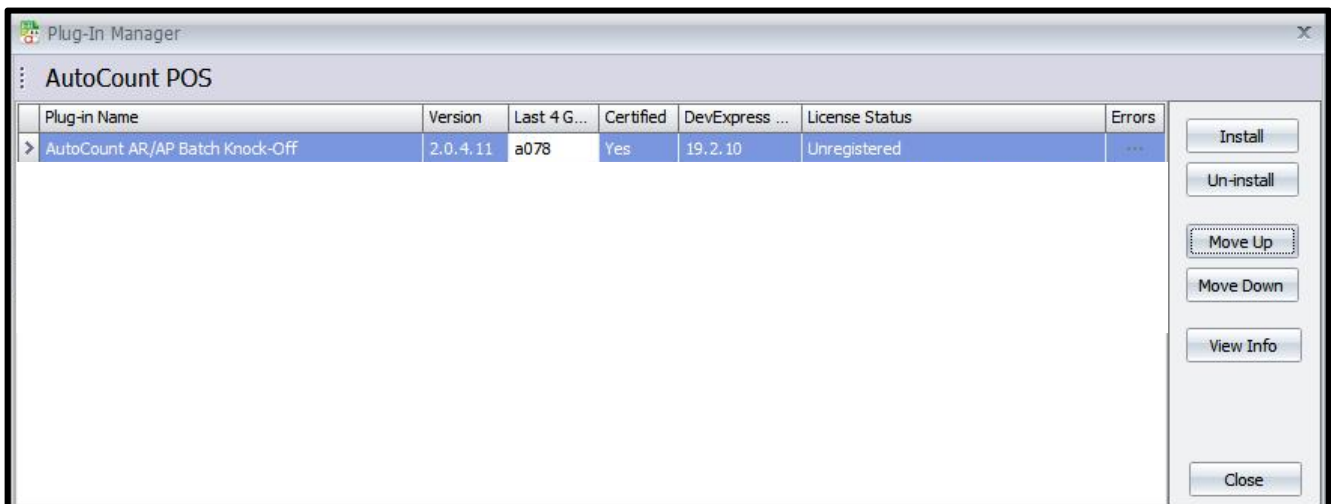
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2.0 Installation

1. Go to **Tools > Plug-in Manager**.
2. Click on the “**Install**” button.
3. Browse for the related **.app file (AR/AP Batch Knock Off)**.
4. A new window will prompt with some basic information of this plug-in.
5. Click on the “**Install**” button again to proceed.
6. A confirmation message will be prompted after that.
7. Click “**Yes**” to confirm the installation.
8. A success message will appear after the plug-in is installed correctly.

 AutoCount.ARAPBatchKnockOff 2.0.4.11....	27-Oct-23 11:31 AM	APP File	384 KB
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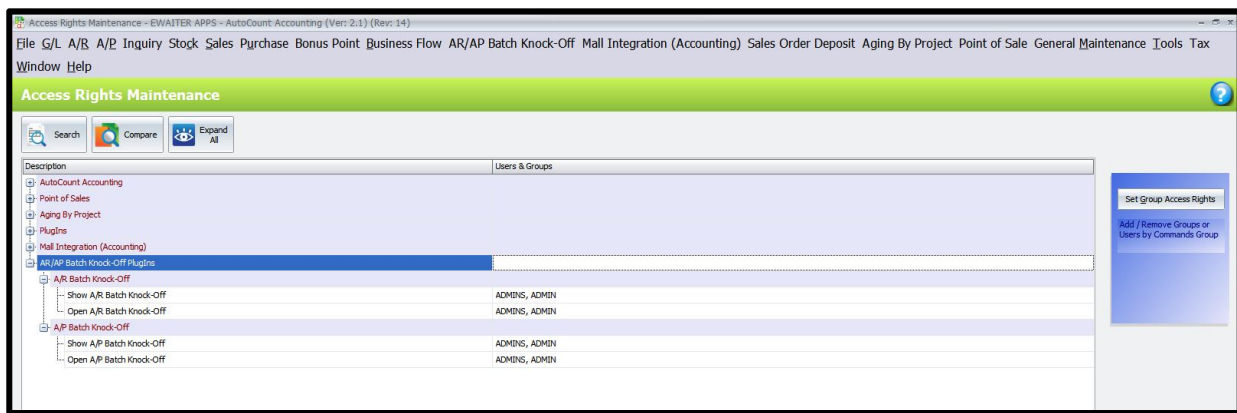


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3.0 Access Rights

1. Go to rights from top **Menu → General Maintenance → Access Right Maintenance**.
2. User will be able to see a new record **“AR / AP Batch Knock-Off Plugins”** with several new access rights.



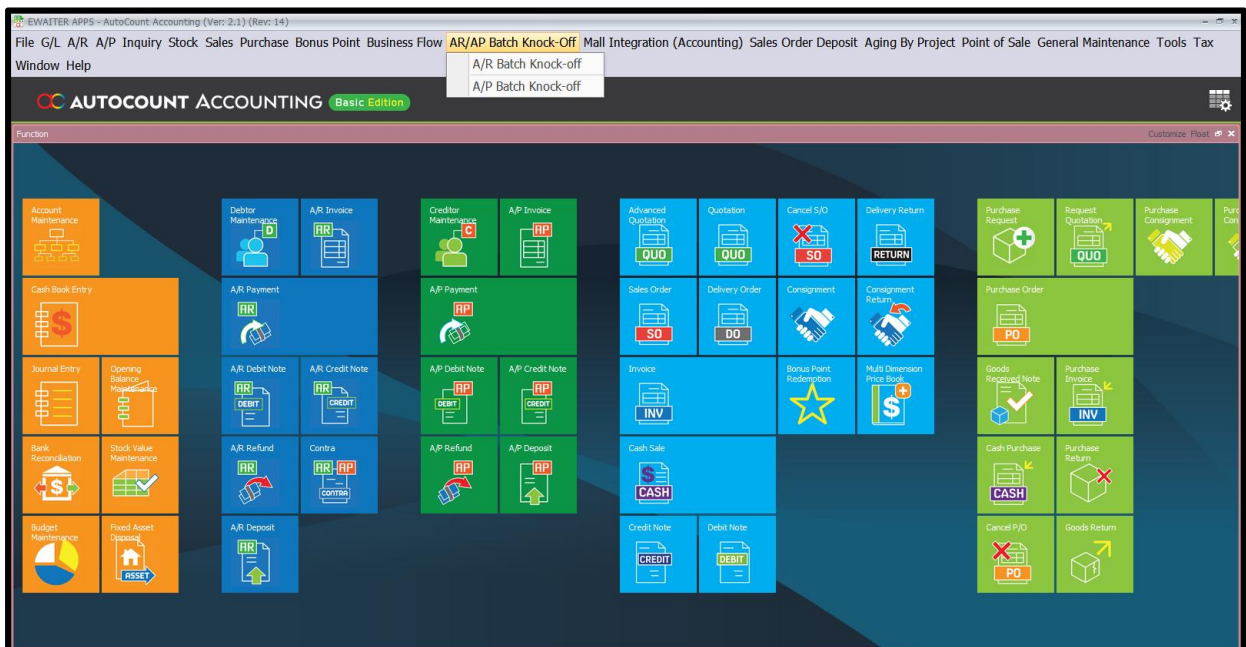


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4.0 Function & Features

1. There will be 2 new function **AR Batch Knock-Off** and **AP Batch Knock-Off** under the menu AR/AP Batch Knock-off Plug In.
2. User can knock-off their Invoice and Debit Notes under one screen through Payments and unapplied Credit Notes.





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5.0 Batch Knock Off Form

1. User can perform knock off on the outstanding Invoice and Debit Notes.
2. It consists of a few actions.

The screenshot shows the 'AR Batch KnockOff' form. It is divided into several sections:

- Master Section (Area 1):** Includes a 'Debtor' dropdown menu.
- Payment Section (Area 2):** Includes fields for 'Description', 'Ref. No. 2', 'Official Receipt No.', and 'Date'. Below these is a table for 'Payment Method' with columns for 'Cheque No.', 'Payment Amount', 'Bank Charge', and 'Payment By'.
- AR Credit Note:** A table with columns for 'Doc. No.', 'Doc. Date', 'Description', 'Net Total', 'Outstanding', 'Pay', 'Select', 'Our Invoice No.', 'Ref Doc. No.', 'Balance', 'Branch Code', and 'Branch Name'.
- Knock-Off Ar Invoice/Debit Note:** A table with columns for 'Doc. No.', 'Doc. Date', 'Org. Amt.', 'Outstanding', 'Pay', 'Select', 'Shipping Info', 'Ref Doc. No.', 'Branch Name', and 'Balance'.

Master Section (Area 1)

Debtor: Select debtor to perform knock-off on its transactions.

Total Amount: Total amount of this payment.

Total Unapplied Amount: Total unapplied amount of this payment.

Payment Section (Area 2)

Description: Document description of this payment.

Ref. No. 2: Additional reference number if any.

Official Receipt No: Document number of this payment.

Date: Document date of this payment.

Payment Method: Add and select payment type for this payment.

Cheque No: Enter cheque number if any.

Payment Amount: Total paid amount.

Bank Charge: Enter bank charges if any.

Payment By: The person who perform this payment, used as reference.



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Credit Note Section (Area 3)

Doc. No: Document number of Credit Note.

Doc. Date: Document date of Credit Note.

Description: Description of Credit Note.

Net Total: Total of Credit Note.

Outstanding: Unapplied amount of Credit Note.

Pay: Amount to knock-off.

Select: Tick to apply knock off using this Credit Note.

Our Invoice No: Refer to "Our Invoice No" in Credit Note.

Refer Doc No: Refer to "Refer Doc" field in Credit Note.

Balance: Balance unapplied amount of Credit Note after knock-off.

Branch Code: Branch code selected in Credit Note.

Branch Name: Branch name selected in Credit Note.

Knock-off Invoice / Debit Note Section (Area 4)

Doc. No: Document number of Invoice or Debit Note.

Doc. Date: Document date of Invoice or Debit Note.

Org. Amt: Total amount of Invoice or Debit Note.

Outstanding: Outstanding amount of Invoice or Debit Note.

Pay: Amount to be knock-off on this Invoice or Debit Note.

Select: Tick to knock-off this Invoice or Debit Note.

Shipping Info: Refer to "Shipping Info" field in Invoice or Debit Note.

Ref Doc No: Refer to "Refer Doc" in Invoice or Debit Note.

Branch Name: Branch name selected in Invoice or Debit Note.

Balance: Balance outstanding amount of Invoice or Debit Note after knock-off



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6.0 Design Batch Knock-Off Form

1. The batch knock-off form is **not lock**.
2. User has the flexibility to **adjust the size** of each sections available.
3. User can adjust the section which they had many transactions to bigger size to show more rows instead of scrolling up and down

Refer next image where Knock-off section is being enlarged

The screenshot displays the 'AR Batch KnockOff' software interface. It features several sections:

- Header:** Includes a 'Debtor' dropdown menu, 'Total Amount', and 'Total Unapplied Amount' fields.
- AR Payment:** Contains 'Description' (e.g., 'Being Payment for SO-000014'), 'Ref. No. 2', 'Official Receipt No.', and 'Date' (27-10-2023).
- Main:** A table with columns: Payment Method, Cheque No., Payment Amount, Bank Charge, and Payment By. A row shows '0.00' in the Bank Charge and Payment By columns.
- AR Credit Note:** Includes 'Check All' and 'Uncheck All' buttons, and a table with columns: Doc. No., Doc. Date, Description, Net Total, Outstanding, Pay, Select, Our Invoice No., Ref Doc. No., Balance, Branch Code, and Branch Name.
- Knock-Off AR Invoice/ Debit Note:** Includes 'Check All' and 'Uncheck All' buttons, and a table with columns: Doc No., Doc. Date, Org. Amt., Outstanding, Pay, Select, Shipping Info, Ref Doc. No., Branch Name, and Balance.

At the bottom right, there are 'Save' and 'Cancel' buttons.



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7.0 Example with Step by Step Guide (using AR Batch Knock-Off)

1. To perform knock-off, 3 Invoices and 1 Credit Note (unapplied) were created for this example.
2. Open AR Batch Knock-off from the menu AR/AP Batch Knock-off Plug-in.
3. Select a debtor to perform batch knock-off on its transactions.
4. Any unapplied Sales Credit Note and outstanding Invoices will appear for knock-off purposes

The screenshot shows the 'AR Batch Knock-Off' window. At the top, the Debtor is set to '300-C002' (CUSTOMER). The Total Amount is 0.00 and Total Unapplied Amount is 0.00. The AR Payment section shows a description 'Being Payment for SO-000014' and a Ref. No. 2. The AR Credit Note section shows a table with columns: Doc. No., Doc. Date, Description, Net Total, Outstanding, Pay, Select, Our Invoice No., Ref Doc. No., Balance, Branch Code, Branch Name. One credit note is listed: CH-000001, 27-Oct-23, CREDIT NOTE, 30.00, 30.00, 0.00, with the 'Select' checkbox checked. The Knock-Off Ar Invoices/Debit Note section shows a table with columns: Doc. No., Doc. Date, Org. Amt., Outstanding, Pay, Select, Shipping Info, Ref Doc. No., Branch Name, Balance. Three invoices are listed: 1-000004 (21-Oct-23, 796.00, 463.00, 0.00), 1-000005 (21-Oct-23, 1,770.00, 1,700.00, 0.00), and 1-000006 (21-Oct-23, 590.00, 520.00, 0.00). The total Outstanding is 3,696.00 and total Pay is 3,272.00. Buttons for 'Save' and 'Cancel' are at the bottom right.

5. Add in payment using the “+” button at the payment section. Key in payment amount.
6. If want to apply any Credit Note, just tick on the checkbox under “**Select**” column of that Credit Note.
7. User can also change the amount to be applied on the “**Pay**” column.
8. For an additional info, user can refer to some other information such as Branch Code, Branch Name etc.
9. After keying in payment and select Credit Note, user can now perform knock-off on Invoices by ticking on the checkbox under “**Select**” column of that Invoice.
10. User can also change the amount to be paid on the “**Pay**” column.
11. When Credit Note and Payment is being used together, Credit Note will be applied first then only Payment.
12. User can check which of their Invoice is being knock-off by Credit Note by clicking on the small “+” button beside Doc No. to expand the details.



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Doc No.	Doc. Date	Org. Amt.	Outstanding	Pay	Select	Shipping Info	Ref Doc. No.	Branch Name	Balance
I-000004	21-Oct-23		746.00	462.00	30.00	<input checked="" type="checkbox"/>			432.00

Knock-Off Doc. No.	Knock-Off DocType	Knock-Off Amt.	Knock-Off Date
CH-000001	RC		30.00 27-Oct-23

13. User can change the knock-off date at detail level if needed. The default knock-off date will apply the same logic as AutoCount Accounting AR/AP Payment knock-off date.
14. If user choose to apply Credit Note and deselect it later, the Invoice that is previously being tied to this Credit Note will be highlighted in Red. At the same time, the **“Pay”** amount will be deducted automatically based on the Credit Note amount.

Doc. No.	Doc. Date	Description	Net Total	Outstanding	Pay	Select	Our Invoice No.	Ref Doc. No.	Balance	Branch Code	Branch Name
CH-000001	27-Oct-23	CREDIT NOTE	30.00	30.00	0.00	<input type="checkbox"/>			30.00		

Doc. No.	Doc. Date	Outstanding	Pay	Select	Shipping Info	Ref Doc. No.	Branch Name	Balance
I-000004	21-Oct-23	746.00	462.00	0.00	<input type="checkbox"/>			462.00
I-000005	21-Oct-23	1,770.00	1,700.00	0.00	<input type="checkbox"/>			1700.00
I-000006	21-Oct-23	590.00	520.00	0.00	<input type="checkbox"/>			520.00

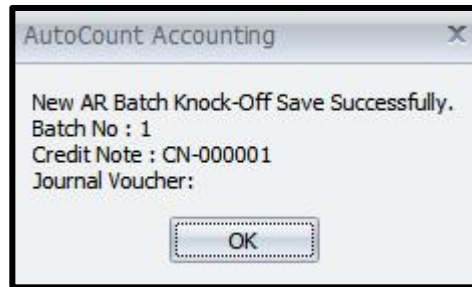
Highlight in Red if Credit Note is deselected after knock-off and the pay amount will be deducted automatically



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15. Click **Save** when done and a message will appear to notify user on the document number that is affected by this Batch knock-off entry. If any payment is applied, an AR Payment will be created.



16. User can now check their AR Payment or AR Credit Note and should find all information had been generated or updated as according to the Batch knock-off created.

Note 1: Same steps applied for AP Batch Knock-off as the only differences is data referring to AP transactions.

Note 2: Even thou the system is designed to allow user to perform knock-off of Invoices and Debit Notes applying Payment and Credit Notes at the same screen, there is no restrictions if user intend to just use Payment to perform knock-off. It is not mandatory that Payment and Credit Note must be applied together.



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8.0 Back End

Installation of this plug-in will add the following tables into your database:

1. **TM_ARAPBatchKnockOff:** Used to store batch knock-off records that had been perform by user on this database.
2. **TM_BatchKFDocNoFormat:** Used to store batch knock-off numbering format information.