

Introduction

ARAP Batch Knock-off Plug-in is an add-on function for AutoCount Accounting where it allows knock-off of Invoices and Debit Notes through Payments and Credit Notes under a single screen.

System Requirement & Installation

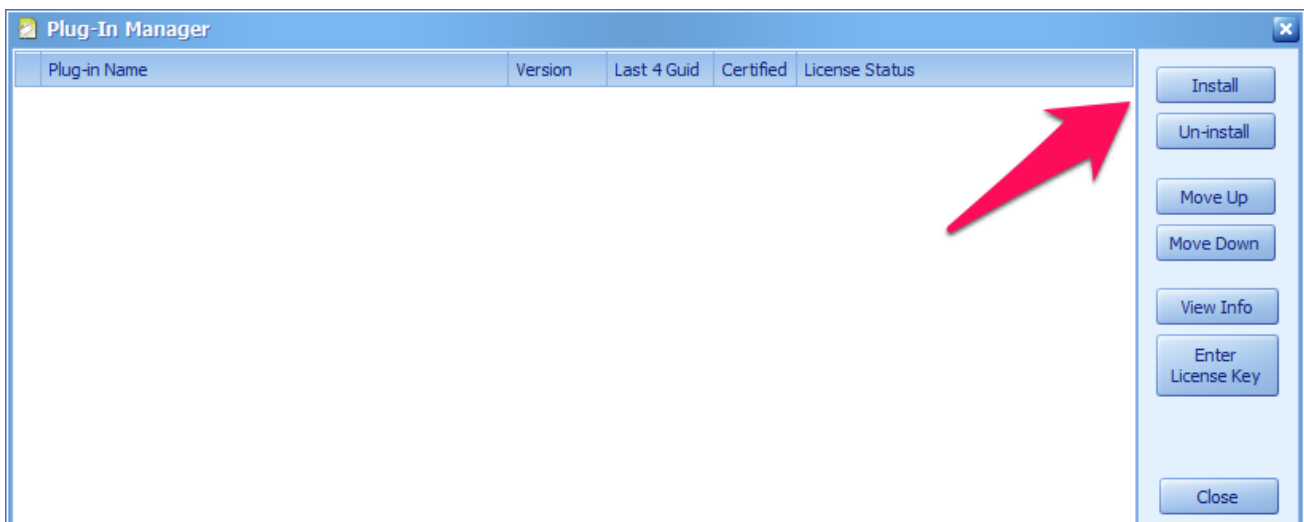
In order to install ARAP Batch Knock-off Plug-in, user will need to obtain .app file which is used for installation.

AutoCount Accounting System Requirement

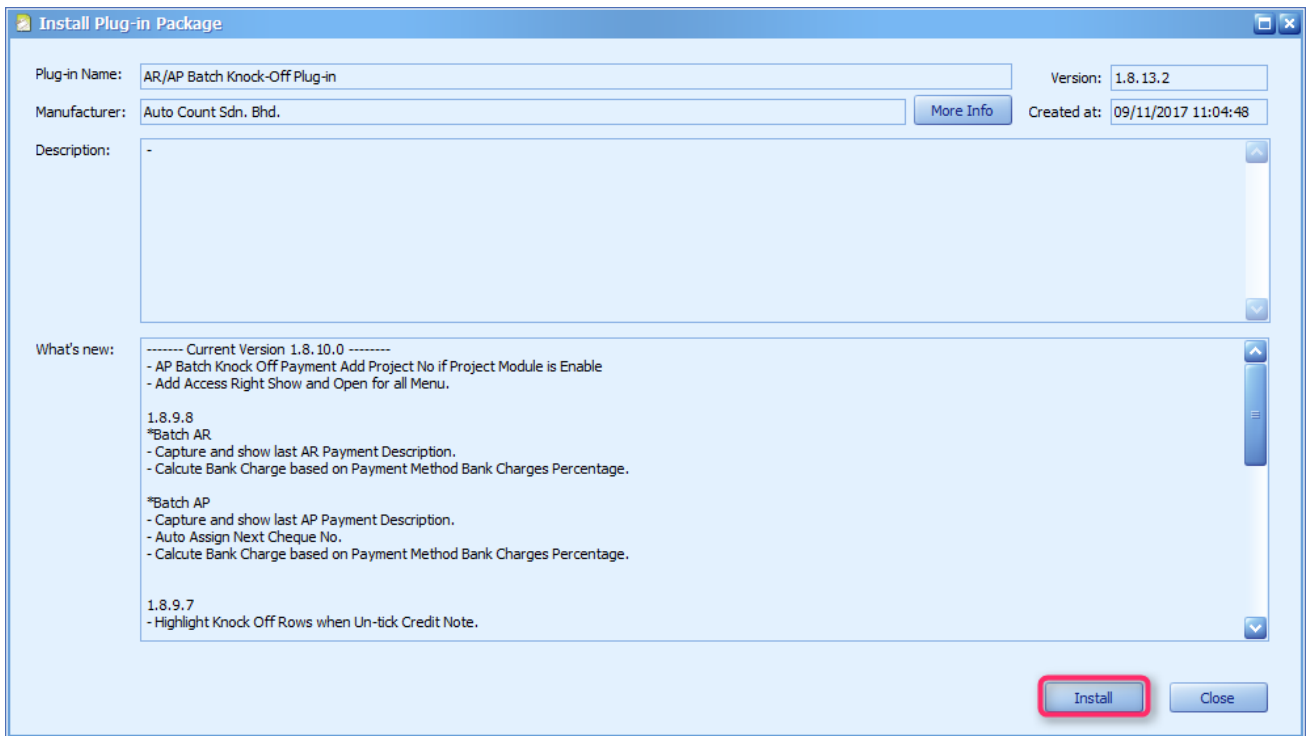
- AutoCount Accounting Basic Edition and above

Step by step guide for installation:

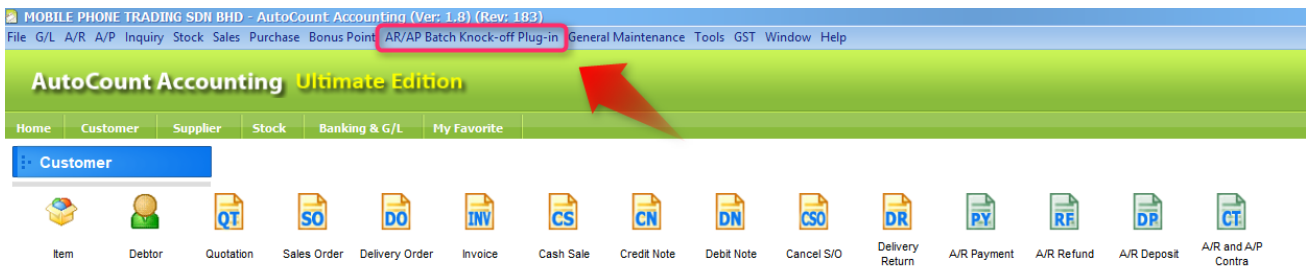
1. Launch AutoCount Accounting and login the account book which you wish to install this plug-in.
2. From the menu bar, go to Tools → Plug-in Manager.



3. After opening Plug-in Manager, click on the "Install" button located on right hand side, system will prompt to select a file. Please browse from folder and open the .app file.
4. A new window will prompt with some basic information of this plugin. Click the "Install" button again located at the bottom.



5. A confirmation message will prompt after clicking the "Install" button. Click "Yes" to confirm the installation.
6. After clicking "Yes", the installation will start and after a moment if the plug-in is installed properly, a successfully installed message will appear and user just need to click "OK" to proceed.
7. After installation user will then able to see an extra menu on AutoCount Accounting menu bar. User can now access to function or features related to this plug-in.

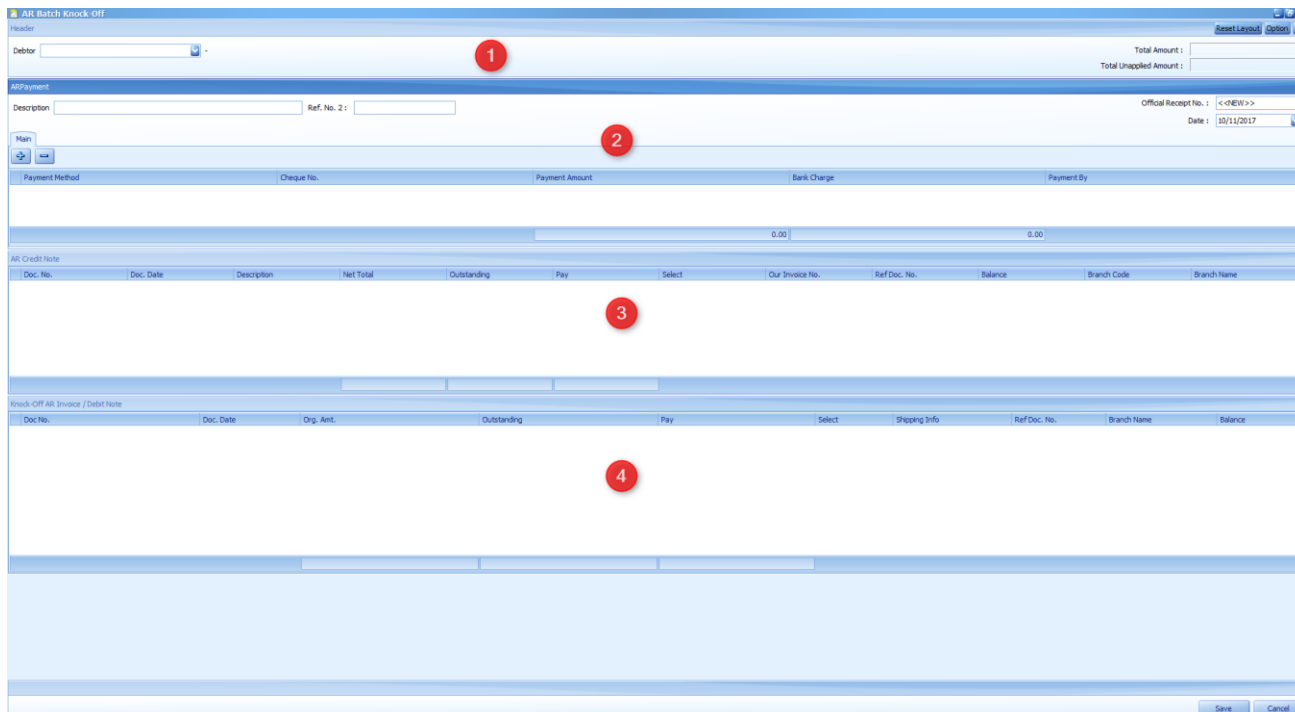


Functions & Features

After installing this plug-in, 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. This function is for user to knock off their Invoices and Debit Notes under one screen through Payments and unapplied Credit Notes.

Batch Knock-off Form

The batch knock-off form is for user to perform knock off on the outstanding Invoices and Debit Notes. It consists of a few sections.



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.

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)

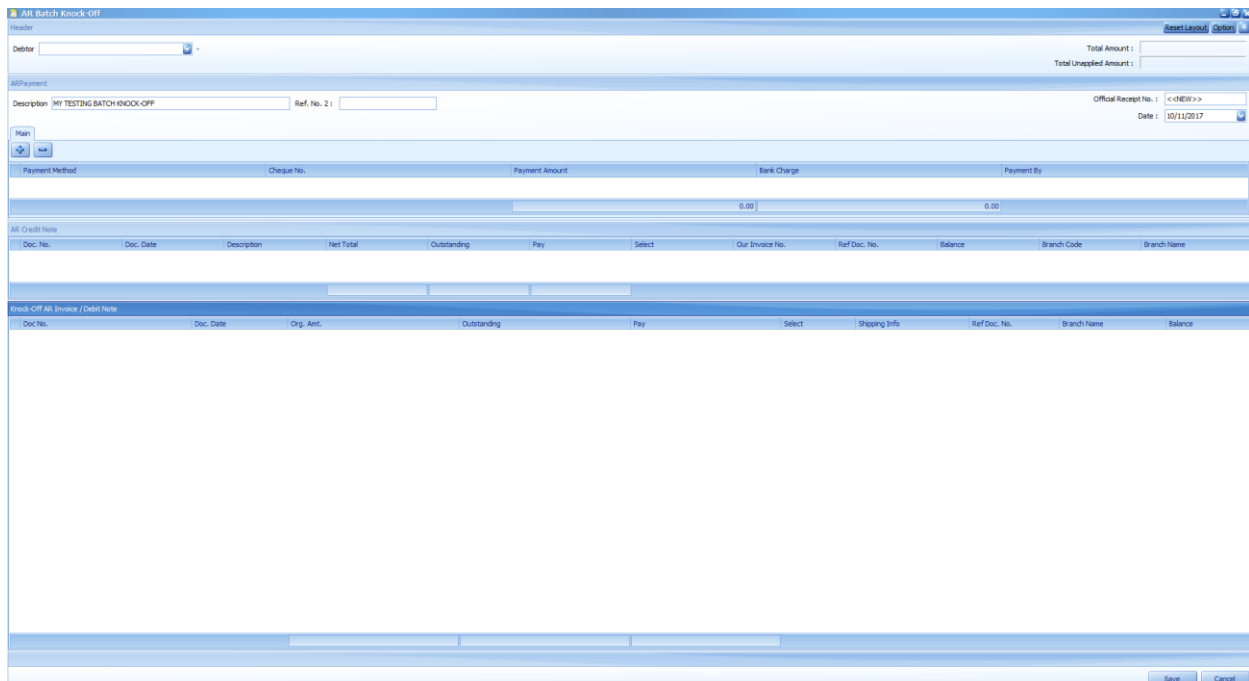
- Doc. No:** Document number of Invoice or Debit Note.
- Doc. Date:** Document date of Invoice or Debit Note.
- Org. Amt:** Total amount of Invoice or Debit Note.
- Outstanding:** Outstanding amount of Invoice or Debit Note.
- Pay:** Amount to be knock-off on this Invoice or Debit Note.
- Select:** Tick 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.

**Note: You will find an option button at the top right of the screen. Please ignore this as the function had been disabled due to some reasons.*



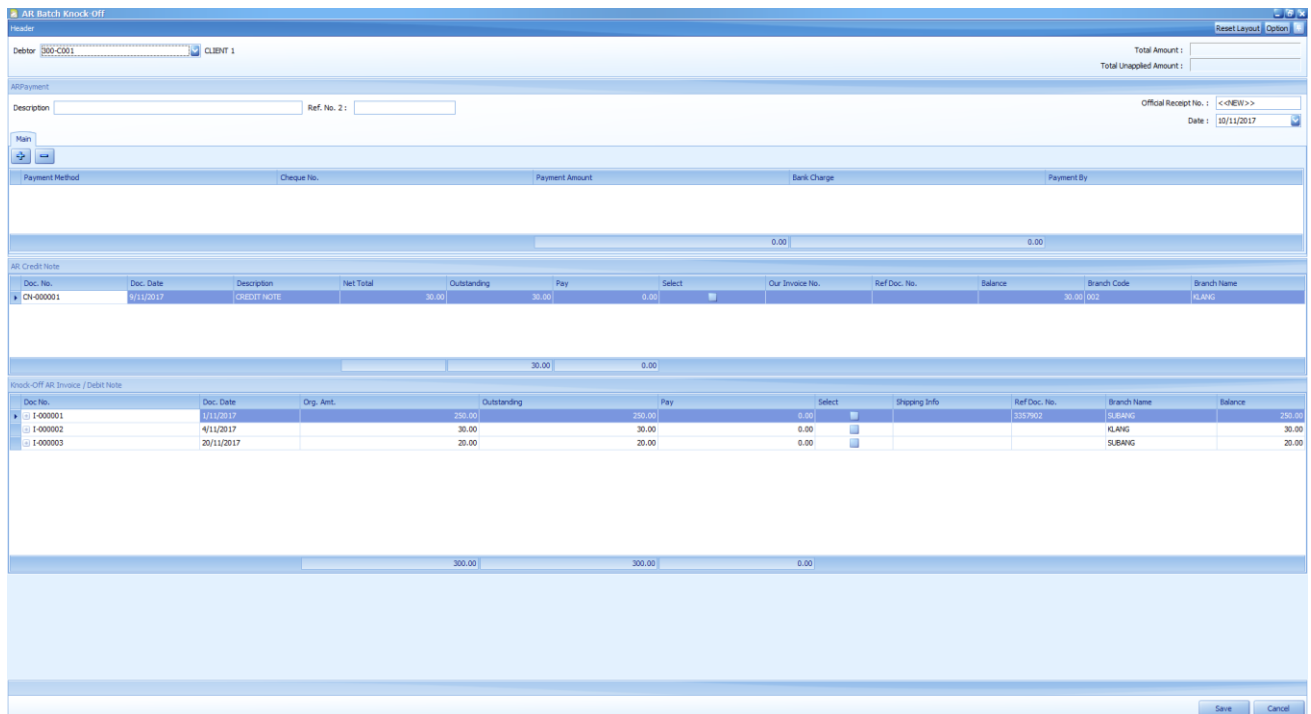
Design Batch Knock-off Form

The batch knock-off form is not lock and user has the flexibility to adjust the size of each sections available. 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).

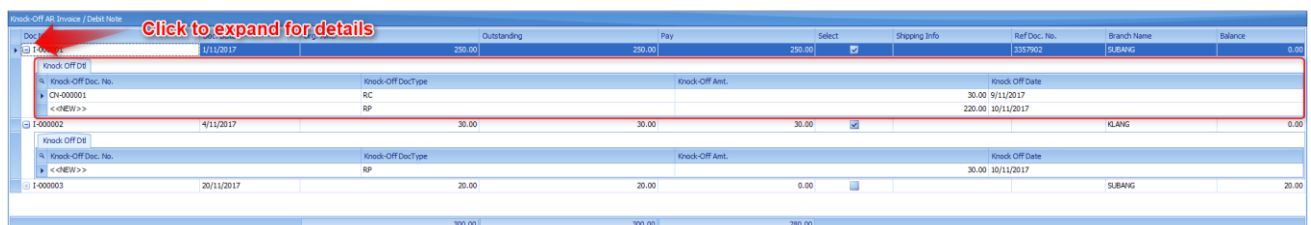


Example with Step by step guide (using AR Batch Knock-off)

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. Any unapplied Sales Credit Note and outstanding Invoices will appear for knock-off purposes.



4. Add in payment using the "+" button at the payment section. Key in payment amount.
5. If want to apply any Credit Note, just tick on the checkbox under "Select" column of that Credit Note. User can also change the amount to be applied on the "Pay" column.
6. As additional info, user can refer to some other information such as Branch Code, Branch Name etc.
7. 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. User can also change the amount to be paid on the "Pay" column.
8. When Credit Note and Payment is being used together, Credit Note will be applied first then only Payment. 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.



9. 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.

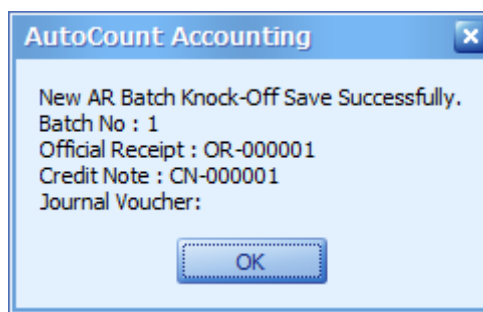
10. If user choose to apply Credit Note and deselect it later, the Invoice that is previously being tied to this Credit Note will be highlighted in Red. At the same time, the "Pay" amount will be deducted automatically based on the Credit Note amount.

Doc. No.	Doc. Date	Description	Net Total	Outstanding	Pay	Select	Our Invoice No.	Ref Doc. No.	Balance	Branch Code	Branch Name	
CN-000001	9/11/2017	CREDIT NOTE		30.00	30.00	<input type="checkbox"/>				30.00	002	HLANG
				30.00	0.00							

Doc. No.	Doc. Date	Org. Amt.	Outstanding	Pay	Select	Shipping Info	Ref Doc. No.	Branch Name	Balance
I-000001	1/11/2017	250.00	250.00	250.00	<input checked="" type="checkbox"/>		3357902	SUBANG	30.00
I-000002	9/11/2017	30.00	30.00	30.00	<input checked="" type="checkbox"/>			HLANG	0.00
I-000003	20/11/2017	20.00	20.00	20.00	<input type="checkbox"/>			SUBANG	20.00
			300.00	300.00	250.00				

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

11. 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.



12. 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.*

Access Right

Upon installing this plug-in, there will be additional access right control added. User can go to General Maintenance → User Maintenance → Access Right to look for this access right.

Search for Access Right	
Description	Users & Groups
AutoCount Accounting	
ARAP Batch Knock-Off PlugIns	
A/R Batch Knock-Off	
Show A/R Batch Knock-Off	ADMINS
Open A/R Batch Knock-Off	ADMINS
A/P Batch Knock-Off	
Show A/P Batch Knock-Off	ADMINS
Open A/P Batch Knock-Off	ADMINS

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.

Last modified by Jae Sen, 10th November 2017