

BatchMaster Web Accounts Where Used

User Guide

Product Version: V.01	Doc Version: 07
Doc No: 27036-04052024-V07	Date of Doc Release: 9/25/2025

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About the Manual

Purpose of the Manual

This user guide provides instructions for using BatchMaster Enterprise. The scope of the document is limited to training users on how various BatchMaster modules are inter-related, the purpose of various BatchMaster screens, and the procedural steps to maintain them. The training objective is to help the user get hands-on experience of how BatchMaster Enterprise functions.

This document aids as a hand-out during training and as an introduction to other manuals. It is not as descriptive as other accompanying manuals, but it is packed with necessary and important information that is required for someone to use BatchMaster Enterprise as a new user.

We designed the user guide based on experience obtained from numerous training sessions. This document aims to strengthen user knowledge on the functioning of BatchMaster Enterprise.

Target Audience

This document is intended for a vast group of people which may include Trainers, VARs, Customers, and even BatchMaster employees who are undergoing BatchMaster training. We hope it will be of immense use as a conceptual guide for Trainers, as a resource material for VARs and customers, and as a reference guide for existing BatchMaster Users and employees.

Organization

The user guide is organized module-wise to reduce bulkiness and enhance usability. Each module contains an overview of the module, concepts you must know before you begin using the module, an overview or purpose of the screen, how to maintain data in the screen, Key Points, and FAQs. Examples have been included to help you understand the logic better and maintain data quickly.

Symbols & Conventions

Symbol	Description
	Note
	Mandatory setting
	Tips

Convention	Description
Italicized (Sales Order Entry)	Module name, screen name & components
“ ” (“BME WEB Accounting Guide”)	Reference document

Abbreviation	Description
A/C	Accounts
AP	Account Payable
AR	Account Receivable
BME Web	BatchMaster Web
COGS	Cost of Goods Sold
GL	General Ledger

PO	Purchase Order
Qty	Quantity
SO	Sales Order
WIP	Work In Progress

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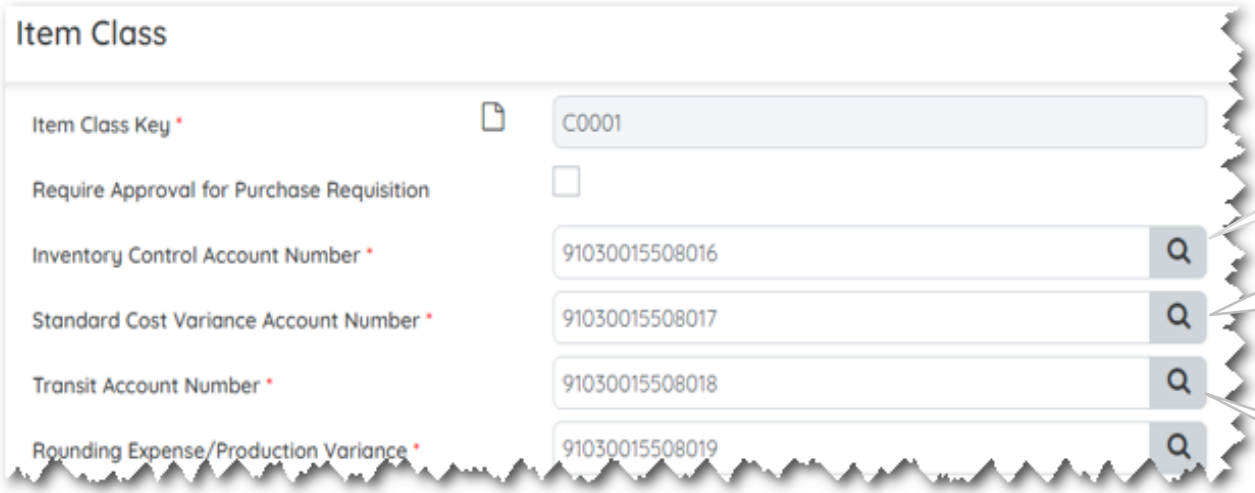
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1 Scope

This document covers information about the accounts used by BatchMaster Web at the time of processing various transactions.

1.1 Item Class - I



The asset account in which the value of your inventory is stored and maintained per Item Class. The Inventory Control Account is debited by BatchMaster Web when on-hand quantities are incremented and credited when on-hand quantities are relieved.

The Standard Cost Variance Account is used when an inventory item uses standard cost valuation. This account is assigned the difference between the defined standard cost of an item and the actual cost applied to the system when bringing inventory into the system.

This is the account that inventory is posted to if the four-part Warehouse Transfer types (T, U, N, and R) are used. While inventory items are in transit, their value is posted to this account and then reversed to the correct Inventory Control Account when the movement is completed.

1.2 Item Class – II

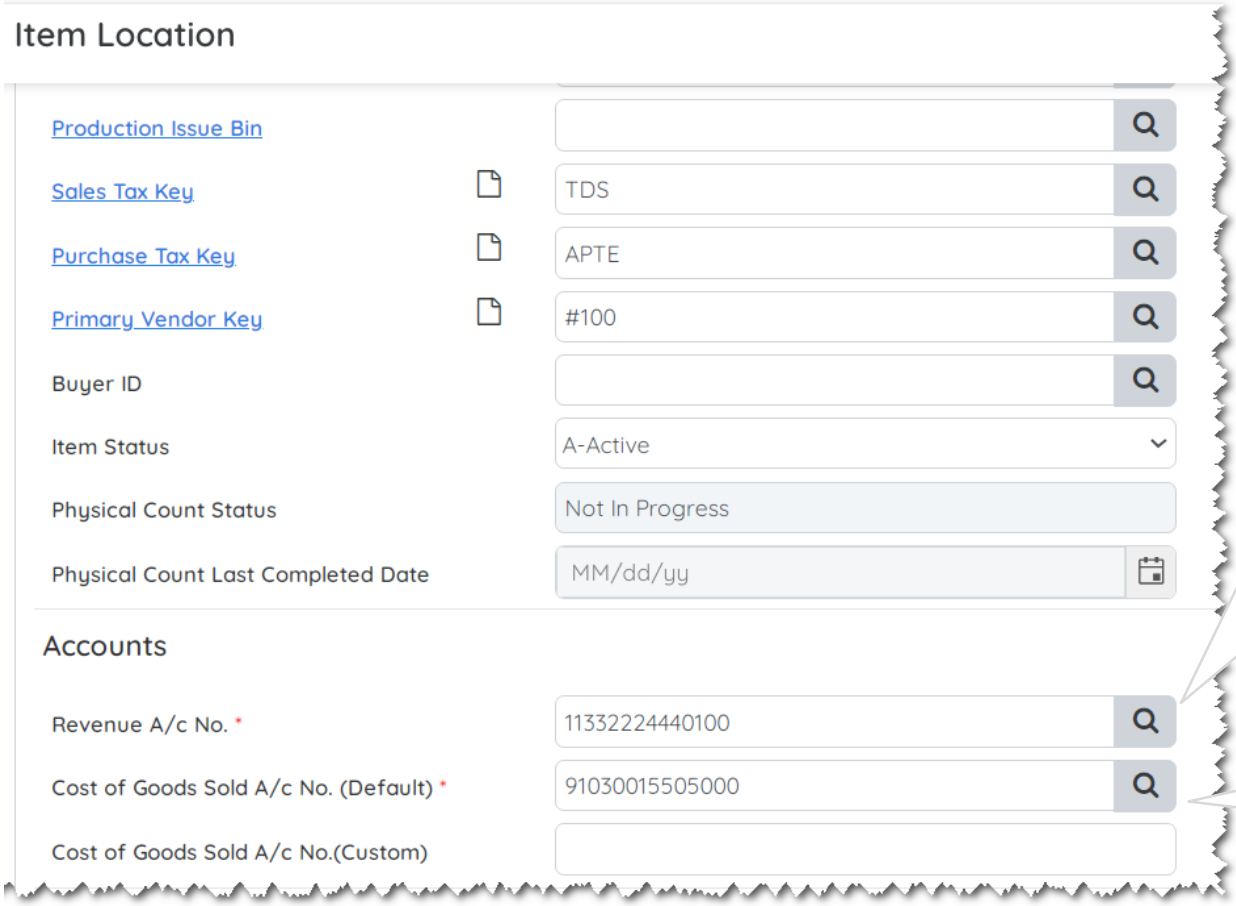


Any variance will go to this account during production posting to the GL. A measurement of performance comparing Actual Costs vs. Planned Costs.

BatchMaster debits this account when an accrued receipt transaction posts and credits it when the associated voucher transaction posts. Accounts trigger General Ledger entries to record accrued liabilities for received stock, landing charges, and inventory increases upon receipt rather than invoice posting in Accounts Payable. *Not used in BatchMaster Web at this time.

Records the difference between the standard costs maintained in the item location and transaction costs entered during transaction entry. This account is either debited or credited when the PO Receipt is posted for anything other than the standard cost.

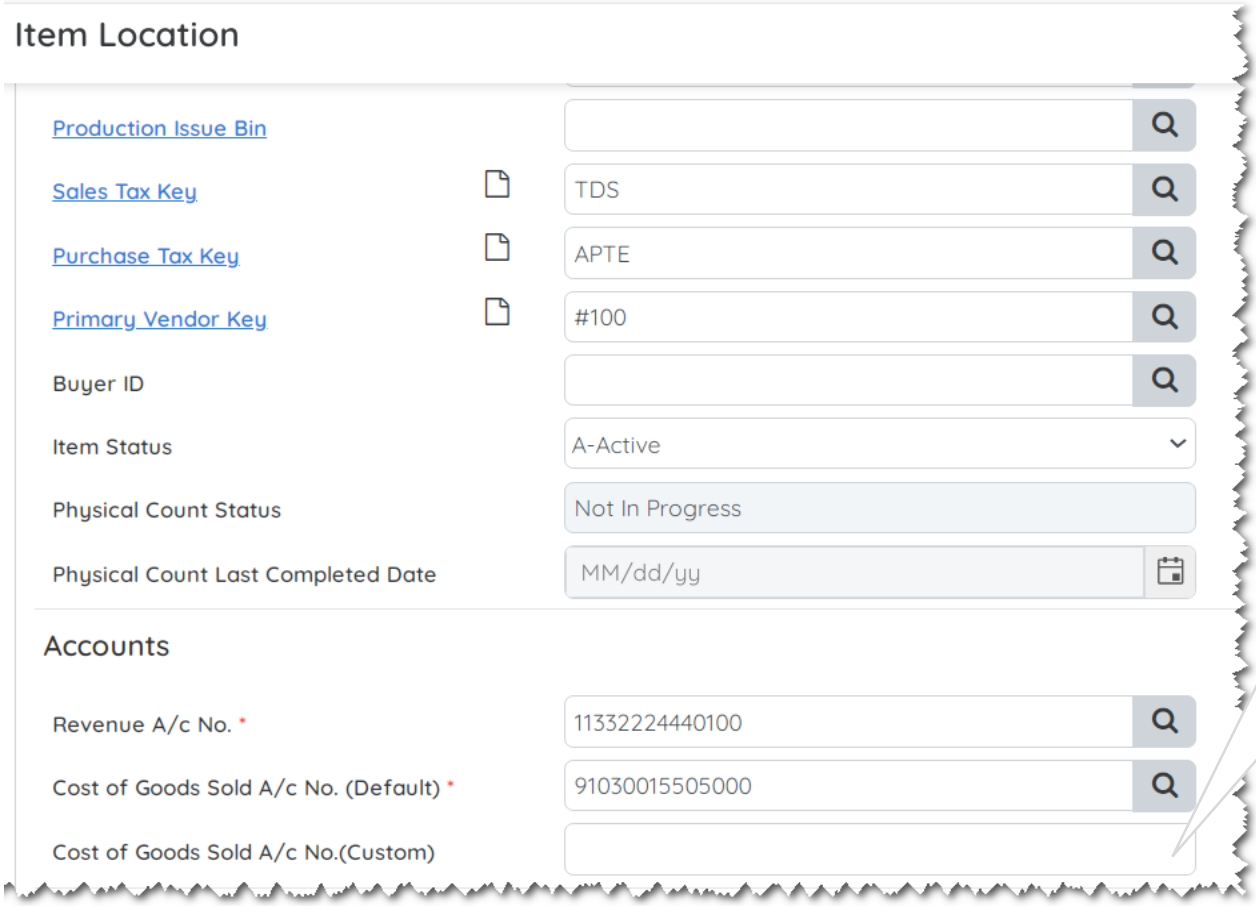
1.3 Item Location – I



The income account credited when a sale is processed in BatchMaster Enterprise through an invoice. The characters that constitute the *Custom Revenue Account* number can be selected from two account numbers. Clicking this button displays a pop-up window on which the two account numbers can be specified. Each of the accounts on the left and on the right can be selected from *Item Location*, *Customer Class*, *Territory*, or *Sales Person*. You can then enter the *Custom Revenue Account Mask* as a combination of the letters 'L' and 'R', where 'L' represents the digits that are obtained from the account on the left, and 'R' represents the digits that are obtained from the account on the right. Suppose the account on the left is '000-123-45' and the account on the right is '678-999-00'. Further, suppose the *Custom Revenue Account Mask* is 'RRR-LLL-LL'. In that case, the *Custom Revenue Account* number will be '678-123-45'. If available in the chart of accounts, this account will be displayed as the *Revenue Account* on the *Sales Order Entry* screen. If this account is not a part of the chart of the accounts, the *Custom Revenue Account* number would be added to the account on the left by default.

Expense account that will be debited when you sell an item, i.e., the direct costs attributable to the production of the goods sold by a company. comprises both the expenses for materials utilized in manufacturing the product and the direct labor expenses incurred in its production.

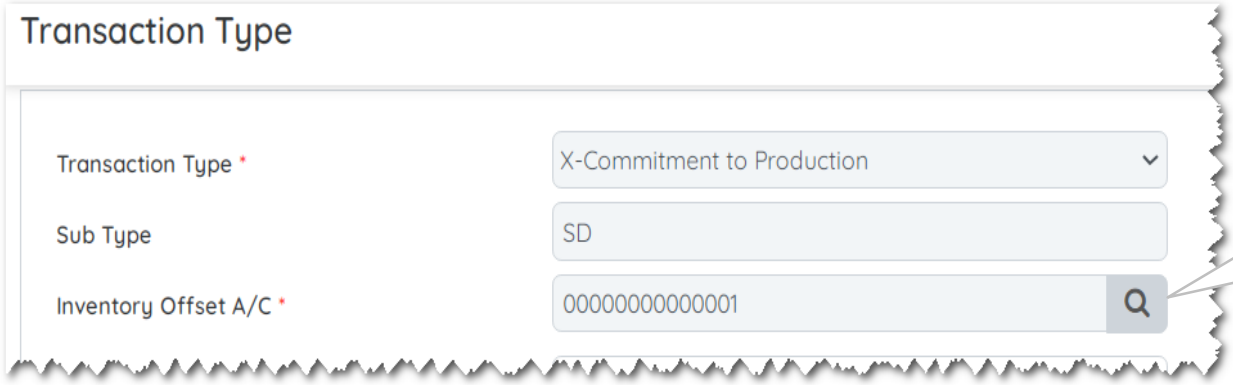
1.4 Item Location – II



This is the Cost of Goods Sold Account Number that would override the default cost of goods sold account. This account can be defined as combination of digits with the ? symbol. The digit value for the ? symbol is picked from the Revenue Account Number value. For example, the Revenue Account Number defined is *8001* and Cost of Goods Sold Account Number (Custom) is specified as *??41*, then the value of Cost of Goods Sold Account Number (Custom) would be *8041*. For the first *?* symbol, *8* is picked, as the first digit of the Revenue Account Number is *8*. Similarly, for the second *?* symbol *0* is picked, because the second digit of the revenue account number is *0*.

If the account value is specified in the *Cost of Goods Sold Account Number (Custom)* field, only then the system overrides the COGs account defined, otherwise the system will pick the Cost of Goods Sold Account.

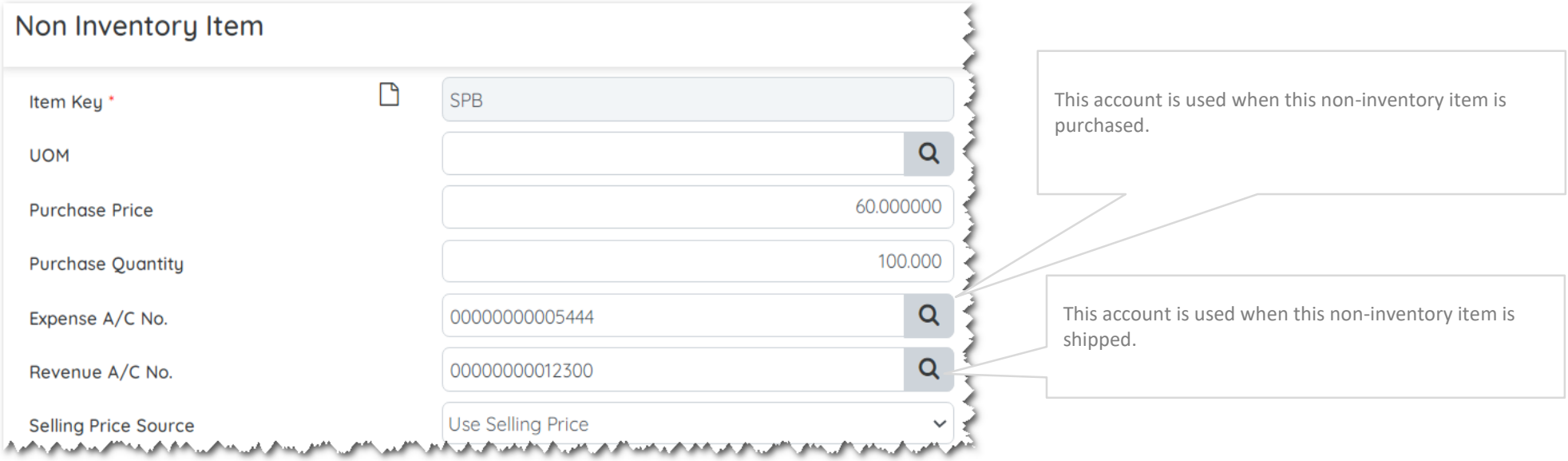
1.5 Transaction Type



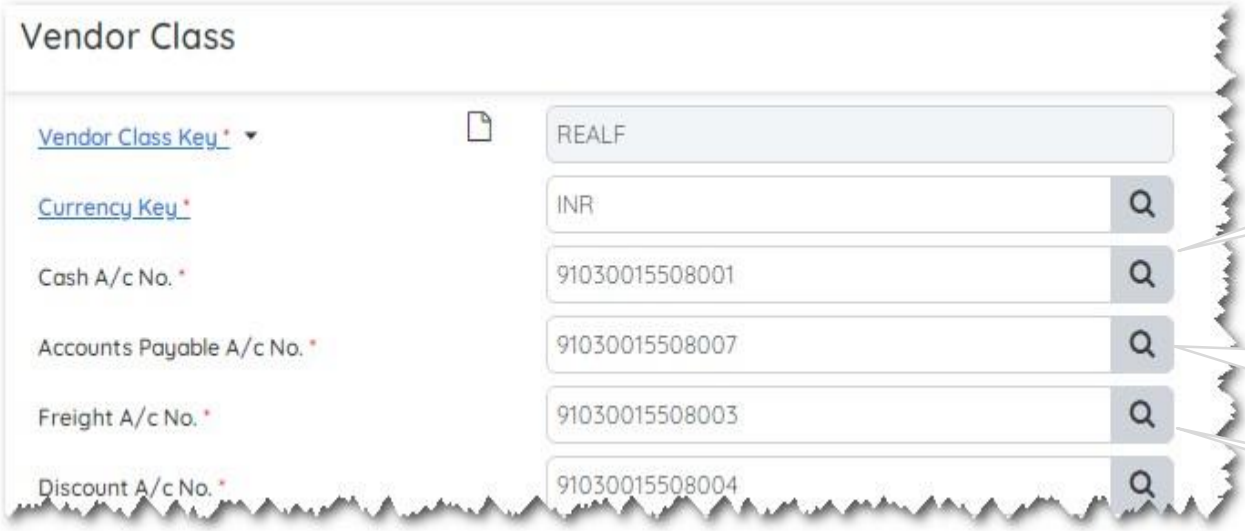
This account is used as an offset account (increase / decrease) when inventory is adjusted by processing a transaction from the Inventory transaction processing screen.

For more details refer Transaction Type Details.

1.6 Non-Inventory



1.7 Vendor Class – I



A Cash account is designated for recording cash transactions related to vendors within this category. Each defined currency should have its own cash account, and this account should reflect the typical currency used with this vendor class. In the case of multiple currencies, it should be defined with multiple vendor keys and multiple vendor classes.

The Accounts Payable account is the General Ledger account where purchase transactions for this Vendor Class should be posted. It represents the financial acknowledgement that a company owes to its suppliers for goods or services received.

The Freight account is the account where freight transactions for this Vendor Class should be posted. Freight costs are posted to a separate account so that purchases are not overstated.

1.8 Vendor Class – II



Account is credited when a discount is received from a vendor of this class during a purchase.

In the context of standard costing, a positive variance indicates an increase in actual costs, while a negative variance indicates a decrease in actual costs.

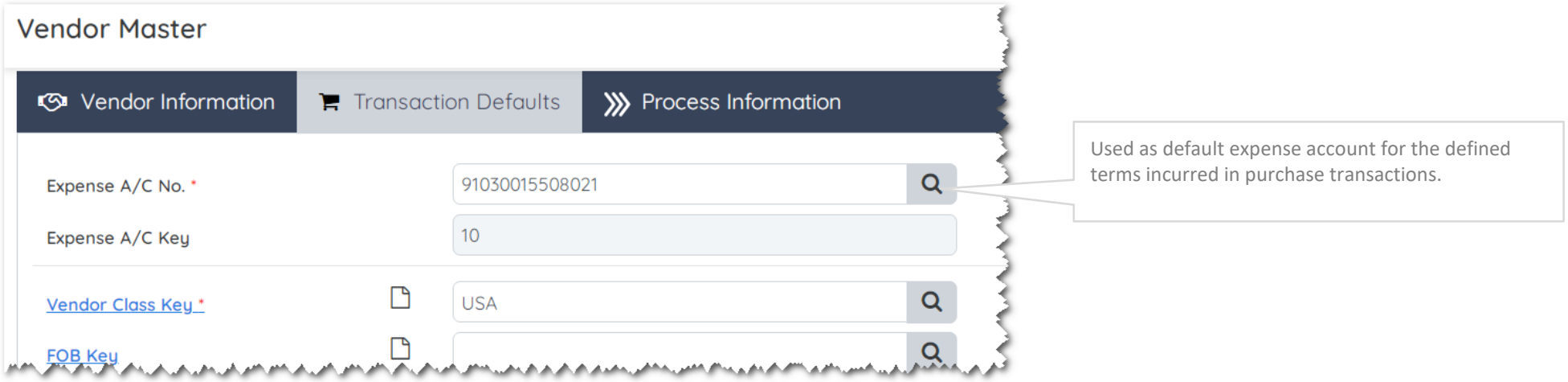
A temporary account that holds costs until they can be transferred elsewhere. For example, a company might use a clearing account to hold revenue and costs when completing year-end fiscal calculations. When the company has finished placing revenue and costs in the account, it can then transfer the amount to the company's net earnings.

* Not used in BatchMaster Web at this time.

1.9 Vendor Class – III



1.10 Vendor Master



1.11 Customer Class – I



A Cash account is designated for recording cash transactions related to customers within this class category. Each defined currency should have its own cash account, and this account should reflect the typical currency used by this customer class. In the case of multiple currencies, it should be defined with multiple customer keys and multiple customer

The Revenue Account is the income account to be credited when a sale is processed in BatchMaster Web through an invoice. This is only used when the Sales Setup (under Sales Master Data and Module Setup screen) is set to use the Customer Class to set the Revenue account. Alternately, it can be set to Item Location, Salesperson, or Territory.

Funds owed to a company by its debtors. Hold the customer debits and credits for this Customer Class.

1.12 Customer Class – II

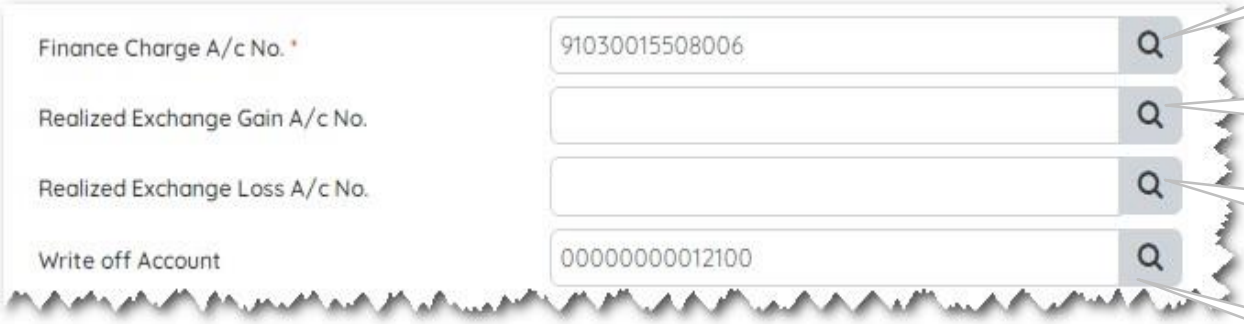


Tracks the expenses associated with sending goods from one location to another. Used as an entity that coordinates the transportation of goods from manufacturers or producers to markets, customers, or final distribution points.

Upon receiving a discount, the buyer records it as a deduction from the expense or asset linked to the purchase, or within a distinct account for tracking discounts.

The Discounts Given account is used to account for discounts given to customers in this class. Discounts Given is the account posted to when a discount percentage is entered in a Sales Order. Prices that are discounted by using either contracts or price tables are 'Net' for that Sales Order, and only the net Revenue amount is posted to the account. Discounts are not separated out and posted to this account at all.

1.13 Customer Class – III



It is not used in BatchMaster Web at this time but does require that a General Ledger account number be entered.

Stores the account that is required for Exchange Gain GL in case of payment transactions. The system maintains the exchange gain and posts the GL as per the current currency rate.

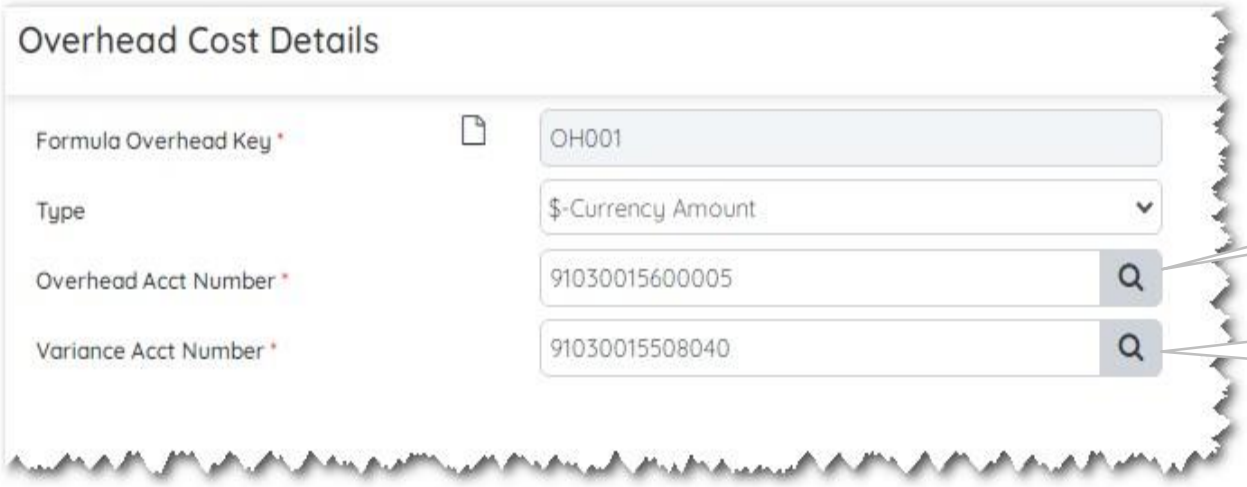
Stores the account that is required for Exchange Loss GL in case of payment transactions. The system maintains the exchange loss and posts the GL as per the current currency rate.

Used for maintaining the Write off amounts entered on the Apply Receipt and Write Off Customer Documents.

1.14 Formula Class



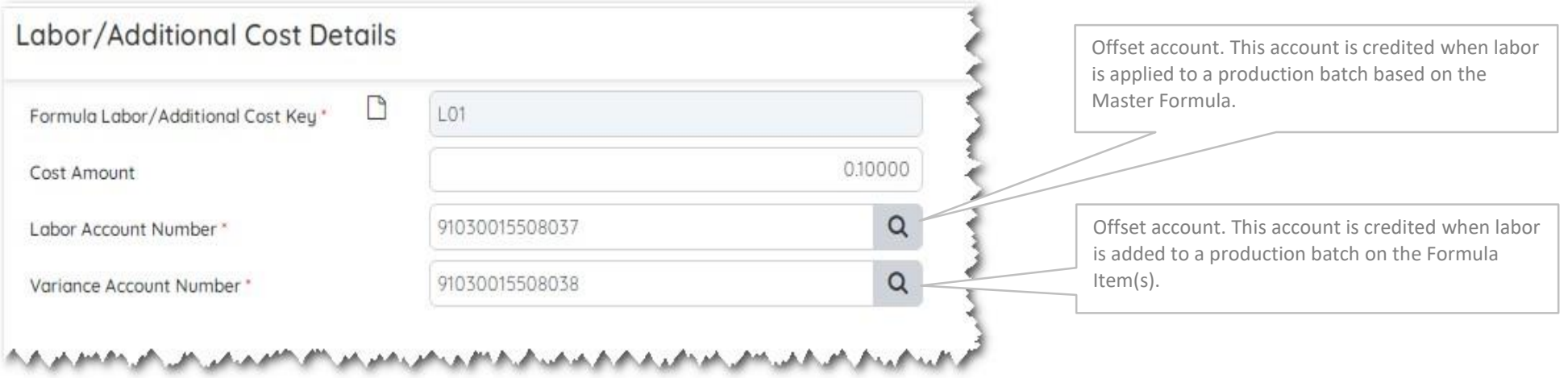
1.15 Overhead Cost



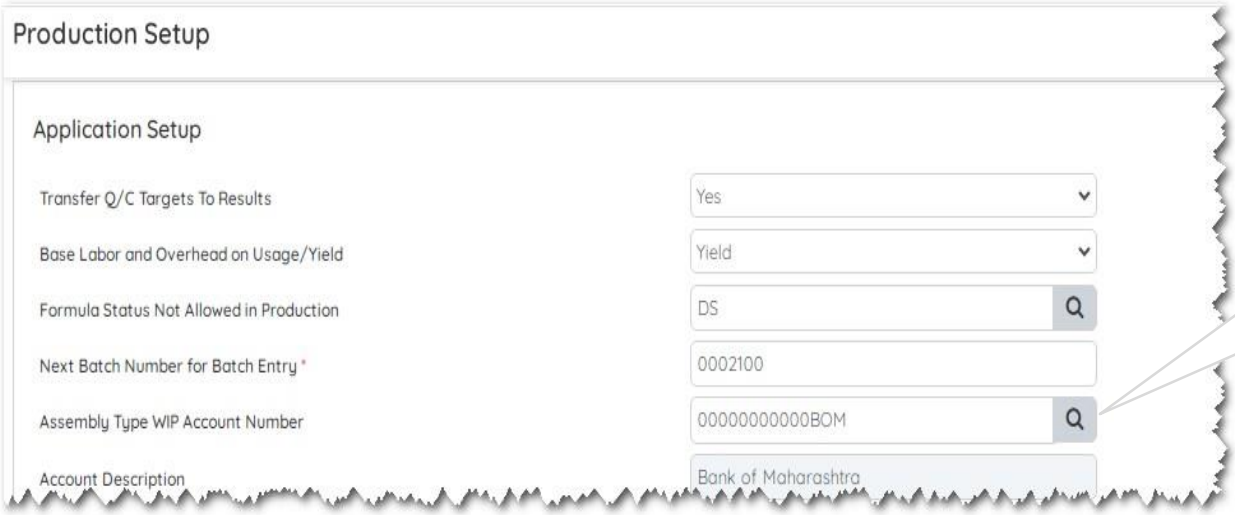
The Offset account. This account is credited when overhead is applied to a production batch based on the Master Formula.

Offset account. This account is credited when overhead is added to a production batch on the Formula Item(s).

1.16 Labor/Additional Cost

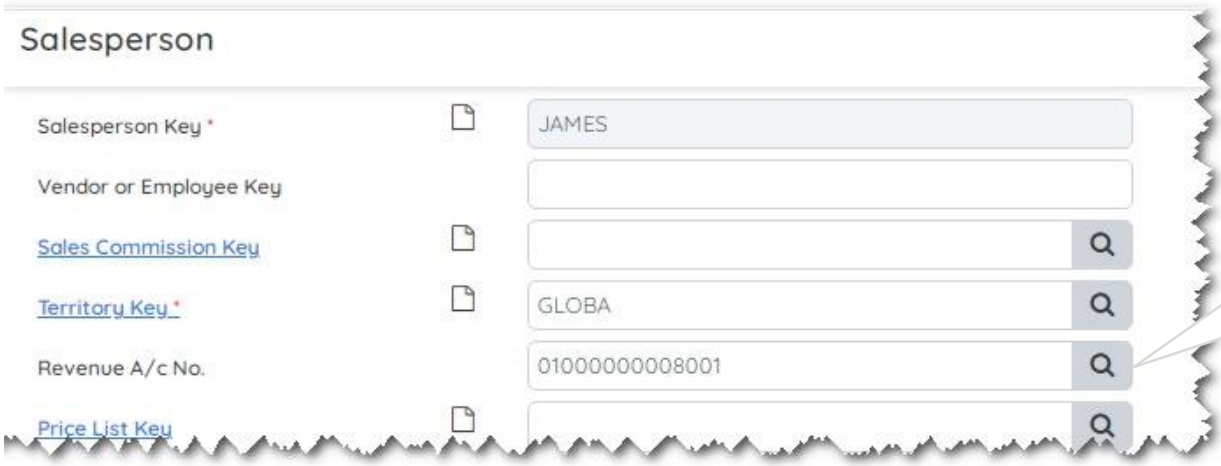


1.17 Production Setup



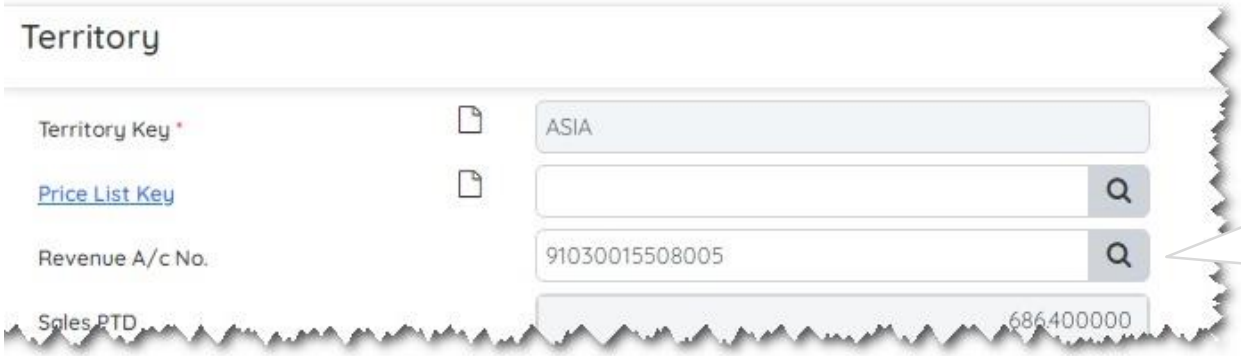
Used as the Work In Progress account for assembly-type batches. This is treated as an exception case in BatchMaster Web, since these types of batches do not have a Formula Class, which is normally how the WIP account is classified. Debit to WIP for raw materials/packaging. Credit to WIP for finished goods. Offset is Inventory Control.

1.18 Salesperson



Select a control account to be used as the default account when a transaction for revenues is posted. To be credited when a sale is processed in BatchMaster Web through an invoice. Depending on the Revenue Account section on the Sales Setup option under the Module Setup screen, this number may be used while inserting items on a sales order. Alternately, it can be set to Item Location, Customer Class, or Territory.

1.19 Territory



Select a control account to be used as the default account when a transaction for revenues is posted. It is an income account used for the territory. To be credited when a sale is processed in BatchMaster Web through an invoice. Depending on the Revenue Account section on the Sales Setup option under the Module Setup screen, this number may be used while inserting items on a sales order. Alternately, it can be set to Item Location, Customer Class, or Salesperson.

1.20 Module Setup



This parameter determines the source from which the default Revenue Account key is obtained and displayed under the Account Key field on the line of a Quotation or a Sales Order. The source could either be a record from which the Revenue Account is obtained or a customized account key. The default value of this field is Customer Class. It has the following options:

- Item Location.
- Customer Class.
- Territory.
- Salesperson.
- Custom.

2 Transaction Types Details

BatchMaster requires that you use Transaction Types to account for changes in your inventory. Once you have created and assigned your Transaction Type, each change in your inventory can be properly accounted for and tracked because BatchMaster automatically assigns the proper Transaction Type to the inventory transaction.

Type	Description	Offset Account Required	Use
A	Adjustment	Yes	Adjust inventory quantities up or down. Used for BIN transfers.
C	Credit Memo	Yes	Debit inventory quantity/cost.
D	Debit Memo	Yes	Credit inventory quantity/cost.
E	Cost Adjustment	Yes	Adjust inventory cost up or down.
G	Damaged	Yes	Credit inventory quantity/cost.
H	Overhead (internally defined)	Yes	Debit/credit labor and/or material overhead.
I	Inventory Commitment	No	Increase/decrease *Commit to Sales* field in INLOC.
L	Labor (internally defined)	Yes	Debit/credit Labor account.

Type	Description	Offset Account Required	Use
M	Move Out	Yes	Sending Location: Debit to Transit, credit to Inventory Control.
N	Notification of Receipt	Yes	Sending Location: Debit to Offset, credit to Transit account.
O	On Order	No	Increase/decrease On Order field in INLOC.
P	Purchase / Production Receipt	Yes	Used when FG is produced / Raw materials are received.
R	Receipt of Transfer (internally defined)	Internally Assigned	Receiving Location: Debit Inventory Control, credit Transit account.
S	Sale	Yes	Credit inventory quantity/cost.
T	Transfer Going Out (internally defined)	Internally Assigned	Sending Location: Debit Transit account, credit Inventory Control account.
U	Transfer Coming In	Yes	Receiving Location: Debit to Transit account, credit to Offset.
V	Move In (internally defined)	Internally Assigned	Receiving Location: Debit to Inventory Control, credit to Transit.
X	Commitment To Production	No	Increase/decrease *Allocate to Prod* field in INLOC.

Type	Description	Offset Account Required	Use
Z	Batch Reversal (internally defined)	No	Closed Batch is reversed.

2.1 Transaction Sub-Types

BatchMaster can assign Transaction Sub-Types where processes automatically use Transaction Types and there is no opportunity for a user to select a Transaction Type at the time of processing. As a result, a number of Transaction Sub-Types are needed for the system to operate properly. While you can assign sub-types in ways that best suit your manufacturing flow, consider using the Transaction Sub-Types suggested in the following list.

Description		Type	Sub	Offset Account Required	Use
Purchasing	Purchase Order Increase	O	OI	No	Increase *On Order* field in INLOC.
	Purchase Order Decrease	O	OD	No	Decrease *On Order* field in INLOC.
	Purchase Order Receipts	P	RP	Yes	Debit Inventory Control account.
	Purchase Order Returns	D	AR	Yes	Credit Inventory Control account.
	Purchase Order Direct	P	DT	Yes	Drop Ship: Debit Inventory Control account.

Description		Type	Sub	Offset Account Required	Use
Inventory	Physical Count Adjustment	A	PC	Yes	When a physical count is performed, this is the offset account used.
	Sales Order Increase	I	OI	No	Increase *Committed to Sales* field in INLOC.
	Sales Order Decrease	I	OD	No	Decrease *Committed to Sales* field in INLOC.
	Sales Order Shipment	S	OS	Yes	Credit Inventory Control account.
	Sales Order Return	C	RM	Yes	Debit Inventory Control account.

Description		Type	Sub	Offset Account Required	Use
Production	Production Receipts	P	NR	Yes	Debit Inventory Control account (finished goods and byproducts).
	Production Issues	A	PI	Yes	Credit Inventory Control account (raw materials and packaging).
	Production Order Decrease	O	PD	No	Decrease *On Order* field in INLOC for finished goods allocated.
	Production Order Increase	O	PI	No	Increase *On Order* field in INLOC for finished goods allocated.
	Material Allocation	X	PM	No	Decrease/increase Allocated to Production field in INLOC for raw materials allocated.