



BatchMaster Web

Finance User Guide

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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
" " ("BatchMaster Web Accounting Guide")	Reference document

Abbreviation	Description
AP	Accounts Payable
AR	Accounts Receivable
GL	General Ledger
TDS	Tax Deduction at Source
WMS	Warehouse Management System
GST	Goods and Service Tax



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1 Document Overview

This document gives an overview of the BatchMaster Web finance and how BatchMaster ERP can help process manufacturers with its integrated accounting modules. It explains the general concepts, master and transactions that are required to manage the accounting aspects of a process manufacturer. After reading this you should be able to use the module in at least a basic way.

1.1 What's New In This Release

This is completely a new module.

1.2 What Is This Document All About?

To keep your business financially strong, management always requires proper financial information to be maintained in each financial year. Accounting provides management with that information.

Accounting information is commonly used to make business decisions. It is all about recording financial transactions of your company. You can store, sort, retrieve, summarize and present the accounting information in various reports.

1.3 Who Should Read This Document?

This document is intended for team members who are implementing the software, learning how to use it, or training another person.

1.4 Objectives

This document is intended to help the reader:

- Identify the purpose and functioning of the accounting features in BatchMaster Web.
- Identify the industry-specific utility of each feature.
- Record data in the system and perform financial transactions.
- Explain the purpose of features to others using examples.
- Identify the business uses for accounting reports and inquiries.



1 Accounts Payable

1.1 AP Transactions

1.1.1 1099 Opening Balance Criteria

This screen is used to enter your opening balances for 1099 payments.

Go To: Accounts Payable → AP Transaction → 1099 Opening Balance Transaction.

1.1.1.1 1099 Opening Balance Criteria – Add Mode

To add a new opening balance for 1099 payments to your BatchMaster WEB database, click on the *1099 Opening Balance Transaction* option from the main menu. The system displays the *1099 Opening Balance Criteria* screen.

Action	Select	Vendor Key	Vendor Name	Posting Date	Type key	1099 Type	1099 Box	Box Description	Amount
	<input checked="" type="checkbox"/>	A11		16/03/23	2	Interestoneff	22	22	2.00
	<input type="checkbox"/>	A11		06/03/23	3	Miscellaneous	1	Rents	1.00
	<input type="checkbox"/>	A12		16/03/23	5	8888	52	22	2.00
	<input type="checkbox"/>	A14		16/03/23	2	Interestoneff	22	22	2.00
	<input type="checkbox"/>	A14		16/03/23	5	8888	52	22	1.00
	<input type="checkbox"/>	VEND001		27/03/23	5	8888	52	22	30.00
	<input type="checkbox"/>	VEND001		27/03/23	7	5	12	1221212	10.00
	<input type="checkbox"/>	A11		06/09/23	0				0.00
	<input type="checkbox"/>	A12		06/09/23	0				0.00
	<input type="checkbox"/>	A13		06/09/23	0				0.00
	<input type="checkbox"/>	A14		06/09/23	0				0.00
	<input type="checkbox"/>	VEND001		06/09/23	0				0.00

Screen Fields:

All Vendor: Selecting this option displays records of all vendors for maintaining opening balances.

Only 1099 Vendor: Selecting this option filters the vendor data to those for whom 1099 Tax Type information is to be maintained on the *Vendor Master* screen.

Default Posting Date: The date specified here defaults on the next screen as the posting date for all the records filtered. This date can be modified if required.

Vendor Class Key: Specify the vendor class for which vendor records need to be filtered for maintaining opening balances.



Vendor Class Description: This field displays the description of the vendor class key. This is a read-only field.

Vendor Key From: This field is used to specify the lower limit of the vendor keys to be used in filtering the vendor records for maintaining opening balances.

Vendor Description From: This field displays the description of the vendor key. This is a read-only field.

Vendor Key To: This field is used to specify the upper limit of the vendor keys to be used in filtering the vendor records for maintaining opening balances.

Vendor Description To: This field displays the description of the vendor key. This is a read-only field.


Specify the filter criteria and click the *Process* button. The records satisfying the filter criterion are displayed on the screen.

1099 Opening Balance Transaction Section

Action	Select	Vendor Key	Vendor Name	Posting Date	Type key	1099 Type	1099 Box	Box Description	Amount
	<input checked="" type="checkbox"/>	1011	American	2022/11/08	0				0.00

Grid Fields:

Add Line: Click this button to add a vendor row in the grid.

Action : Click this button to delete a row from the grid.

Select: Mark or unmark the vendor lines for processing the 1099 opening balance transaction for the marked vendors.

Vendor Key: This field displays the vendor key of the vendor for whom an opening balance is to be maintained.

Vendor Name: This is the name of the vendor.

Posting Date: This is the posting date as specified in the previous screen. If required, you can change it.

Type Key: This field is used to specify the 1099 Type key. By default, the field displays the *1099 Type Key* associated with the vendor. It can be changed if required.

1099 Type: This field displays the 1099 Type associated with *1099 Type Key*.



1099 Box: This field is used to specify the 1099 Box. By default it displays the *1099 Box* associated with the vendor and can be modified if required.

Box Description: This field displays the 1099 box description of the *1099 Box* associated.

Amount: This field is used to specify the opening balance amount for the vendor.

1.1.1.2 Maintaining Opening Balance

1. Open the *1099 Opening Balance Criteria* screen.
2. Enter the selection criteria to filter out the vendor records for maintaining the opening balance.
3. Click the *Process* button to display the records satisfying the filter criteria.
4. On the displayed screen edit the default *Type Key* and *1099 Box* fields' values if required. If needed, add more vendor lines using the *Add Line* button for maintain the opening balance.
5. Using the *Amount* field enter the applicable opening balance for the vendor.
6. Click the *Select* box to save the opening balance.
7. Click the *Save* button to save the opening balance for the respective vendors.
8. Once saved you cannot edit the *Type key* or *1099 box* values for the vendor. The only editable field after saving the record is the amount. If needed, you can change the *Amount* value and again save the opening balance.

1.1.2 AP Voucher

The *AP Voucher* screen is used to maintain a non-inventory adjustment against any vendor.

If the dimensions defined at the *Multi-Dimensional* screen are set to active, then the defined dimensions can be applied to an *AP Voucher* at the line level. Thus, you can manage the account entries individually in sequence to the projects.

Go To: Account Payable → AP Transactions → AP Voucher.

On processing the Voucher Entry the TDS account will be credited.

1.1.2.1 AP Voucher – Dashboard



You can manage and create AP Vouchers from this dashboard. By default, the system displays all the existing AP Vouchers as maintained for your business/company. You can click on any of the AP Voucher records to view its details.

Action	Voucher No	Transaction No	Date	Vendor Key	Vendor Name	Status
<input type="checkbox"/> Print	FVAP207	1100819	2022/08/22	DEMO_H	Hello	NEW
<input type="checkbox"/> Print	FVAP208	1100821	2022/08/22	*VEN_SAN	VEN_SAN	NEW
<input type="checkbox"/> Print	MG12	1100783	2022/07/29	2345	Global Suppliers	NEW
<input type="checkbox"/> Print	FVAP198	1100731	2021/10/22	2345	Global Suppliers	NEW
<input type="checkbox"/> Print	FVAP199	1100732	2021/10/22	A100	A100	NEW
<input type="checkbox"/> Print	FVAP195	1100712	2021/09/06	#100	American11	NEW
<input type="checkbox"/> Print	FVAP190	1100707	2021/09/06	#100	American11	NEW
<input type="checkbox"/> Print	FVAP196	1100713	2021/09/06	#100	American1	NEW
<input type="checkbox"/> Print	FVAP194	1100711	2021/09/06	#100	American1	NEW
<input type="checkbox"/> Print	FVAP191	1100708	2021/09/06	#100	American1	NEW
<input type="checkbox"/> Print	FVAP189	1100706	2021/09/06	ABC	Global Suppliers	NEW
<input type="checkbox"/> Print	FVAP188	1100705	2021/09/06	ABC	Global Suppliers	NEW
<input type="checkbox"/> Print	FVAP187	1100704	2021/09/06	ABC	Global Suppliers	NEW
<input type="checkbox"/> Print	FVAP186	1100703	2021/09/06	A200	A200	NEW
<input type="checkbox"/> Print	FVAP185	1100702	2021/09/06	1011	American11	NEW

The AP Voucher dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e. docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

Action or operations that can be performed on multiple records:

- Print
- Post
- Copy
- Delete

After you select all the columns of the Vendor Debit Note dashboard, the middle grid displays the selected columns.



Action	Voucher No	Transaction No	Date	Vendor Key	Vendor Name	InvNo	Inv Date	Status
<input type="checkbox"/>	FVAP207	1100819	2022/08/22	DEMO_H	Hello	DFSD	2022/08/22	NEW
<input type="checkbox"/>	FVAP208	1100821	2022/08/22	*VEN_SAN	VEN_SAN		2022/08/22	NEW
<input type="checkbox"/>	MG12	1100783	2022/01/29	2345	Global Suppliers		2022/01/29	NEW
<input type="checkbox"/>	FVAP198	1100731	2021/10/22	2345	Global Suppliers		2021/10/22	NEW
<input type="checkbox"/>	FVAP199	1100732	2021/10/22	A100	A100		2021/10/22	NEW
<input type="checkbox"/>	FVAP195	1100712	2021/09/06	#100	American11		2021/09/06	NEW
<input type="checkbox"/>	FVAP190	1100707	2021/09/06	#100	American11		2021/09/06	NEW
<input type="checkbox"/>	FVAP196	1100713	2021/09/06	#100	American1		2021/09/06	NEW
<input type="checkbox"/>	FVAP194	1100711	2021/09/06	#100	American1		2021/09/06	NEW
<input type="checkbox"/>	FVAP191	1100708	2021/09/06	#100	American1		2021/09/06	NEW
<input type="checkbox"/>	FVAP189	1100706	2021/09/06	ABC	Global Suppliers	INV021	2021/09/06	NEW
<input type="checkbox"/>	FVAP188	1100705	2021/09/06	ABC	Global Suppliers		2021/09/06	NEW
<input type="checkbox"/>	FVAP187	1100704	2021/09/06	ABC	Global Suppliers		2021/09/06	NEW
<input type="checkbox"/>	FVAP186	1100703	2021/09/06	A200	A200		2021/09/06	NEW
<input type="checkbox"/>	FVAP185	1100702	2021/09/06	1011	American		2021/09/06	NEW

The AP Voucher dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.

1.1.2.2 AP Voucher – Add Mode

To add a new AP Voucher to your BatchMaster database, click the + Add AP Voucher button. The system displays the AP Voucher screen form, where you can create new records.

Action	Description	Unit	Qty Order	Base Price	Extension	Tax	Line Net	Account Key	Comments	TDS Type	TDS Rate	TDS Amount
<input type="checkbox"/>	Misc C	GR	5000	100.0001	500.000	API	550.0	91030015501		Interest oth	10.00	50.00

Header Fields:

Voucher No.: The series type specified here is used for creating the next entry. The attached lookup will retrieve the series that you have maintained using the *Finance Series* screen. This is a mandatory field.



Status: Use this system generated field to view the status of the AP Voucher. The available options are:

- **New:** When you create a new entry.
- **Posted:** When you upload the credit memo through the *Update To Finance* screen.

Transaction Number: Displays the system-generated number. The value in this field is incremented each time you save a new AP Voucher.

Vendor Key: This field specifies the key of the vendor for whom the AP Voucher is raised. This is a mandatory field and, on selecting a vendor, the relevant vendor data is retrieved and displayed on the Miscellaneous Tab. The associated currency is defaulted to the *Currency* field.

Vendor Name: This field displays the description of the vendor key. This is a read-only field.

Ship To Key: This is the location of the vendor to which the goods will be shipped.

Ship To Description: This field displays the description of the Ship To Key. This is a read-only field.

Voucher Date: This field specifies the date on which you create the AP Voucher. The default value of this field is the current server date. However, you can change the date using the date picker next to the field.

Vendor PO Number: This field displays the purchase order number of the vendor. You can enter or select the purchase order using the lookup next to the field. The system will retrieve all the processed and closed status purchase orders.

Vendor Invoice Number: Search and select the invoice number of the vendor. This is a mandatory field.

Invoice Date: This field defaults the date on which the selected invoice was generated.

Currency: This is the currency defaulted from the Vendor Class.

The user is not allowed to change the default currency.

1099 Type: This field defaults the 1099 Type associated with the vendor specified. If needed you can modify it. If the field value is set as “Not a 1099 Vendor” then the 1099 amount and 1099 box fields are disabled.

1099 Type Description: This field displays the description of the 1099 type. This is a read-only field.



1099 Box: This field defaults the 1099 Box associated with the vendor specified. If needed you can modify it.

1099 Box Description: This field displays the description of the 1099 Box. This is a read-only field.

Comments: This is the comment for printing on an AP Voucher, entered by typing or by selecting via the associated lookup.

Grid Details:

Add Line									
Sub Total	400.00	Tax Amount	0.00	Voucher Total (INR)	400.00	1099 Amount	400.00	1099 Amount	400.00
Action	Description	Unit	Qty Order	Base Price	Extension	Tax	Line Net	Account Key	Comments
	non-inv-item desc	KG	4.0000000	100.000000	400.00		400.00	000000000000	

Add Line: Click the *Add Line* button to insert a row in the above grid.

Sub Total: This field displays the sum of the extension of all the lines in the AP Voucher.

Tax Amount: This field displays the sum of the Tax Amounts of all the lines in the AP Voucher.

Voucher Total: This field displays the Total amount of the AP Voucher. This is the sum of the *Extension Amount* entered for the non-inventory items.

1099 Amount: This field is used to specify the applicable 1099 amount. This field defaults the subtotal amount that can be edited but it cannot be more than the voucher amount.

Action: The following options are available:

- **Delete** : Click this button to delete a row from the grid.
- **Tax Distribution** : Click this button to view the details of the tax distribution.

Description: Enter the non-inventory item key for AP Voucher lines. As you select the non-inventory item using the lookup next to the field, the system populates the *Unit*, *QtyOrder*, *BasePrice*, *Extension*, *Account Key*, and *Comments*. If you do not select an existing Non-inventory item, you can enter a description for the line, and you will need to enter values in the *Unit*, *QtyOrder*, *BasePrice*, *Extension*, *Account Key*, and *Comments fields*.



Unit: This field specifies the purchase unit of the selected non-inventory item. The Quantity to adjust on a line is to be entered in this unit.

Qty Order: This field specifies the required quantity of the non-Inventory item being placed. This quantity is associated with the unit defined in the row.

Base Price: This field specifies the base price for this non-inventory row item. The value is interpreted in the currency shown on the AP Voucher tab and is based on the unit shown under *Unit*. You can change the Base price if required.

Extension: This field specifies the line amount for the quantity ordered at the base price. Calculated as QtyOrder * Base Price.

Tax: This field displays the tax rate key applicable for this line item. You can enter or select the tax rate key by typing or by selecting via the associated lookup.

Line Net: This field displays the total amount that should be paid against a line.

Account Key: For this non-inventory Item this field is defaulted to the Expense Account Number for the Non-inventory item.

Comments: This is the Line level comment for printing on the AP Voucher, entered by typing or by selecting via the associated lookup.

Vendor Address and Other Info Section:

Vendor Name: The value in this field is defaulted once you select the vendor on the AP Voucher.

Address Line 1/ Address Line 2/ Address Line 3: This field specifies the address of the selected vendor.

City: This field specifies the city of the selected Vendor.



State: This field specifies the State of the selected Vendor.

Zip Code: This field specifies the Zip code of the selected Vendor.

Vendor Country: This field specifies the country code of the selected vendor. Click the lookup button next to the field to open the *Country* window.

Country Description: This field displays the description of the country code. This is a read-only field.

Attention: This field specifies the name of the contact person with the Customer.

Vendor Class Key: This field specifies the vendor class key associated with the selected vendor.

Class Description: This field displays the description of the vendor class key. This is a read-only field.

Comment Key: This field specifies the comments that may be printed on the invoice. You can change the value using the lookup next to the field. The lookup will display all the comments maintained in BatchMaster.

Comment Description: This field displays the description of the comment key. This is a read-only field.

Terms Key: Terms key for the selected Vendor is defaulted from the Vendor master. You can change the value using the lookup next to the field. The lookup here displays all the terms maintained in BatchMaster Web.

Terms Description: This field displays the description of the Terms key. This is a read-only field.

Location: This is the location associated with the selected non-inventory Item Key.

Location Description: This field displays the description of the Location key. This is a read-only field.

1.1.2.3 Creating AP Voucher

1. Open the *AP Voucher* dashboard.
2. Click the *+Add AP Voucher* button to open the *AP Voucher* screen.
3. Select the *Voucher No.* series using the lookup provided next to the field.
4. Enter or select the vendor by typing or by using the lookup next to the *Vendor Key* field. The system will default the *Currency* field value once you select the vendor.



5. Select the branch by typing or by using the lookup next to the *Ship To Key* field.
6. Change the *Voucher Date* as required. The default value of the field is the current server date.
7. Select the purchase order number by typing or by using the lookup next to the *Vendor PO Number* field.
8. Select the invoice by typing or by using the lookup next to the *Vendor Invoice Number* field.
9. Specify or edit the 1099 Type and 1099 Box fields value, if applicable for the vendor.
10. Specify the required comments.
11. To add any non-inventory item to the credit note follow the below defined steps:
 - a. Click the *Add Line* button. The system will insert a blank row in the above grid.
 - b. Select or enter the description by typing or by using the lookup next to the *Description* field for the AP Voucher.
 - c. On selecting the value through the lookup, the system will default the various field values (*Unit, QtyOrder, Base Price, Line Net, and Extension, Account Key*). Else you need to enter the values on *QtyOrder, Base Price, Extension and Account Key* fields.
 - a. The Account key is an editable field that you can change if required.
 - e. Change the order quantity in the *QtyOrder* field if required.
 - f. Change the price at the *Base Price* field.
 - g. The system will auto calculate the *Extension* and will display it in the respective field.
 - h. Enter or select the tax rate key at the *Tax* field. The system will display the tax amount in the respective field.
 - i. Enter any additional information in the *Comments* field.
 - j. The system will calculate and display the total amount in the *Voucher Total* field along with the currency.
 - k. Repeat the above steps to add more row lines to the AP Voucher.
12. Enter any additional information in the *Comment* field.
13. The system will auto calculate the TDS amount as per the TDS Type selected.



14. The 1099 Amount field defaults the subtotal amount if the 1099 Type and 1099 Box fields are maintained. If required edit the amount as applicable.
15. Click on the *Vendor Address & Other Info* section.
16. On the *Vendor Name* field the system will default the name of the selected vendor from the *Vendor Key* field.
17. Enter the vendor's address information which includes the following fields:
 - a. Address Line 1-3
 - b. City
 - c. State
 - d. Zip Code
 - e. Country
18. Select the vendor country.
19. Select or enter any comments for the vendor in the *Comments Key* field.
20. Select or enter any terms for the vendor in the *Terms Key* field.
21. Select or enter location key in the *Location* field.
22. Click *Save* to save the *AP Voucher* entry.

1.1.2.4 Special Functions



Assign Dimension ID: Click this button to associate a dimension with the AP Voucher.

Clicking the button will display the *Assign Dimension ID* window with which you can choose the Project and Work Center. The system will display all the dimensions maintained via the *Dimension Setup* screen.



Assign Dimension ID

Project

Work Center

OptiPro

Project	Work Cen...	OptiPro	ScreenKe...	ScreenKe...	RowNum	DispLinNo	Descripti...	Qty	Amt
<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	YA0001	<input type="text"/>	1	<input type="text"/>	Misc Char	1	100

Once you have selected the Dimensions, the screen offers you a choice to assign the dimensions on the defined rows.



Void Transaction: Click this button to void the selected transaction. Once clicked the status of the AP Voucher gets changed to Void. The system would print a report displaying the details of the void transaction (if any.)



Print: Click this button to print AP Voucher Report.

Post Button: Click this button to post the AP Voucher entry. After posting the status of the AP Voucher is changed to POST.

1.1.3 Apply Payment

It is important to keep track of payments from your customers and to your suppliers. Using this screen you can process:

- Voucher against Vendors Payment Entry
- Voucher against Vendors Debit Memo
- Credit Memo against Customers Payment Entry
- Credit Memo against Customers AR Invoice



For *Vendor* transactions, the screen will retrieve information from the *Payment Entry* and *Vendor Debit Note* screen; for *Customer* transactions, the *Payment Entry* and *AR Invoice* screen. The system maintains the Exchange Gain and Exchange Loss account and posts a GL transaction as per the current currency rate.

Go To: Account Payable → AP Transaction → Apply Payment.

1.1.3.1 Apply Payment – Add Mode

To process voucher and credit memos to your BatchMaster WEB database, click the *Apply Payment* option from the main menu. The system displays the *Apply Payment* screen, where you can process payments.

The screenshot shows the 'Apply Payment' window with the following fields and values:

Vendor	1011	Name	American
Batch Series	VV	Currency Key	INR
Unapplied Amount	0.00	Document Type	Payment
Payment No.		Apply Date	06/09/23
Payment Line No.	0	Payment Date	06/09/23
Document Amount	0.00	Amount	0.00
Reference Type		Discount	0.00
Document No.		Remaining Amount	0.00
Due Date	06/09/23		
Auto Apply			
Total Applied Amount	0.00	Total WriteOff Amount	0.00

Table below the fields:

Select	Voucher No./Receipt No.	Due Date	Amount	Remaining Amount	Apply Amount	WriteOff
No records yet created.						

Screen Fields:

Vendor/Customer: Use this dropdown to apply the payment entry (voucher/debit note/credit memo) against a Vendor/Customer. This field helps you to drill down to the specific record with the attached link arrow button adjacent to the field.

- **Vendor:** If you select Vendor, the lookup will retrieve the list of vendors maintained in BatchMaster WEB. You can now process a payment voucher / debit note
- **Customer:** If you select Customer then the lookup will retrieve the list of customers maintained in BatchMaster WEB. You can now process a credit note entry

Description: This field displays the description of Customer/ Vendor key. This is a read-only field.

Batch Series: The batch series type specified here is used for creating the next payment.

Currency Key: This field specifies the currency associated with the Vendor / Customer.



Unapplied Amount: This field specifies the unapplied amount of the selected Vendor/ Customer. This is the remaining balance that has not been adjusted / set off against any voucher.

Document Type: Select one of the option from the dropdown. The available option are:

- Payment
- Debit No./AR Invoice

Payment/Debit No. /AR Invoice: Field activation here is dependent on the selection made at the *Vendor/Customer* field. If Vendor was selected, both the options are available, whereas if Customer was selected, *Payment* and *Debit No. /AR Invoice* option is applicable. Depending upon the selection made here the system will enable some fields for data entry.

Payment No./Debit No. : The caption of the field is dependent on the selection made at the *Vendor/Customer* field.

- In case of Payment Number select the payment entry against the selected vendor/customer
- In case of Debit Number/AR Invoice select the Debit Note created against the vendor/the Invoice created against the customer

The attached lookup will retrieve the payment entries (having POST status) created through the *Payment Entry* screen/Debit note created from the *Debit Note* screen/Invoice created from the *AR Invoice* screen.

Apply Date: This date specifies the date when you apply the payment. The currency GL transaction will be posted on this date.

Payment Line No.: Use this option to select the line number of the payment entry selected above. It can be any reference type you have defined in Payment Entry as *Advance* or *On Account*, etc.

- In case of *Advance* and *On Account*, the system will default the *Reference Type, Document No, Due Date, Document Amount, Amount, Discount* and *Remaining Amount* field values. It will populate the Vouchers/Credit Notes associated with the Vendor/Customer for applying payment
- In case of *Against Reference*, the system will automatically post the vouchers
- In case of *New Reference*, the system will automatically post the vouchers created against the purchase order selected for the reference type

Payment Date/Debit Date/Invoice Date: This field specifies the posting date of the selected Payment Entry/Debit Note/Invoice.



Document Amount: This field specifies the document account number of the selected payment line number. The value is defaulted from the *Payment Entry* screen.

Amount: This field specifies the amount of the selected payment line number. The value is defaulted from the *Payment Entry* screen.

Reference Type: This field specifies the reference type of the selected payment line number. The value is defaulted from the *Payment Entry* screen.

Discount: This field specifies the discount applicable on the selected payment line number. The value is defaulted from the *Payment Entry* screen.

Document No.: This field specifies the document number of the selected payment line number. The value is defaulted from the *Payment Entry* screen.

Remaining Amount: This field specifies the unapplied amount of the selected payment line number. The value is defaulted from the *Payment Entry* screen. The value in this field will be updated when you apply the amount of the vouchers selected in the grid.

Due Date: This field specifies the due date of the selected payment line number. The value is defaulted from the *Payment Entry* screen.

TCS Amount: This field displays the TCS amount calculated on the TCS Taxable amount calculated in the above field. The value in this field is calculated as per the percentage defined on the *Finance Setup* screen (*TCS% for Customer With PAN or TCS% for Customer Without PAN*). This is a read-only field.

Unapplied TCS Amount: This field specifies the remaining amount of TCS Amount. This is a read-only field.

Total Applied TCS: This field displays the sum of the total applied TCS amounts entered for the voucher/ debit note/credit note.

Grid Fields:

Select	Voucher No./Receipt	Due Date	Amount	Remaining Amount	Apply Amount	WriteOff	TCS Due Amount	TCS Apply Amount
<input checked="" type="checkbox"/>	VC0120278	04/01/20	500.00	500.00	500.00	0.00	0.00	0.00
<input checked="" type="checkbox"/>	VC0520279	20/05/20	300.00	300.00	300.00	0.00	0.00	0.00
<input type="checkbox"/>	1100441	17/09/20	1,045.00	1,024.00	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/>	VCH20288	05/11/20	11.82	11.82	11.82	0.00	0.00	0.00
<input type="checkbox"/>	VCH20289	05/11/20	11.82	11.82	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/>	FVAP162	05/11/20	10.00	10.00	10.00	0.00	0.00	0.00
<input type="checkbox"/>	FVAP163	05/11/20	10.00	10.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	FVAP164	05/11/20	10.00	10.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	VCH20290	05/11/20	15.00	15.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	FVAP166	05/11/20	24.82	24.82	0.00	0.00	0.00	0.00
<input type="checkbox"/>	FVAP174	22/02/21	15.00	15.00	0.00	0.00	0.00	0.00



Auto Apply Button: Clicking this button will automatically offset the entries. The system will consider the entries in accordance with the date of creation. The oldest will be considered first.

Total Applied Amount: This field displays the sum of the applied amounts entered for the voucher/debit note/credit note.

Total WriteOff Amount: This field display the sum of all the write-offs defined for the voucher/debit note/credit note.

Select: Mark the checkbox to select the Voucher/Debit Note/Credit Note row line.

Voucher No./Receipt Memo/Debit Memo No./Credit Memo No.: This field specifies

- The voucher number/debit note created against the selected vendor
- The credit note created against the selected customer

Due Date: This field specifies the due date of the voucher number/debit note/credit note created against the selected vendor/customer.

Amount: This field specifies the remaining amount against the voucher that needs to be cleared.

Remaining Amount: This field specifies the remaining amount against the unapplied voucher that needs to be cleared, by applying payment. Once applied the system will update the value.

Apply Amount: This field specifies the applying amount against the selected voucher/debit note/credit note. Once you enter the amount and save the apply payment entry, the system reflects the amount changes in the *Remaining Amount* field (Field displaying above the grid).

The Apply amount should not be greater than the Remaining amount defined for the line.

To speed up entry you can click the *Auto Apply* button. Depending upon the remaining amount the system will apply the amount (according to the reference type).

WriteOff: This field specifies the cancellation amount from an account of a bad debt. You can write off the full amount or part amount for the selected voucher/debit note/credit note. A GL transaction will be posted to the account maintained on the Vendor Class/Customer Class.

TCS Due Amount: This field specifies the TCS amount as calculated on the selected voucher/debit note/ credit note. This is a read-only field.

TCS Apply Amount: This field specifies the TCS Apply Amount of the selected Voucher. This is an editable field. The sum of TCS Apply Amounts should not be greater than the value of the *TCS Amount* field



1.1.3.2 Applying Payment against a Vendor – Payment Entry

1. Open the *Apply Payment* screen.
2. Select the *Vendor* in the *Vendor/Customer* field using the available lookup.
3. Select the finance series using the lookup next to the *Batch Series* field.
4. The system will default the *Currency Key* and *Unapplied Amount* field values.
5. Enter or select the *Apply Date*.
6. Select the *Document Type* option as *Payment*.
7. Select the payment number by typing or by using the lookup next to the *Payment No.* field.
8. On selecting the Payment Number, the system will default the *Payment Date* to the posting date of the selected payment entry. It is hard coded, and you are not allowed to change it.
9. Select the line of the payment by typing or by using the lookup next to the *Payment Line No.* field. Once selected, the system will default the *Reference Type, Document Number, Due Date, Document Amount, Amount, Discount, and Remaining Amount* field values.
10. The system will retrieve the pending voucher details of the selected vendor and display them in the grid.
11. Mark the voucher against which you want to apply the payment in the *Select* field.
12. Enter the amount to apply against the selected voucher in the *Apply Amount* field.
13. Enter the write-off amount value in the *WriteOff* field if any.
14. In order to speed up the operation, you can click the *Auto Apply* button. This will automatically fill the *Apply Amount* field value in accordance with the *Remaining Amount* field value.
15. Click *Process* to apply the payment. On clicking the *Process* button, amounts will be posted into accounts. If there is any difference in currency exchange, a GL transaction will be generated for the difference amount. (*Exchange Account* will be picked from *Vendor Class*) and a write-off GL transaction is also generated for any write-off amount.
16. The system will adjust the amount and will update the *Remaining Amount* field value accordingly.

1.1.3.3 Applying Payment against a Vendor – Debit Entry

1. Open the *Apply Payment* screen.
2. Select the *Vendor* at the *Vendor/Customer* field using the available lookup.



3. Select the finance series using the lookup next to the *Batch Series* field.
4. The system will default the *Currency Key* and *Unapplied Amount* field values.
5. Enter or select the *Apply Date*.
6. Select the option as *Debit No./AR Invoice* in the *Document Type* field.
7. Select the debit number by typing or by using the lookup next to the *Debit No./AR Invoice* field.
8. On selecting the *Debit No./AR Invoice*, the system will default the Debit Date to the posting date of the selected debit entry. It is hard coded, and you are not allowed to change it. The system will display the associated Amount value.
9. The system will retrieve the pending debit note and voucher details of the selected vendor and display them in the grid.
10. Mark the entries against which you want to apply the payment in the *Select* field.
11. Enter the amount to apply against the selected voucher in the *Apply Amount* field.
12. Enter a write-off amount value in the *WriteOff* field if any.
13. In order to speed up the operation, you can click the *Auto Apply* button. This will automatically fill the *Apply Amount* field value in accordance with the *Remaining Amount* field value.
14. Click *Process* to apply the payment. On clicking the *Process* button, amounts will be posted into accounts. If there is any difference in currency exchange, a GL transaction will be generated for the difference amount. (*Exchange Account* will be picked from *Vendor Class*) and a write-off GL transaction is also generated for any write-off amount.

Apply Payment Report				
Doc. No. : FDAP14				
Batch. No. : FDAP14				
=====				
To Doc. No.	To Batch No.	Apply Amount	Write-Off Amount	Status
=====				
1100058	VO-238	0.10	0.46	Success
1100059	VO-239	99.44	0.00	Success
VV@SEP20001 Updated Successfully				
Finance Batch Number :-		VV@SEP20001		
=====				
Close				



1.1.3.4 Applying Payment against a Customer – Payment entry

1. Open the *Apply Payment* screen.
2. Select *Customer* at the *Vendor /Customer* field using the lookup.
3. Select the finance series using the lookup next the *Batch Series* field.
4. The system will default the *Currency Key* and *Unapplied Amount* field values.
5. Enter or select the *Apply Date*.
6. By default, the system will select the option as *Payment*.
7. On selecting the *Payment No.*, the system will default the *Payment Date* to the posting date of the selected payment entry. It is hard coded, and you are not allowed to change it.
8. Select the payment number by typing or by using the lookup next to the *Payment No.* field.
9. Select the line of the payment by typing or by using the lookup next to the *Payment Line No.* field. Once selected, the system will default the *Reference Type*, *Document Number*, *Due Date*, *Document Amount*, *Amount*, *Discount*, and *Remaining Amount* field values.
10. The system will retrieve the pending voucher details of the selected vendor and display them in the grid.
11. Mark the voucher against which you want to apply the payment in the *Select* field.
12. Enter the amount to apply against the selected voucher in the *Apply Amount* field.
13. Enter a write-off amount value in the *WriteOff* field if any.
14. In order to speed up the operation, you can click the *Auto Apply* button. This will automatically fill the *Apply Amount* field value in accordance with the *Remaining Amount* field value.
15. Click *Process* to apply the payment. On clicking the *Process* button, amounts will be posted into accounts. If there is any difference in currency exchange, a GL transaction will be generated for the difference amount. (*Exchange Account* will be picked from *Vendor Class*) and a write-off GL transaction is also generated for any write-off amount.
16. The system will adjust the amount and will update the *Remaining Amount* field value accordingly.

1.1.3.5 Applying AR Invoice against a Customer – Credit Memo



1. Open the *Apply Payment* screen.
2. Select *Customer* at the *Vendor /Customer* field using the lookup.
3. Select the finance series using the lookup next the *Batch Series* field.
4. The system will default the *Currency Key* and *Unapplied Amount* field value.
5. Enter or select the *Apply Date*.
6. By default, the system will select the option as *Payment*. Select the *Debit No. / AR Invoice* option.
7. On selecting the *Debit No. / AR Invoice*, the system will default the *Invoice Date* to the Invoice date of the selected AR Invoice entry. It is hard coded, and you are not allowed to change it.
8. Select the invoice number by typing or by using the lookup next to the *Invoice No.* field.
9. Select the line of the payment by typing or by using the lookup next to the *Payment Line No.* field. Once selected, the system will default the *Reference Type, Document Number, Due Date, Document Amount, Amount, Discount, and Remaining Amount* field values.
10. The system will retrieve the pending credit memo details of the selected customer and display them in the grid.
11. Mark the credit memo against which you want to apply the payment in the *Select* field.
12. Enter the amount to apply against the selected invoice in the *Apply Amount* field.
13. Enter a write-off amount value in the *WriteOff* field if any.
14. In order to speed up the operation, you can click the *Auto Apply* button. This will automatically fill the *Apply Amount* field value in accordance with the *Remaining Amount* field value.
15. Click *Process* to apply the payment. On clicking the *Process* button, amounts will be posted into accounts. If there is any difference in currency exchange, a GL transaction will be generated for the difference amount. (*Exchange Account* will be picked from *Vendor Class*) and a write-off GL transaction will also be generated for any write-off amount.
16. The system will adjust the amount and will update the *Remaining Amount* field value accordingly.

1.1.4 Edit Information Criteria



After posting 1099 transactions, 1099 data might need to be edited. This screen lets you modify 1099 details on vendors and transactions. The screen provides two options to modify 1099 information, namely:

- a. Vendors
- b. Transactions

When the option *Vendors* is selected, only the 1099 information on the *Vendor Master* record of the selected vendors will be updated. You need to select the range of vendors and specify the existing 1099 tax type and 1099 box that needs to be changed and the 1099 tax type and 1099 box values to which it needs to be changed.

When the *Transactions* option i.e. *Voucher* or *Payment* is selected, you will have to select a vendor range, voucher range and date range. On clicking the *Process* button, a grid appears listing vouchers based on the selection criteria. Here you can edit the New 1099 Type, New 1099 Box and New 1099 Amount.

Go To: Accounts Payable → AP Transaction → Edit 1099 Information.

1.1.4.1 Edit Information Criteria Screen – Add Mode

Click on the *Edit 1099 Information* option from the main menu. The system displays the *Edit Information Criteria* screen.

Action	Select	Vendor Key	Vendor Name	Old Type Key	Old 1099 Type	Old 1099 Box	Old Box Descri.	New Type Key	New 1099 Type	New 1099 Box	New Box Desc...
	<input type="checkbox"/>	→ #100	American	→ 1	Dividend And	→ 01a	Total Ordinary F	→	→	→	→

Screen Fields (with Vendor Option):



Vendor: Selecting this option lets you update the 1099 information on *Vendor Master Records*.

Vendor Key From: This field is used to specify the lower limit of the range of vendor keys for filtering records.

Vendor Description From: This field displays the description of the Vendor Key. This is a read-only field.

Vendor Key To: This field is used to specify the upper limit of the range of vendor keys for filtering records.

Vendor Description To: This field displays the description of the Vendor Key. This is a read-only field.

1099 Type From: This field is used to specify the lower limit of the range of 1099 types that need to be edited on *Vendor Master Records*.

1099 Type Description From: This field displays the description of the 1099 type. This is a read-only field.

1099 Type To: This field is used to specify the upper limit of the range of 1099 types that need to be edited on *Vendor Master Records*.

1099 Type Description To: This field displays the description of the 1099 type. This is a read-only field.

1099 Box From: This field is used to specify the lower limit of the range of 1099 Box values that need to be edited on *Vendor Master Records*.

1099 Box Description From: This field displays the description of the 1099 Box. This is a read-only field.



1099 Box To: This field is used to specify the upper limit of the range of 1099 Box values that need to be edited on *Vendor Master Records*.

1099 Box Description To: This field displays the description of the 1099 Box. This is a read-only field.

Voucher No. From: This field remains disabled if the *Vendor* option is selected.

Voucher Description From: This field remains disabled if the *Vendor* option is selected.

Voucher No. To: This field remains disabled if the *Vendor* option is selected.

Voucher Description To: This field remains disabled if the *Vendor* option is selected.

Voucher Date From: This field remains disabled if the *Vendor* option is selected.

Voucher Date To: This field remains disabled if the *Vendor* option is selected.

Vendor Details Grid

This grid helps you to drill down to the specific record with the attached link arrow button present with the various fields.

Action	Select	Vendor Key	Vendor Name	Old Type Key	Old 1099 Type	Old 1099 Box	Old Box Descri...	New Type Key	New 1099 Type	New 1099 Box	New Box Desc...
	<input type="checkbox"/>	→ #100	American	→ 1	Dividend And	→ 01a	Total Ordinary E	→ Q		→ Q	

Grid Fields:

Add Line: Clicking this button displays a lookup listing all the vendor records. Select the desired vendor record to add in the grid for editing 1099 information.

Vendor_Key	Vendor_Name	Vendor Class Loo...	TypeKey1099	Type1099	Box1099	BoxDes
#100	American	GLOBA	1	Dividend And	01a	Total Ordin
101		RPC	0	Not a 1099 Vendor		
2345	Global Suppliers	MAC D	0	Not a 1099 Vendor		
A1		GLOBA	0	Not a 1099 Vendor		
A100	A100	ASSA	0	Not a 1099 Vendor		
A200	A200	SHREE	0	Not a 1099 Vendor		
ABC	Global Suppliers	GLOBA	0	Not a 1099 Vendor		
AMERICAN TOURIS	American Touristor	USA	0	Not a 1099 Vendor		
AS	SAS	GLOBA	0	Not a 1099 Vendor		
AS1	1SAS	POPO	0	Not a 1099 Vendor		

Action : Click this button to delete the selected line.

Select: Mark or unmark the vendor lines for editing the 1099 information.



Vendor Key: Displays the vendor key of the vendor.

Vendor Name: Displays the vendor name.

Old Type Key: Displays the 1099 Type Key associated with the vendor that needs to be edited.

Old 1099 Type: Displays the 1099 Type associated with the 1099 Type Key that needs to be edited.

Old 1099 Box: Displays the 1099 Box associated with the vendor.

Old Box Description: Displays the 1099 Box Description associated with the vendor that needs to be edited.

New Type Key: This field is used to specify the new 1099 Type Key to be entered for the vendor. It defaults from the filter criteria screen and can be changed.

New 1099 Type: Displays the 1099 Type associated with New Type key specified in the above field.

New 1099 Box: This field is used to specify the new 1099 Box value that is to be entered on the vendor.

New 1099 Box Description: Displays the 1099 box description of the 1099 Box specified in the above field.

Screen Fields (with Voucher Option):

The screenshot shows the 'Edit Information Criteria' window with the 'Voucher' tab selected. The window contains several filter criteria fields for Vendor Key, 1099 Type, 1099 Box, Voucher No., and Voucher Date. Below the filters is a 'Voucher Details' section with an 'Add Line' button and a table with columns for Action, Select, Vendor Key, Vendor Name, Voucher No., Voucher Date, Voucher Amo..., Old Type Key, Old 1099 Type, Old 1099 Box, Old Box Descr..., Old 1099 Amo..., and Ne. The table currently shows 'No records yet created.' At the bottom of the window are 'Process', 'Save', and 'Close' buttons.

Voucher: Selecting this option lets you update the 1099 information on voucher records.

Vendor Key From: This field is used to specify the lower limit of the range of vendor keys for filtering records.



Vendor Description From: This field displays the description of the Vendor Key. This is a read-only field.

Vendor Key To: This field is used to specify the upper limit of the range of vendor keys for filtering records.

Vendor Description To: This field displays the description of the Vendor Key. This is a read-only field.

1099 Type From: This field is used to specify the lower limit of the range of 1099 types that need to be edited.

1099 Type Description From: This field displays the description of the 1099 type. This is a read-only field.

1099 Type To: This field is used to specify the upper limit of the range of 1099 types that need to be edited.

1099 Type Description To: This field displays the description of 1099 type. This is a read-only field.

1099 Box From: This field is used to specify the lower limit of the range of 1099 Box values that needs to be edited.

1099 Box Description From: This field displays the description of 1099 Box. This is a read-only field.

1099 Box To: This field is used to specify the upper limit of the range of 1099 Box value that needs to be edited.

1099 Box Description To: This field displays the description of 1099 Box. This is a read-only field.

Voucher No. From: The lower limit of the voucher number range used to filter voucher details for editing the 1099 information.

Voucher Description From: This field displays the description of the Voucher Number selected in the above field. This is a read-only field.

Voucher No. To: The upper limit of the voucher number range used to filter voucher details for editing the 1099 information.

Voucher Description To: This field displays the description of the Voucher Number selected in the above field. This is a read-only field.

Voucher Date From: This field displays the lower date range used to filter voucher details for editing the 1099 information.



Voucher Date To: This field displays the upper date range used to filter voucher details for editing the 1099 information.

Voucher Details Grid

This grid helps you to drill down to the specific record with the attached link arrow button present with the various fields.

Action	Select	Vendor Key	Vendor Name	Voucher No.	Voucher Date	Voucher Amo...	Old Type Key	Old 1099 Type	Old 1099 Box	Old Box Descr...	Old 1099 Amo...	Ni
	<input checked="" type="checkbox"/>	A100	A100	FVAP100	21/07/20	154.64	0				154.64	

Grid Fields:

Add Line: Clicking this button displays a lookup listing all the Voucher records. Select the desired voucher record to add in the grid for editing 1099 information.

VoucherNo	TransactionNo	VendorKey	VendorName	City	VoucherDate	Voucher
10002	10002	DEEPAK	deepak		2018-01-05T00:00:00	160
1100067	1100067	V1			2017-12-28T00:00:00	1
1100071	1100071	V1			2017-12-28T00:00:00	1
1100072	1100072	V1			2017-12-29T00:00:00	5
1100102	1100102	DEEPAK	deepak		2018-01-11T00:00:00	1200
1100110	1100110	SHREE	Shree Enterprises	Indore	2018-01-12T00:00:00	1290
1100142	1100142	REAL FOOD	Real Food Industries	Gurgaon	2018-01-24T00:00:00	500
1100143	1100143	REAL FOOD	Real Food Industries	Gurgaon	2018-01-24T00:00:00	610
CMVMAR16001	27	MAC D	Mac Donald		2016-03-29T00:00:00	125
CMVMAR16002	36	MAC D	Mac Donald		2016-03-30T00:00:00	300

Action : Click this button to delete the selected line.

Select: Mark or unmark the Voucher lines for editing the 1099 information.

Vendor Key: This field displays the vendor key of the vendor as per the voucher details. This is a read only field.

Vendor Name: This field displays the vendor name as per the voucher details. This is a read only field.

Voucher No.: This field displays the voucher number against the selected vendor. This is a read only field.

Voucher Date: This field displays the voucher date. This is a read only field.



Voucher Amount: This field displays the voucher amount. This is an editable field so you can enter the amount for editing.

Old Type Key: Displays the 1099 Type Key associated with the voucher that needs to be edited.

Old 1099 Type: Displays the 1099 Type associated with the 1099 Type Key that needs to be edited.

Old 1099 Box: Displays the 1099 Box associated with the voucher.

Old Box Description: Displays the 1099 Box Description associated with the voucher and needs to be edited.

Old 1099 Amount: Displays the old 1099 amount associated with the voucher.

New Type Key: This field is used to specify the new 1099 Type Key to be entered for the voucher. It defaults from the filter criteria screen and can be changed.

New 1099 Type: Displays the 1099 Type associated with the New Type key specified in the above field.

New 1099 Box: This field is used to specify the new 1099 Box value that is to be entered on the voucher.

New 1099 Box Description: Displays the 1099 box description of the 1099 Box specified in the above field.

New 1099 Amount: This field is used to specify the new 1099 amount to be entered for the voucher.

Screen Fields (with Payment Option):

The screenshot shows a window titled "Edit Information Criteria" with three tabs: "Vendor", "Voucher", and "Payment". The "Payment" tab is selected. The window contains several filter criteria fields, each with a search icon (magnifying glass) and a clear icon (X). The fields are:

- Vendor Key From: #100
- Vendor Key To: (empty)
- 1099 Type From: 1
- 1099 Type To: (empty)
- 1099 Box From: (empty)
- 1099 Box To: (empty)
- Payment No. From: (empty)
- Payment No. To: (empty)
- Payment Date From: 09/24/2021
- Payment Date To: (empty)
- Vendor Description From: American
- Vendor Description To: (empty)
- 1099 Type Description From: Dividend And
- 1099 Type Description To: (empty)
- 1099 Box Description From: (empty)
- 1099 Box Description To: (empty)
- Payment Description From: (empty)
- Payment Description To: (empty)

Below the filter criteria is a section titled "Payment Details" with an "Add Line" button. Underneath is a table with the following columns: Action, Select, Vendor Key, Vendor Name, Payment No., Payment Date, Payment Amo..., Old Type Key, Old 1099 Type, Old 1099 Box, Old Box Descr..., Old 1099 Amo..., and Ne. The table is currently empty, and a message below it says "No records yet created." At the bottom of the window are buttons for "Process", "Save", and "Close".

Payment: Selecting this option allows you to update the 1099 information on payment entry.



Vendor Key From: This field is used to specify the lower limit of the range of vendor keys for filtering records.

Vendor Description From: This field displays the description of the Vendor Key. This is a read-only field.

Vendor Key To: This field is used to specify the upper limit of the range of vendors key for filtering records.

Vendor Description To: This field displays the description of the Vendor Key. This is a read-only field.

1099 Type From: This field is used to specify the lower limit of the range of 1099 types for filtering records.

1099 Type Description From: This field displays the description of 1099 type. This is a read-only field.

1099 Type To: This field is used to specify the upper limit of the range of 1099 type for filtering records.

1099 Type Description To: This field displays the description of 1099 type. This is a read-only field.

1099 Box From: This field is used to specify the lower limit of the range of 1099 Box values for filtering records.

1099 Box Description From: This field displays the description of 1099 Box. This is a read-only field.

1099 Box To: This field is used to specify the upper limit of the range of 1099 Box values for filtering records.

1099 Box Description To: This field displays the description of 1099 Box. This is a read-only field.

Payment No. From: The lower limit of the payment number range used to filter payment details for editing the 1099 information.

Payment Description From: This field displays the description of the Payment Number selected in the above field. This is a read-only field.

Payment No. To: The upper limit of the payment number range used to filter payment details for editing the 1099 information.

Payment Description To: This field displays the description of the Payment Number selected in the above field. This is a read-only field.

Payment Date From: This field displays the lower date range used to filter payment details for editing the 1099 information.



Payment Date To: This field displays the upper date range used to filter payment details for editing the 1099 information.

Payment Details Grid

This grid helps you to drill down to the specific record with the attached link arrow button present with the various fields.

Action	Select	Vendor Key	Vendor Name	Payment No.	Payment Date	Payment Amo..	Old Type Key	Old 1099 Type	Old 1099 Box	Old Box Descr..	Old 1099 Amo..
	<input checked="" type="checkbox"/>	A200	A200	AP0517049	17/05/17	10.00	0				0.00

Grid Fields:

Add Line: Clicking this button displays a lookup listing all the Payment records. Select the desired payment record to add in the grid for editing 1099 information.

PaymentNo	VendorKey	VendorName	City	PaymentDate	PaymentTotal	Amount
1	GLOBAL SUPPLIER	Global Suppliers	New Jersey	2015-05-14T00:00:00	50	0
17	SHREE	Shree Enterprises	Indore	2015-10-15T00:00:00	25000	0
2	GLOBAL SUPPLIER	Global Suppliers	New Jersey	2015-06-01T00:00:00	75	0
21	GLOBAL SUPPLIER	Global Suppliers	New Jersey	2015-12-30T00:00:00	10	0
22	GLOBAL SUPPLIER	Global Suppliers	New Jersey	2015-12-30T00:00:00	5	0
23	GLOBAL SUPPLIER	Global Suppliers	New Jersey	2015-12-30T00:00:00	50	0
24	GLOBAL SUPPLIER	Global Suppliers	New Jersey	2015-12-30T00:00:00	3	0
25	REAL FOOD	Real Food Industries	Gurgaon	2016-02-03T00:00:00	5	0
26	REAL FOOD	Real Food Industries	Gurgaon	2016-02-10T00:00:00	50	0
27	SHREE	Shree Enterprises	Indore	2016-03-05T00:00:00	50	0

Action : Click this button to delete the selected line.

Select: Mark or unmark the Payment lines for editing the 1099 information.

Vendor Key: Displays the vendor key of the vendor.

Vendor Name: Displays the vendor name.

Payment No.: This field displays the payment number against the selected vendor. This is a read only field.

Payment Date: This field displays the payment date. This is a read only field.

Payment Amount: This field displays the payment amount. This is an editable field so you can enter the amount for editing.



Old Type Key: Displays the 1099 Type Key associated with the payment that needs to be edited.

Old 1099 Type: Displays the 1099 Type associated with the 1099 Type Key that needs to be edited.

Old 1099 Box: Displays the 1099 Box associated with the payment.

Old Box Description: Displays the 1099 Box Description associated with the payment that needs to be edited.

Old 1099 Amount: Displays the old 1099 amount associated with the payment.

New Type Key: This field is used to specify the new 1099 Type Key to be entered for the payment. It defaults from the filter criteria screen and can be changed.

New 1099 Type: Displays the 1099 Type associated with New Type key specified in the above field.

New 1099 Box: This field is used to specify the new 1099 Box value that is to be entered on the payment.

New 1099 Box Description: Displays the 1099 box description of the 1099 Box specified in the above field.

New 1099 Amount: This field is used to specify the new 1099 amount to be entered for the payment.

1.1.4.2 Editing 1099 Information

1. Click the *Edit 1099 Information* option, the system opens the *Edit Information Criteria* screen.
2. Select the option as *Vendor*:
 - a. When the option *Vendors* is selected, only the 1099 information on *Vendor Master Record* of the selected vendors will be updated.
 - b. Specify the range of vendors in the respective fields for filtering data for editing 1099 information of vendor records.
 - c. Specify the range of 1099 Type in the respective fields for filtering data for editing 1099 information of vendor records.
 - d. Specify the range of 1099 Box in the respective fields for filtering data for editing 1099 information of vendor records.
 - e. Click the *Process* button to display the vendor records satisfying the filter criteria.



- f. Click the *Add line* button to open the *Vendor Lookup* window and select a record.
- g. A grid appears listing records based on the selection criteria.
- h. The existing 1099 details of the listed vendors and the proposed new 1099 details are listed
- i. If required, modify the new 1099 type key and box.
- j. Select the vendor lines that need to be processed using the *Select* option.
- k. Click the *Save* button to update the vendor records with new values.

3. Select the option as *Voucher*:

- a. When the option *Voucher* is selected, only the 1099 information on the *Voucher* record of the selected Vouchers will be updated.
- b. Specify the range of vendors in the respective fields for filtering data for editing 1099 information of voucher records.
- c. Specify the range of 1099 Type in the respective fields for filtering data for editing 1099 information.
- d. Specify the range of 1099 Box in the respective fields for filtering data for editing 1099 information.
- e. Specify the range of Voucher No in the respective fields for filtering data for editing 1099 information.
- f. Specify the range of Voucher Date in the respective fields for filtering data for editing 1099 information.
- g. Click the *Process* button to display the voucher records satisfying the filter criteria.
- h. A grid appears listing records based on the selection criteria.
- i. The existing 1099 details of the listed Vouchers and the proposed new 1099 details are listed
- j. If required, modify the new type key and New 1099 box.
- k. Select the voucher lines that need to be processed using the *Select* option.
- l. Click the *Save* button to update the voucher records with new values.

4. Select the option as *Payment*:



- a. When the option *Payment* is selected, only the 1099 information on the *Payment* record of the selected Payment records will be updated.
- b. Specify the range of vendors in the respective fields for filtering data for editing 1099 information.
- c. Specify the range of 1099 Type in the respective fields for filtering data for editing 1099 information.
- d. Specify the range of 1099 Box in the respective fields for filtering data for editing 1099 information.
- e. Specify the range of Payment No in the respective fields for filtering data for editing 1099 information.
- f. Specify the range of Payment Date in the respective fields for filtering data for editing 1099 information.
- g. Click on the *Process* button to obtain the payment records satisfying the filter criteria.
- h. Click the *Add line* button to open the *Payment Lookup* window and select a record.
- i. A grid appears listing records based on the selection criteria.
- j. The existing 1099 details of the listed payments and the proposed new 1099 details are listed.
- k. If required, modify the new type key and New 1099 box.
- l. Select the payment lines that needs to be processed using the *Select* option.
- m. Click the *Save* button to update the payment records with new values.

1.1.5 Payment Entry

Payment Entry screen is used to account for all payments made by the company through Cash/Bank/Credit Card.

Go To: Account Payable → AP Transaction → Payment Entry.



On processing the *Payment Entry*, the TDS account will be credited.



If the dimensions defined on the *Multi-Dimensional Setup* screen are set to active, then the defined dimensions can be applied to a *Payment Entry* at the line level. Thus, you can manage the account entries individually in sequence to the projects.

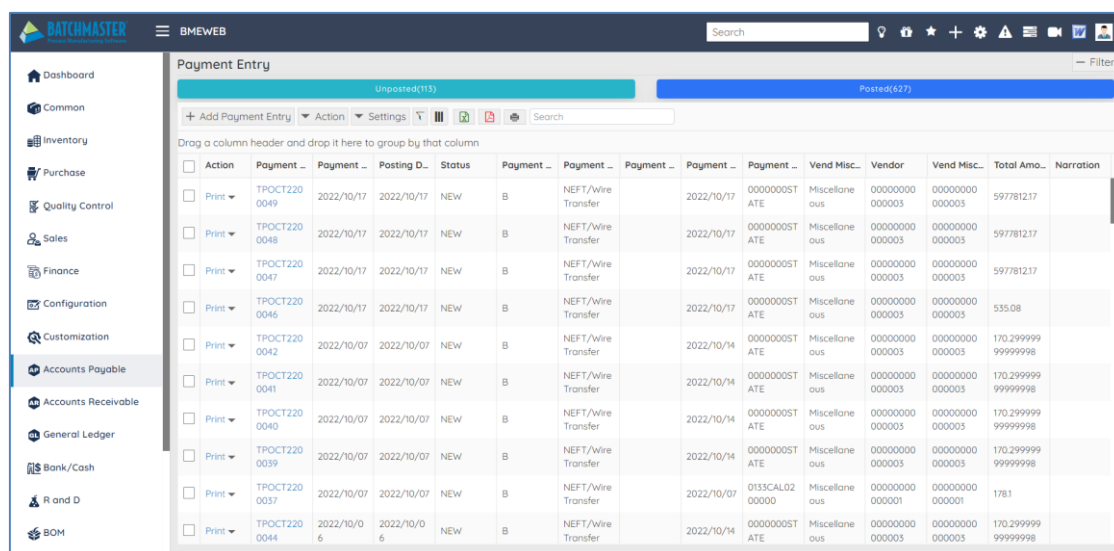
Mandatory Inputs:

Data should be maintained on the following screens before creating a *Payment Entry*.

- *Finance Series* under *Setup*  menu
- *TDS Setup* under *Setup*  menu
- *Payment Mode Master* under the *Bank/Cash* module
 - For the *Cash* payment type, *Currency Key* cannot be blank
 - For the *Bank* payment type, *Currency Key* cannot be blank
 - For the *Credit Card* payment type, *Credit Card Number* in the *Number* and *Currency Key* cannot be blank

1.1.5.1 Payment Entry – Dashboard

You can manage and create payment entries from this dashboard. By default, the system displays all the existing payment entries as maintained for your business/company. You can click on any of the payment entry records to view its details.

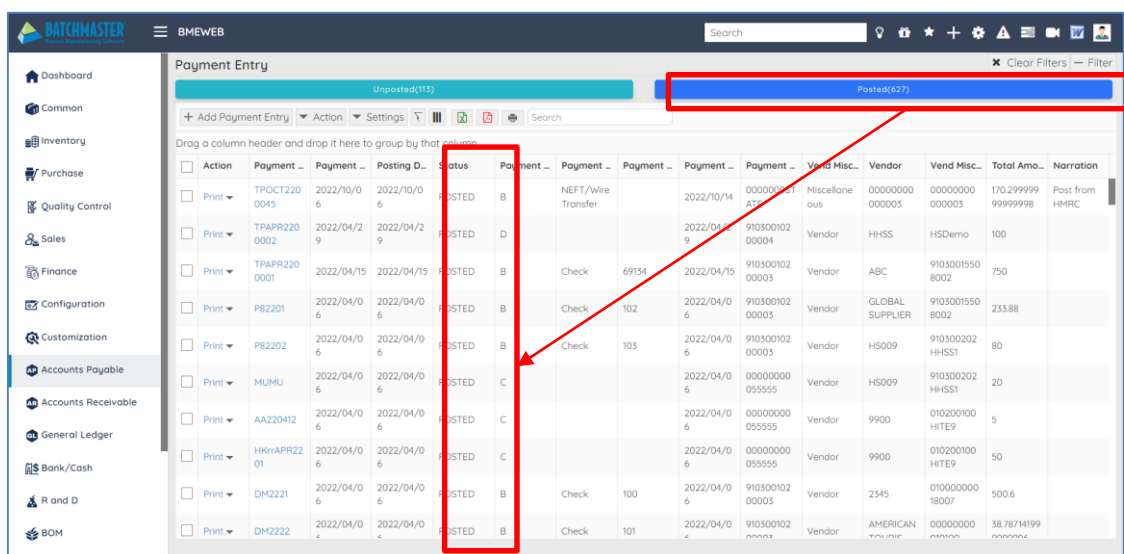


Action	Payment No.	Posting D.	Status	Payment Type	Payment Date	Vendor	Total Amo.	Narration
<input type="checkbox"/>	TPOCT220 0049	2022/10/17	NEW	NEFT/Wire Transfer	2022/10/17	Miscellaneous	597781217	
<input type="checkbox"/>	TPOCT220 0048	2022/10/17	NEW	NEFT/Wire Transfer	2022/10/17	Miscellaneous	597781217	
<input type="checkbox"/>	TPOCT220 0047	2022/10/17	NEW	NEFT/Wire Transfer	2022/10/17	Miscellaneous	597781217	
<input type="checkbox"/>	TPOCT220 0046	2022/10/17	NEW	NEFT/Wire Transfer	2022/10/17	Miscellaneous	535.08	
<input type="checkbox"/>	TPOCT220 0042	2022/10/07	NEW	NEFT/Wire Transfer	2022/10/14	Miscellaneous	170,299,999	
<input type="checkbox"/>	TPOCT220 0041	2022/10/07	NEW	NEFT/Wire Transfer	2022/10/14	Miscellaneous	999,999,998	
<input type="checkbox"/>	TPOCT220 0040	2022/10/07	NEW	NEFT/Wire Transfer	2022/10/14	Miscellaneous	999,999,998	
<input type="checkbox"/>	TPOCT220 0039	2022/10/07	NEW	NEFT/Wire Transfer	2022/10/14	Miscellaneous	999,999,998	
<input type="checkbox"/>	TPOCT220 0037	2022/10/07	NEW	NEFT/Wire Transfer	2022/10/07	Miscellaneous	1781	
<input type="checkbox"/>	TPOCT220 0044	2022/10/06	NEW	NEFT/Wire Transfer	2022/10/14	Miscellaneous	999,999,998	

The *Payment Entry* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e. docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.



By default this dashboard displays all status payment entry records. You can click on any of the *Unposted Entry/Posted Entry* button to filter the records on the dashboard accordingly and view the related payment entry.



Using the *Action* button from the dashboard you can:

- Print selected multiple record(s)
- Release selected multiple record(s)
- Hold selected multiple record(s)
- Post selected multiple record(s)
- Copy an existing record to create new one
- Delete selected multiple record(s)

After you select all the columns of the *Payment Entry* dashboard, the middle grid displays the selected columns.



Action	Payment No.	Payment Date	Posting Date	Status	Payment Type	Payment Amount	Vendor	Recdate
Print	TPOCT2200049	2022/10/17	2022/10/17	NEW	B	NEFT/Wire Transfer	Miscellaneous	2022/10/17
Print	TPOCT2200048	2022/10/17	2022/10/17	NEW	B	NEFT/Wire Transfer	Miscellaneous	2022/10/17
Print	TPOCT2200047	2022/10/17	2022/10/17	NEW	B	NEFT/Wire Transfer	Miscellaneous	2022/10/17
Print	TPOCT2200046	2022/10/17	2022/10/17	NEW	B	NEFT/Wire Transfer	Miscellaneous	2022/10/17
Print	TPOCT2200042	2022/10/07	2022/10/07	NEW	B	NEFT/Wire Transfer	Miscellaneous	2022/10/14
Print	TPOCT2200041	2022/10/07	2022/10/07	NEW	B	NEFT/Wire Transfer	Miscellaneous	2022/10/14
Print	TPOCT2200040	2022/10/07	2022/10/07	NEW	B	NEFT/Wire Transfer	Miscellaneous	2022/10/14

The *Payment Entry* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.

1.1.5.2 Payment Entry – Add Mode

To add a new *Payment Entry* to your BatchMaster WEB database, click the + *Add Payment Entry* button. The system displays the *Payment Entry* screen form, where you can create new payment entry records.

Action	Reference Type	Document No	Due Date	Document Amo.	Doc Amount (B..)	Amount	Amount (Bank/..)	Discount	Discount (Bank..)	Bank Charges	Bank Charges(-..)	WriteOff Amoi
	New Ref		2022/10/1	170.30	0.00	170.30	0.00	0.00	0.00	0.00	0.00	0.0

Screen Fields:

Payment No: The payment series type specified here is used for creating the next payment entry. The lookup will retrieve the series that you have maintained using the *Finance Series* screen.



Payment Date: This field specifies the date on which you have created the payment entry. The default value of this field is the current server date. You can change the date using the date picker next to the field.

Payment Type: Use this option to make the payment entry. Selecting any one of the options will enable the associated required fields for data entry.

- **Cash:** This option will enable the *Payment From Ac* field, wherein you can select the account from which the payment needs to be made.
- **Bank:** This option will enable the *Payment Mode*, *Check Book ID* and *Payment From Ac* fields. Select the payment mode as per your business requirement. It can be any one of Check, NEFT, RTGS, etc.
- **Credit Card:** This option will enable the *Payment From Ac* field, wherein you can select the account from which the payment needs to be made.

Payment Mode: This option is enabled only when the Payment Method is selected as *Bank* and *Credit Card*. The system will retrieve data from the *Payment Mode Master* Screen. You can select the payment mode as per your business requirements. It can be any one of Check, NEFT, RTGS, etc. if *Bank* is selected as the Payment Method, and Visa, Master Card etc. if *Credit Card* is selected.

Check Book ID: This option is enabled only when the *Payment Mode* is selected as *Check*. The system will retrieve data from the Bank Master for which you have maintained a Check book. Once selected, the system will default the *Payment From Ac* and *Cash/Bank Name* field values along with the current account balance.

Payment From Ac: This option is used for all types of Payment Methods, this is the GL account associated with the Cash / Bank / Credit Card ID and will be credited when the payment entry is posted. The system displays the account balance in the adjacent field as at the payment date in both Home currency and in bank currency. The source of the lookup will be dependent on the payment mode you have selected.

- **Cash:** The lookup will obtain the account number from the *Cash Master* Screen.
- **Bank:** The lookup will obtain the account number from the *Bank Master* Screen.
- **Credit Card:** The lookup will obtain the account number from the *Bank Master* Screen whose Bank Account Type is Credit Card.

Cash/Bank Name/Acct: This field specifies the name of the bank. The value defaults when you select the *Payment From Ac* field value.



Cash/Bank Currency: This field specifies the default currency of the Bank. The value defaults when you select the *Payment From Ac* field value.

Status: This field specifies the status of the payment entry. The available options are:

- **New:** The status indicates that the payment entry is new and is ready to post. A new status entry can be transferred to hold if required.
- **Hold:** This status means that a payment entry is not available for posting. Holds are placed on payment entries for business reasons. No changes can be made to a payment entry that is *on hold*. An entry will stay *on hold* until released by you. Your business rules should address how long a hold can be left in place.
- **Post:** This status means that the payment entry has been posted to accounts.
 - For a payment to a *Vendor*, the system will post to the Accounts Payable and Bank / Cash Accounts.
 - For a payment to a *Customer*, the system will post to the Accounts Receivable and Bank / Cash Accounts.
 - For a *Miscellaneous* payment, the system will post to the selected account and Bank / Cash Accounts.

Posting Date: This field specifies the date on which you want to post the payment entry. The default value of this field is the current server date. You can change the date using the date picker next to the field.

Number: Use this field to enter an alphanumeric value. The allowable character limit is 20. For example, you can use this field value to store a transaction number against the Check entry.

Check Date: This field specifies the date applied for the defined Check.

Account Description: This field displays the description of the account. This is a read-only field.

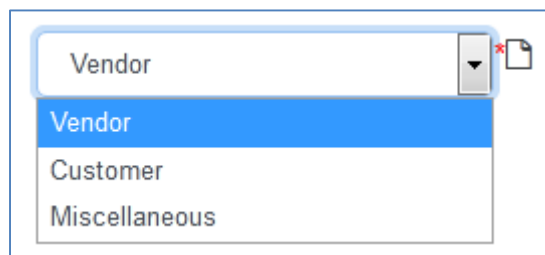
Bank A/c Number: This field displays the description of the bank account number. This is a read-only field.

Current Balance: This field reflects the current balance of the *Payment From Ac* and *Cash/Bank Name/Acct* selected for this payment entry. This is a read-only field.

Vendor / Customer / Miscellaneous: Use this option to make the payment entry against a Vendor, Customer or Miscellaneous (any other account).



- **Vendor:** If you select *Vendor* the lookup will retrieve the list of vendors maintained in BatchMaster WEB. You can now process a payment voucher. The system will display the account balance from the Account Payable A/c as at the payment date.



- **Customer:** If you select *Customer* the lookup will retrieve the list of customers maintained in BatchMaster WEB. You can now process a payment credit memo. The system will display the account balance from the Revenue Account as at the receipt date.
- **Miscellaneous:** If you select *Miscellaneous* the lookup will retrieve the list of accounts maintained in BatchMaster WEB. You can now process any debit account entry.



On selecting this option, in the grid the Type of Ref. is hardcoded as *New Ref* and non editable, *Doc No*, *Due Date*, *Doc Amount* and *Amount* columns are editable and will validate according to their data types.

The system displays the account balance in the adjacent field as at the payment date.

Vendor Name: This field displays the name of the vendor. This is a read-only field.

Currency Key: Use this option to define the currency for the payment entry. The default value of this field is obtained while selecting a Vendor / Customer. For a *Miscellaneous* entry you need to select the currency manually. You can change the currency.



- It is mandatory to define currency conversions if you want to select any other currency (other than the Vendor or Customer Master currency).
- Depending upon the currency type selected here the system will retrieve the Pending Voucher/Purchase Order or Credit Note /Return Sales Order in the *Document No.* field.

Currency Description: This field displays the description of the currency key.

Conversion Factor: This field specifies the currency conversion defined in BatchMaster WEB using the *Currency Conversion* screen. By default, the system will display the defined conversion which can be edited if required. This is an editable field so you can change the value and define the conversion on the basis of the current date.

Conversion Date: This field specifies the currency conversion date defined in BatchMaster WEB on the *Currency Conversion* screen. By default, the system will display the defined conversion date



which can be edited using the date picker, if required. This is an editable field so you can change the date and define any date or the current date.

1099 Type: Specifies the 1099 Type as defined on the 1099 Type Master.

1099 Type Description: This field displays the description of the 1099 type key. This is a read-only field.

1099 Box: This field is used to specify the 1099 Box value.

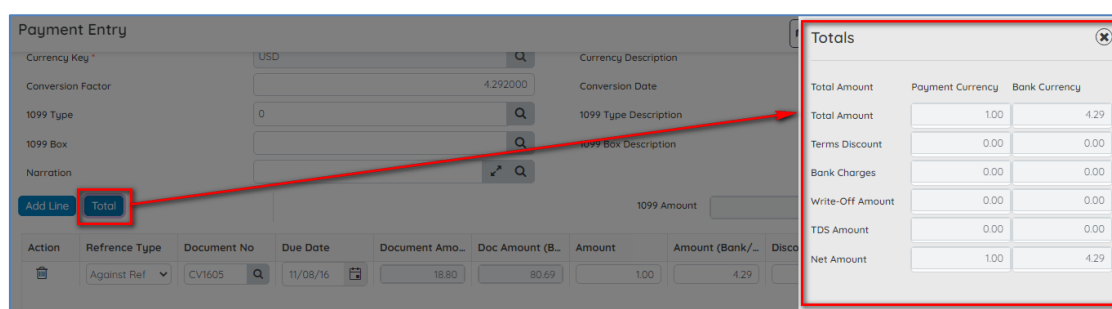
1099 Box Description: This field displays the description of the 1099 box key. This is a read-only field.

Narration: Use this field to define any additional information with the payment entry.

Grid Details:

Add Line: Click the *Add Line* button to insert a row in the grid.

Total Button: Click this button to view various total amounts.



- **Total Amount:** This field displays the sum of the amounts of the different types of references defined in the grid. The system will display the amount in both home currency and in bank currency.
- **Terms Discount:** This field displays the sum of the discount amounts of the different types of references defined in the grid. The system will display the amount in both home currency and in bank currency.
- **Bank Charges:** This field displays the sum of the bank charges of the different types of references defined in the grid. The system will display the amount in both home currency and in bank currency.



- **Write Off Amount:** This field displays the sum of the write-off amounts of the different types of references defined in the grid. The system will display the amount in both home currency and in bank currency.
- **TDS Amount:** This is the total consolidated TDS amount against the entries done for the *Advance, Against Ref, New Ref, and On Account*.
- **Net Amount:** This field displays the total amount that should be paid.

1099 Amount: This field displays the 1099 amount for the payment entry.

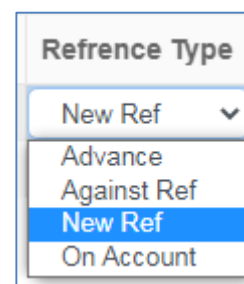
Net Amount: This field displays the total amount that should be paid.

Action	Reference Type	Document No	Due Date	Document Amount	Doc Amount (Bank/Cash Currency)	Amount	Amount (Bank/Cash Currency)	Discount	Discount (Bank/cash Currency)
	New Ref	00000156	05/17/21	5,020.23	5,020.23	10.00	10.00	0.00	0.0
	New Ref	00000157	05/20/21	5,512.21	5,512.21	5.00	5.00	0.00	0.0

Action: Click this button to delete a row from the grid.

Reference Type: This field is used to attach a Reference to the payment entry. The available options are:

- Advance
- Against Ref
- New Ref
- On Account



Document No: The value in this field is dependent on the selection made in the Reference Type field.

- **Advance:** If this option is selected the system will let you enter additional information in the field.
- **Against Ref:** If this option is selected the system will display all posted vouchers of the Vendor / posted Credit Notes of the Customer.
- **New Ref:** If this option is selected the system will display New or Open type Purchase Orders of the Vendor / *New* or *Open* type Return Sales Orders of the Customer.
- **On Account:** If this option is selected the system will let you enter additional information in the field.



Due Date: This field specifies the due date of the selected document number. If the due date is blank for the document, then the system will display the voucher date.

Document Amount: This field specifies the Voucher amount or Purchase Order amount / Credit Memo amount or Return Sales Order amount.

Doc Amount (Bank/Cash Currency): This field specifies the amount of the selected document amount in Bank / Cash currency. The value in this field is calculated as:

- **For Advance:** This field value remains zero.
- **For Against Ref:** The value in this field is calculated as *Document Amount * Conversion Factor*.
- **For New Ref:** The value in this field is calculated as *Document Amount * Conversion Factor*.
- **For On Account:** The value in this field is calculated as *Document Amount * Conversion Factor*.

Amount: This field is used to specify the actual amount (positive amount) against the document amount.

- **For Advance:** This field specifies the amount you want to pay in advance to Vendor / Customer.
- **For On account:** The system will let you enter the amount you want to pay in advance to the Vendor / Customer that you can apply in future against different account entries.

In both the above cases this will update the ledger account.

Amount (Bank/Cash Currency): The value in this field is calculated as *Amount * Conversion Factor*.

Discount: This is the discount which will be calculated as per the term discount applied on the Voucher amount or Purchase Order amount / Credit Memo amount or Return Sales Order amount.

Discount (Bank/Cash Currency): This field is used to specify the calculated discount in Bank currency.

Bank Charges: This is the amount of the bank charges that need to be set off against the selected document.

Bank Charges (Bank Currency): this is the amount of the bank charges that need to be set off against the selected document, in bank currency.

Write Off Amount: This is the write-off amount (certain over-payments and under-payments) against the selected document.



Write Off Amount (Bank/Cash Currency): This is the write-off amount in bank currency.

Net Amount: This field displays the total amount that should be paid.

Post: Click this button to post the payment entries. After posting, the status of the Payment entry is changed to POST.

- For *Vendor* the system will post to Accounts Payable and Bank Account.
- For *Customer* the system will post to the Accounts Receivable and Bank Account.
- For *Miscellaneous* the system will post to the Account Master



To post a receipt entry the Posting date must be less than or equal to server date.

1.1.5.3 Creating Payment Entry

1.1.5.4 Creating a Payment Entry using Cash

1. Open the Payment Entry dashboard.
2. Click the *+Add Payment Entry* button to open the *Payment Entry* screen.
3. Select the *Payment Type* as *Cash*.
4. In the *Payment Date* field, enter the date of payment that you want as an apply date for the entry.
5. In the *Posting Date* field, enter the date on which you wish to post the payment entry.
6. Select the account from which you want to make the payment by typing or by using the lookup next to the *Payment From Ac* field. The lookup will display the accounts that are of Cash type, and it will default the Cash / Bank Name and the available account balance.
7. Select the *Vendor / Customer / Miscellaneous* name for which you want to define the reference by typing or by using the lookup.
 - a. If you have selected Vendor, the lookup will populate the vendor list of BatchMaster WEB. Once selected, this will default the *Currency Key*.
 - b. If you have selected Customer, the lookup would populate the Customer list of BatchMaster WEB. Once selected, this will default the *Currency Key*.



- c. If you have selected Miscellaneous, the lookup will populate the account list. Select the currency for the payment entry transaction. The lookup for the *Currency Key* field will be populated with all the currencies maintained in BatchMaster WEB.
8. If you want to define the reference in some other currency, change the currency by typing or by using the lookup next to the *Currency Key* field.
9. Define the Currency Conversion factor if required.
10. Change the Currency conversion date if required.
11. Click the *Add Line* button. This will insert a blank row in the above grid.
12. Select the *Reference Type* as one of *Advance*, *Against Ref*, *New Ref* or *On Account*.
 - a. Selecting the *Advance* option allows you to enter additional information in the *Document Number* field.
 - b. Selecting the *Against Ref* option lets you select any pending voucher/credit note in the *Document Number* field.
 - c. Selecting the *New Ref* option lets you select Purchase order (with New or Open status) / Return sales order (with New or Open status) note in the *Document Number* field.
 - d. Selecting the *On Account* option lets you enter additional information note in the *Document Number* field.
13. Depending upon the reference type, select the value in the *Document Number* field.
14. Enter or select the *Due Date* against the reference type.
15. Enter the *Document Amount*.
16. Enter the *Amount*, *Discount*, *Bank Amount* and *Writeoff Amount* as required.
17. The system will auto calculate the discount as maintained in BatchMaster WEB.
18. To add more references, follow the above steps.
19. Click *Save* to save the record. The system will let you enter an amount up to the available balance of the *Payment From Ac* field.

1.1.5.5 Creating a Payment Entry using Bank

1. Open the Payment Entry dashboard.



2. Click the *+Add Payment Entry* button to open the *Payment Entry* screen.
3. Select the *Payment Type* as *Bank*.
4. In the *Posting Date* field, enter the date on which you wish to post the payment entry.
5. Select the *Payment Mode* by typing or by selecting from the lookup next to the *Payment Mode* field.
 - a. If the payment mode is *Check*:
 - i. Type in or select the *Check book* in the *Check Book ID* field.
 - ii. Enter any transaction number in the *Number* field.
 - iii. Enter the *Check date* in the *Date* field.
 - b. For an *NEFT* or *RTGS* transaction:
 - i. Enter any transaction number in the *Number* field.
6. Select the account from which you want to make the payment by typing or by using the lookup next to the *Payment From Ac* field. The system will display the accounts that are of *Bank* type. It will default the *Cash / Bank Name* and the available account balance.
7. Select the *Vendor / Customer / Miscellaneous* name for which you want to define the reference by typing or by using the lookup.
 - a. If you have selected *Vendor*, the attached lookup will display the vendor list of *BatchMaster WEB*. Once selected, this will default the *Currency Key*.
 - b. If you have selected *Customer*, the attached lookup will display the *Customer* list of *BatchMaster WEB*. Once selected, this will default the *Currency Key*.
 - c. If you have selected *miscellaneous*, the lookup will display the *GL account* list. Select the currency for the payment entry transaction. The lookup for the *Currency Key* field will display all the currencies maintained in *BatchMaster WEB*.
8. If you want to define the reference in some other currency, change the currency by typing or by using the lookup next to the *Currency Key* field.
9. Define the *Currency Conversion factor* if required.
10. Change the *Currency conversion date* if required.
11. Click the *Add Line* button. This will insert a blank row in the grid.



12. Select the *Reference Type* as one of *Advance*, *Against Ref*, *New Ref* or *On Account*.
 - a. Selecting the *Advance* option lets you enter additional information in the *Document Number* field.
 - b. Selecting the *Against Ref* option lets you select any pending voucher/credit note in the *Document Number* field.
 - c. Selecting the *New Ref* option lets you select a Purchase order (with New or Open status) / Return sales order (with New or Open status) in the *Document Number* field.
 - d. Selecting the *On Account* option lets you enter additional information in the *Document Number* field.
13. Depending upon the reference type, select the value in the *Document Number* field.
14. Enter or select the *Due Date* against the reference type.
15. Enter the *Document Amount*.
16. Enter the *Amount*, *Discount*, *Bank Amount* and *Writeoff Amount* as required.
17. The system will auto calculate any discount maintained in BatchMaster WEB.
18. To add more references, repeat the above steps.
19. Click *Save* to save the record. The system will let you enter an amount up to the available balance of the *Payment From Ac* field.

1.1.5.6 Creating a Payment Entry using Credit Card

1. Open the Payment Entry dashboard.
2. Click the *+Add Payment Entry* button to open the *Payment Entry* screen.
3. Select the *Payment Method* as *Credit Card*.
4. In the *Posting Date* field, enter the date on which you wish to post the payment entry.
5. Select the Payment Mode by typing or by selecting from the lookup next to the *Payment Mode* field.
 - a. Enter the credit card number in the *Number* field.
 - b. Enter the valid date of the credit card in the *Date* field.



6. Select the account from which you want to make the payment by typing or by using the lookup next to the *Payment From Ac* field. The system will display the accounts that are of *Credit Card* type. It will default the Cash / Bank Name and the available account balance.
7. Select the *Vendor / Customer / Miscellaneous* name for which you want to define the reference by typing or by using the lookup.
 - a. If you have selected *Vendor*, the lookup will display the vendor list of BatchMaster WEB. Once selected, this will default the *Currency Key*.
 - b. If you have selected *Customer*, the lookup will display the Customer list of BatchMaster WEB. Once selected, this will default the *Currency Key*.
 - c. If you have selected *Miscellaneous*, the lookup will display the GL account list. Select the currency for the payment entry transaction. The lookup for the *Currency Key* field will display all the currencies maintained in BatchMaster WEB.
8. If you want to define the reference in some other currency, change the currency by typing or by using the lookup next to the *Currency Key* field.
9. Define the Currency Conversion factor if required.
10. Change the Currency conversion date if required.
11. Click the *Add Line* button. This will insert a blank row in the grid.
12. Select the *Reference Type* as one of *Advance, Against Ref, New Ref* or *On Account*.
 - a. Selecting the *Advance* option lets you enter additional information in the *Document Number* field.
 - b. Selecting the *Against Ref* option lets you select any pending voucher/credit note in the *Document Number* field.
 - c. Selecting the *New Ref* option lets you select a Purchase order (with *New* or *Open* status) /Return sales order (with *New* or *Open* status) in the *Document Number* field.
 - d. Selecting the *On Account* option lets you enter additional information in the *Document Number* field.
13. Depending upon the reference type, select the value in the *Document Number* field.
14. Enter or select the *Due Date* against the reference type.



15. Enter the *Document Amount*.
16. Enter the *Amount, Discount, Bank Amount and Writeoff Amount* as required.
17. The system will auto calculate any discount maintained in BatchMaster WEB.
18. The system will auto calculate the net amount as per the above different amounts and will display them in the *Net Amount* field.
19. To add more references repeat the above steps.
20. Click *Save* to save the record. The system will let you enter an amount up to the available balance of the *Payment From Ac* field.

1.1.5.7 Special Functions



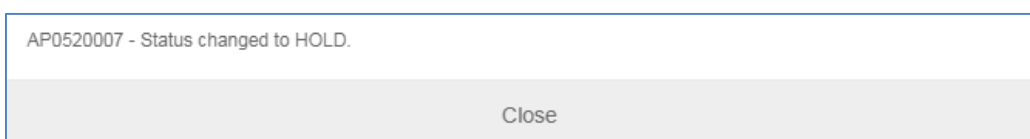
Assign Dimension ID: Click this button to associate a dimension with the Payment Entry.

Clicking the button will display the *Assign Dimension ID* window from which you can choose the Project and Work Center. The system will obtain all the dimensions maintained via the *Dimensions Setup* screen.

Once you have selected the dimensions, the screen offers you a choice to assign the dimensions on the defined rows.



Hold: Click this button to hold a new payment entry. Once clicked the status of the Payment entry is changed to Hold. Remember receipt entries with *New* status can be put on hold. On clicking the *Hold* button the system displays the following message.



Release: Click this button to release the payment entry put on hold.



Print Check: If the Payment Mode is *Check*, click this button to print the Check details. The system lets you print multiple check formats as different banks support different check formats.



Void Transaction: Click this button to void the selected transaction. Once clicked the status of the Payment entry is changed to *Void*. The system will print a report displaying the details of the Void transaction (if any.)



Success No.	Status	Payment
Success :-	Void Batch No VG-257 VG-258 Updated Successfully	PM05200055 Finance Batch Number :- VG-258

Close



Reverse Transaction: Click this button to reverse the GL entry of a particular day. The system displays the *Transaction Reversal* window, wherein you can select the reversal date on which you want reversal.

Transaction Reversal ✕

Reversal Date

📅

OK Cancel

On clicking the *OK* button, the system displays a message as shown below:

Success No.	Status	Payment
Success :-	Void Batch No RG-9 RG-9 Updated Successfully	PY-05200001 Finance Batch Number :-

Close

1.1.6 Payment Range Processing

Use this screen to process payments for a group of vouchers against single or multiple vendors and produce multiple payments in a single payment run. You can process a payment against any Voucher(s) or Debit memo created against any vendor through Check / Wire Transfer / NEFT / RTGS etc. The transaction is processed against the selected Payment Mode and is retrieved as defined through the *Payment Mode Master*.

You can assign a Check number for each voucher / debit memo or use the same Check for all transactions against a vendor. Identically, you can process a wire transfer against any vendor, the system will consider the details of the vendor as per the layout defined. You can define the layout using the *Bank Layout Master*. The *Bank Layout Master* contains all the vendor details that will be used by the bank for processing the transaction.



This screen lets you process the balance amount against any existing voucher / debit memo. It helps you to simplify and overcome the complexity of individually maintaining and processing payment entries.

Go To: Account Payable → AP Transaction → Payment Range Processing.

1.1.6.1 Payment Range Processing – Dashboard

You can manage payment against any Voucher(s) or Debit memo from this dashboard. By default, the system displays all the existing records maintained for your business/company. You can click on any of the record to view its details.

Action	Document No.	Document Status	Batch Series	Payment Mode	Apply Date	Total Amount
Post	262	NEW	AA	Check	2022/04/07	190
Post	261	NEW	AA	Check	2022/04/06	42000
Post	257	NEW	AA	Check	2022/04/06	1
Post	259	NEW	AA	Check	2022/04/05	30520
Post	258	NEW	AA	Check	2022/04/04	15677.62
Post	250	NEW	TP	NEFT/Wire Transfer	2021/11/03	320
Post	246	NEW	TP	Check	2021/10/28	17500
Post	217	NEW	D7	Check	2020/09/20	30739
Post	215	NEW	AP	NEFT/Wire Transfer	2020/09/02	24
Post	194	NEW	DM	F	2020/08/29	12
Post	193	NEW	DM	D	2020/08/29	150
Post	192	NEW	AP	B	2020/08/29	150
Post	214	NEW	TP	RTGS	2020/08/27	81
Post	190	NEW	TP	Check	2020/08/27	780000000000000001
Post	205	NEW	AP	Cash Payment...	2020/06/29	2.6

The *Payment Range Processing* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e. docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

By default, this dashboard displays all status records. You can click either of the *Unposted Entry/Posted Entry* buttons to filter the records accordingly.



Payment Range Processing

Unposted Entry (24) | Posted Entry (124)

+ Add Payment Range Processing | Action | Settings | [Icons] | Search

Drag a column header and drop it here to group by that column

Action	Document No.	Document Status	Batch Series	Payment Mode	Apply Date	Total Amount
Post	250	POSTED	PB	Check	2022/04/06	16451.6
Post	256	POSTED	DM	Check	2022/04/06	3775.71
Post	255	POSTED	AA	Check	2022/05/31	992
Post	254	POSTED	AA	Check	2022/05/25	11
Post	253	POSTED	@I	Check	2022/05/24	1100
Post	245	POSTED	TP	Check	2021/10/28	682.5
Post	249	POSTED	TP	Check	2021/10/27	7533150
Post	248	POSTED	TP	Check	2021/10/27	5541253
Post	247	POSTED	TP	Check	2021/10/27	5100750
Post	244	POSTED	TP	RTGS	2021/08/25	2649
Post	243	POSTED	AP	Check	2021/07/01	400.5
Post	242	POSTED	AP	Check	2021/07/01	244955082.16
Post	241	POSTED	AP	Check	2021/07/01	244955082.16
Post	240	POSTED	AP	Check	2021/07/01	244955082.16
Post	237	POSTED	DM	Check	2021/03/04	90

Using the *Action* button from the dashboard you can:

- Post selected record(s)
- Delete selected record(s)

After you select all the columns of the *Payment Range Processing* dashboard, the middle grid displays the selected columns.

Payment Range Processing

Unposted Entry (24) | Posted Entry (124)

+ Add Payment Range Processing | Action | Settings | [Icons] | Search

Drag a column header and drop it here to group by that column

Action	Document No.	Document St.	Batch Series	Bank ID	Payment Mo.	Check Book ID	Apply Date	Total Amount	ChqPerVend	RecUserID	RecDate
Post	262	NEW	AA	100	Check	50001	2022/04/07	190	0	AP1	2022/04/08
Post	261	NEW	AA	100	Check	65001	2022/04/06	42000	0	AP1	2022/04/06
Post	257	NEW	AA	100	Check	65001	2022/04/06	1	0	AP1	2022/04/06
Post	259	NEW	AA	100	Check	MAN1	2022/04/05	30520	0	AP1	2022/04/06
Post	258	NEW	AA	100	Check	65001	2022/04/04	1567762	0	AP1	2022/04/06
Post	250	NEW	TP	102	NEFT/wire Transfer		2021/11/03	320	0	M	2021/11/03
Post	246	NEW	TP	101	Check	69001	2021/10/28	17500	0	M	2021/10/28
Post	217	NEW	D7	125	Check	001	2020/09/20	30739	0	NISHA	2022/07/08
Post	215	NEW	AP	102	NEFT/wire Transfer		2020/09/02	24	0	A1	2020/12/01
Post	194	NEW	DM	102	F		2020/08/29	12	0	RD	2020/08/29
Post	193	NEW	DM	102	D		2020/08/29	150	0	RD	2020/08/29
Post	192	NEW	AP	102	B		2020/08/29	150	0	RD	2020/08/29
Post	214	NEW	TP	101	RTGS		2020/08/27	81	0	MS	2021/10/22
Post	190	NEW	TP	105	Check	HAWA1001	2020/08/27	7800000000000001	0	A1	2020/11/20

The *Payment Range Processing* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.

1.1.6.2 Payment Range Processing Screen – Add Mode



To process a payment against any Voucher(s) or Debit Memo, click the **+Add Payment Range Processing** button. The system displays the *Payment Range Processing Selection Criteria* form where you can specify selection criteria. After clicking the **OK** button, the system displays the *Payment Range Processing* screen.

1.1.6.3 Payment Range Processing Selection Criteria Screen

Payment Range Processing Selection Criteria			
Vendor Class From	<input type="text"/>	Vendor Class Description	<input type="text"/>
Vendor Class To	<input type="text"/>	Vendor Class Description	<input type="text"/>
Vendor Key From	<input type="text"/>	Vendor Description	<input type="text"/>
Vendor Key To	<input type="text"/>	Vendor Description	<input type="text"/>
Voucher No. From	<input type="text"/>	Voucher Date	<input type="text"/>
Voucher No. To	<input type="text"/>	Voucher Date	<input type="text"/>
Voucher Date From	<input type="text" value="dd/MM/yy"/>	Voucher Date To	<input type="text" value="dd/MM/yy"/>
Due Date From	<input type="text" value="dd/MM/yy"/>	Due Date To	<input type="text" value="dd/MM/yy"/>
OK		Close	

Screen Fields:

Vendor Class From: The lower limit of the vendor class range used to filter vendor details for printing checks / processing wire transfers.

Vendor Class Description: This field displays the description of the selected vendor class. This is a read-only field.

Vendor Class To: The upper limit of the vendor class range used to filter vendor details for printing checks / processing wire transfers.

Vendor Class Description: This field displays the description of the selected vendor class. This is a read-only field.

Vendor Key From: The lower limit of the vendor key range used to filter vendor details for printing checks / processing wire transfers.

Vendor Description: This field displays the description of the selected vendor key. This is a read-only field.

Vendor Key To: The upper limit of the vendor key range used to filter vendor details for printing checks / processing wire transfers.

Vendor Description: This field displays the description of the selected vendor key. This is a read-only field.



Voucher No. From: The lower limit of the voucher number range used to filter voucher details for printing checks / processing wire transfers.

Voucher Date: This field displays the selected voucher date.

Voucher No. To: The upper limit of the voucher number range used to filter voucher details for printing checks / processing wire transfers.

Voucher Date: This field displays the selected voucher date.

Voucher Date From: The lower limit of the voucher date range used to filter details for printing checks / processing wire transfers.

Voucher Date To: The upper limit of the voucher date range used to filter details for printing checks / processing wire transfers.

Due Date From: The lower limit of the date range used to filter details for printing checks / processing wire transfers.

Due Date To: The upper limit of the date range used to filter details for printing checks / processing wire transfers.



Leaving the *Vendor Class From* and *To*, *Vendor Key From* and *To*, *Voucher No. From* and *To*, *Voucher Date From* and *To*, *Due Date From* and *To* fields blank has the same effect as selecting the first and last available values, respectively.

Ok: Click this button to default the filtered data on the *Payment Range Processing* screen.

Close: Click this button to close the *Payment Range Processing Selection Criteria* screen.

1.1.6.4 Payment Range Processing Screen – Add Mode



Payment Range Processing

Document No.: 258
 Apply Date: 19/04/23
 Payment Batch No.: AX
 Check Book ID: IC01
 Account No.:
 Assign Check Number: One Check Per Vendor
 Vendor Key:
 Total Amount Paid: 0.00
 Cheque Book No: gchajl
 CheckBookID:

Document Status: NEW
 Print Status: NOT PRINTED
 Payment Mode: Check
 Bank Name:
 Currency Key: INR
 Assign Check Number
 Vendor Name:
 Total Amount Paid (Bank Currency): 0.00
 Update bank detail

Show All

Total Amount: 112.00

Document No.	Vendor Invoice	Due Date	Total Amount	Currency	Conversion Factor	Conversion Date	Remaining Amount	Remaining Amount(Bank Currency)	Paid Amount	Paid Amount (Home)	Paid Amount (B.)	Discount	Discount (Bank)
<input checked="" type="checkbox"/>	CV2210075	28/11/22	100.00	INR	1.000000	27/11/23	100.00	100.00	100.00	100.00	100.00	0.00	0.00
<input checked="" type="checkbox"/>	CV2210083	30/11/22	12.00	INR	1.000000	27/11/23	12.00	12.00	12.00	12.00	12.00	0.00	0.00

New Save Post Delete Search Close

Screen Fields:

Document No.: This field displays the printed document number, auto generated for each transaction.

Document Status: This field displays the status of the document entry. The value in this field can be one of *New* or *Posted*. *New* indicates that the payment is not posted against the selected voucher, whereas *Posted* indicates the entry has been posted to the account.

Apply Date: This date specifies the date when you apply the payment. The currency GL transaction will be posted on this date.

Print Status: This field displays the status of the Check. The value in this field can be one of *New*, *Printed* or *Not Printed*.

Payment Batch No.: This field specifies the finance series used as a suffix for the payment entry number.

Payment Mode: This field specifies the Payment method as any of:

Payment Mode

Search Show Column Filter

Drag a column header and drop it here to group by that column

PaymentMode	PaymentModeID	RecUserID	RecDate
By Cash Method	100	M	05/25/2016
Cash Payment	4	BME	01/14/2016
Check	1	S	11/28/2016
dfdf	103	RP	01/08/2018
Food Coupon	102	RP	04/27/2017
Gift Card	101	M	03/06/2017
NEFT/Wire Transfer	2	S	01/09/2018
RTGS	3	BME	12/16/2015

10 Items per page 1 - 8 of 8 items



- **Check:** Selecting this option will enable the *Assign Check No.* field & *Assign Check Number* button.
- **NEFT**
- **RTGS**
- **Wire Transfer**

You can select the type via the lookup next to the field. The lookup will retrieve all modes defined via the *Payment Mode Master* screen.

Check Book ID: This field specifies the Check book identification number that will be used against the payments. The lookup will list all the Check books that you have maintained using the bank master – *Maintain Check Book* feature. Once selected the payment will be done using this Check book. This field appears when you select *Payment Mode* as *Check*.

Template Id: This field specifies the template identification number that will be used against the payments through the Bank. The lookup will list all the templates that you have maintained using the *Bank Layout Master* screen.



The caption of the above field *Template Id / Check Book ID* will change in accordance with the option selected at the *Payment Mode* field.

Bank Name: This field displays the bank name of the associated Check Book ID. It is a read only field that displays the bank name once you select the Check book identification number.

Account No.: This field displays the account number of the associated Check book ID. It is a read only field that displays the account number once you select the Check book identification number.

Currency Key: This field displays the currency defined for the selected bank.

Assign Check No.: Select one of the options:

- One Check Per Vendor:** This option lets you make a consolidated payment for all the selected vouchers / debit notes for a Vendor. After selecting this option, when you select the voucher(s) / debit notes under the grid and click the *Assign Check Number* button, the system will fill the *Check Id* field value with the same Check number so the total amount Check can be issued against the entry.
- One Check Per Voucher:** This option lets you make different payment entries for different vouchers. After selecting this option, when you select the voucher(s) under the Voucher Details grid and click the *Assign Check Number* button, the system will fill the *Check Id* field



value with a different Check number so that each voucher's total amount will be posted with a new Check.

Assign Check Number: Click this button to assign Check numbers for the selected voucher(s). Once clicked the system will fill the *Check Book ID* field value as per the selection made in the *Assign Check No.* field.

- If you have selected *One Check Per Vendor*, the system will assign the same Check number to all selected rows for a Vendor. The Check number will be auto incremented as per the last used Check number assigned on the *Maintain Check Book* screen.
- If you have selected *One Check Per Voucher*, the system will assign a different Check number to each selected row. The Check number will be auto incremented as per the last used Check number assigned on the *Maintain Check Book* screen.



The above two fields *Assign Check No.* and *Assign Check Number* will be enabled only if *Check* is selected in the *Payment Mode* field.

The grid values will be retrieved as per the selection made on the *Payment Range Processing Selection Criteria* screen.

Vendor Details Section

Section Fields:

Select	Vendor Key	Vendor Name	Total Amount Paid	Total Amount Paid(Bank Currency)
<input type="radio"/>	A100	A100	0.00	0.00

Select: Mark this option to select the desired row.

Vendor Key: This is the key to uniquely identify a vendor.

Vendor Name: This is the name or a description for the vendor selected.

Total Amount Paid: This is the total amount for the Voucher or Debit Memo in home currency.

Total Amount Paid (Bank Currency): This is the total amount for the Voucher or Debit Memo in bank currency. The field displays the converted value as per the conversion defined for the selected bank currency.

Vendor Key	<input type="text"/>	Vendor Name	<input type="text"/>
Total Amount Paid	<input type="text" value="0.00"/>	Total Amount Paid(Bank Currency)	<input type="text" value="0.00"/>
<input type="button" value="Show All"/>		Total Amount	<input type="text" value="0.00"/>



Check Book ID: This field specifies the Check book identification number that will be used against the payments. The lookup will list all the Check books that you have maintained using the bank master – *Maintain Check Book* feature. Once selected the payment will be done using this Check book. This field appears when you select *Payment Mode* as *Check*.

Grid Fields:

Select	Document No.	Vendor Invoice	Due Date	Total Amount	Currency	Conversion Factor	Conversion Date	Remaining Amount	Remaining Amount(Bank Currency)	Paid Amount
<input type="checkbox"/>	802		09/25/2017	3,216.50	INR	1.000000	05/25/2020	3,216.50	3,216.50	0.00
<input checked="" type="checkbox"/>	803		09/25/2017	3,216.50	INR	1.000000	05/25/2020	3,216.50	3,216.50	1,000.00
<input checked="" type="checkbox"/>	821		09/29/2017	270.00	INR	1.000000	05/25/2020	270.00	270.00	270.00
<input checked="" type="checkbox"/>	110084		05/01/2018	7.00	INR	1.000000	05/25/2020	7.00	7.00	7.00

The system will display the vouchers / debit notes as per the selection made on the above grid. For each vendor, the system will refresh the data and list all the voucher(s) / debit notes against that selected vendor. The system will not support processing negative entries.

Select: Mark or unmark a voucher / debit note line for paying the Voucher or Debit Memo entry.

Document No.: This field displays the number of the Purchase Order against which a Voucher or Debit Memo may be generated.

Vendor Invoice: This is the invoice number of the selected vendor against which we need to make the payment.

Due Date: This is the due date applicable to the voucher or debit memo. This field is for information only.

Total Amount: This is the total amount for the Voucher or Debit Memo.

Currency: This field specifies the home currency defined for the BatchMaster WEB.

Conversion Factor: This field specifies the currency conversion defined in BatchMaster WEB using the *Currency Conversion* screen. By default, the system will display the defined conversion which can be edited if required. This is an editable field so you can change the value and define the conversion on the basis of the current date.

Conversion Date: This field specifies the currency conversion date defined in BatchMaster WEB on the *Currency Conversion* screen. By default, the system will display the defined conversion date which can be edited using the date picker, if required.

Remaining Amount: This is the amount left that is still pending against the Voucher or the Debit Memo. The value is auto calculated and is for information purposes only.



Remaining Amount (Bank Currency): This is the amount left that is still pending against the Voucher or the Debit Memo. The auto calculated value displayed here is in bank currency.

Paid Amount: This field value is editable. It displays the amount that you need to post with the specified Check against the voucher. The value in this field can be the full total amount or a partial amount against the entry.

Paid Amount (Home): This field displays the paid amount value in home currency. The value is auto calculated and is for information purposes only.

Discount: This field displays the discount component computed for the selected voucher / debit memo line in home currency.

Discount (Bank Currency): This field displays the discount component computed for the selected voucher / debit memo line in bank currency.

Paid Amount (Bank Currency): This field displays the paid amount value in bank currency. The value is auto calculated and is for information purposes only.

Bank Charges: This is the amount of the bank charges that need to be set off against the selected document.

Bank Charges (Bank Currency): This is the amount of the bank charges that need to be set off against the selected document in bank currency.

Write-Off Amount: This is the write-off amount (certain over-payments and under-payments) against the selected document.

Write-Off Amount (Bank Currency): This is the write-off amount in bank currency.

Check No.: This field displays the auto generated Check number. The value in this field is dependent on the option selected in the *Assign Check No.* field.

Status: This field displays the status of the selected Voucher i.e. *New* or *Posted*.

Payment No: This field displays the payment entry number generated once you post the voucher / debit memo entry.

Check Book ID: This field displays the Check book number that you have selected on the *CheckBook ID* field.

TCS Due Amount: This field specifies the TCS amount as calculated on the voucher, if the reference type is Against Ref. This is a read-only field.

TCS Paid Amount: The value of this field changes according to the selected Reference Type:



- If the Reference Type selected is *Advance*, then this is a read-only field and displays the TCS Paid Amount.
- If the Reference Type selected is *Against Ref*, then this is an editable field you can enter the required TCS amount.

Post: Click this button to post the payment range processing entries. After posting the status of the entry is changed to POSTED.

1.1.6.5 Processing a Payment Range Processing

1. Open the *Payment Range Processing* dashboard.
2. Click the *+ Add Payment Range Processing* button. The system displays the *Payment Range Processing Selection Criteria* screen:
 - a. Complete the Vendor Class range by using the lookup buttons next to the *Vendor Class From* and *Vendor Class To* fields.
 - b. Complete the Vendor Key range by using the lookup buttons next to the *Vendor Key From* and *Vendor Key To* fields.
 - c. Complete the Voucher number range by using the lookup buttons next to the *Voucher No. From* and *Voucher No. To* fields.
 - d. Select the voucher date range using the date picker next to the *Voucher Date From* and *Voucher Date To* fields to set the beginning and ending dates.
 - e. Select the due date range using the date picker next to the *Due Date From* and *Due Date To* fields to set the beginning and ending dates.
 - f. Click *OK* to continue.
3. The system will display the *Vendor* and *Voucher* information that will satisfy the defined filter criteria.
4. Select the payment batch number using the lookup next to the *Payment Batch No.* field. The system will retrieve the batch series as maintained on the *Finance Series* screen against this screen.
5. Select the Payment Mode as one of Check / NEFT / RTGS / Wire Transfer.



- a) If you have selected *Check* as your payment mode; select the check book identification number using the lookup button next to the *Check Book ID* field. The system will default the *Bank Name* and *Account No.*



You need to assign a batch series and the Check number for printing and posting the voucher.

- b) For other payment modes, select the *Template Id.*
6. Select the vendor of your choice for which you want to post the voucher entry. As you select the *Vendor* the system will display the posted Voucher(s) in the grid.
 7. Select the voucher and enter the paid amount in the *Paid Amount* field. The system will automatically convert the related amount in the defined bank currency and will display it on the *Paid Amount (Bank Currency)* field.
 8. For *Check* as payment Mode, to assign the Check number for Vendor or Voucher, select the option as one of:
 - a. One check per vendor
 - b. One check per voucher
 9. Click the *Assign Check Number* button. The system will assign the Check number on the selected line(s) in the *Check No.* field.
 10. Click *Save* to save the record.
 11. Click the *Post* button. The system will post the selected voucher entry and will change the Document Status to *Posted* from *New*. It will change the *Print* status to *Posted*.
 12. Simultaneously, the system will display the report and print the check.

1.1.6.6 Processing Wire Transfer / NEFT / RTGS

1. Open the *Payment Range Processing* dashboard.
2. Click the *+ Add Payment Range Processing* button. The system displays the *Payment Range Processing Selection Criteria* screen:
 - a. Complete the Vendor Class Key range by using the lookup buttons next to the *Vendor Class From* and *Vendor Class To* fields.
 - b. Complete the Vendor Key range by using the lookup buttons next to the *Vendor Key From* and *Vendor Key To* fields.



- c. Complete the Voucher number range by using the lookup buttons next to the *Voucher No. From* and *Voucher No. To* fields.
 - d. Select the voucher date range using the date picker next to the *Voucher Date From* and *Voucher Date To* fields to set the beginning and ending dates.
 - e. Select the due date range using the date picker next to the *Due Date From* and *Due Date To* fields to set the beginning and ending dates.
 - f. Click *OK* to continue.
3. The system will display the *Vendor* and *Voucher* information that will satisfy the defined filter criteria.
 4. Select the payment batch number using the lookup next to the *Payment Batch Number* field. The system will retrieve the batch series as maintained on the *Finance Series* screen against this screen.
 5. Select the template identification number using the lookup button next to the *Template Id* field. The system will default the *Bank Name* and *Account Number*.
 6. Select the vendor of your choice for which you want to pay vouchers. As you select the *Vendor* the system will display the posted Voucher(s) in the *VoucherDetails* grid.
 7. Select the vendor and enter the paid amount in the *Paid Amount* field. The system will automatically convert the related amount in the defined bank currency and will display it in the *Paid Amount (Bank Currency)* field.
 8. Click *Save* to save the record.
 9. Click the *Post* button. The system will post the selected voucher payment and will change the Document Status to *POSTED* from *NEW*. It will change the *Print* status to *POSTED*.
 10. Simultaneously, the system will display a report and process the transaction.


1.1.7 Reprint Check

Use this *Reprint Check* screen to reprint the allotted Check posted against the Voucher(s) or to print the Check with a new Check number (if required).

Go To: Account Payable → AP Transaction → Reprint Check.

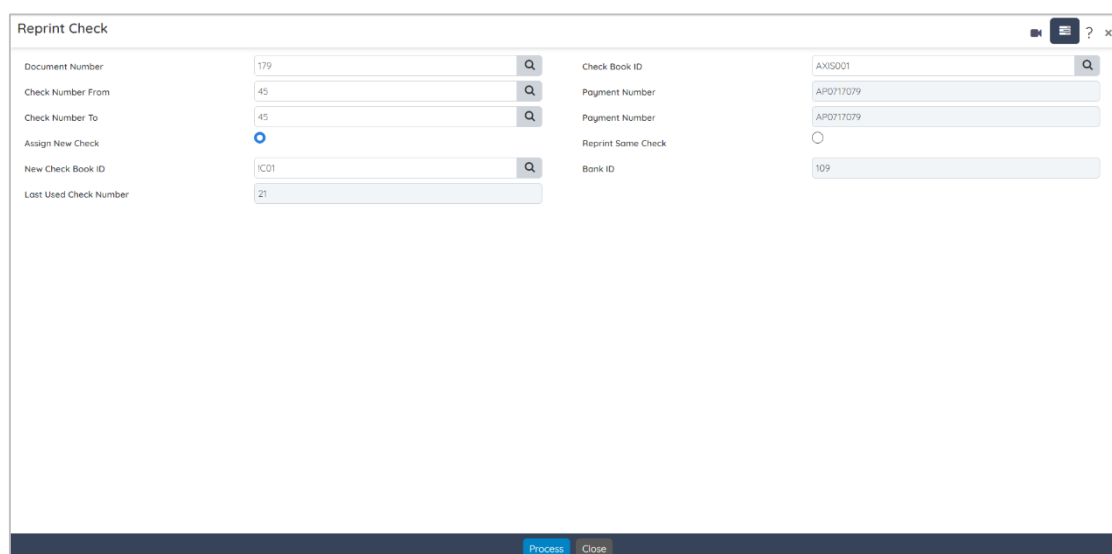
The system lets you print multiple check formats as different banks support different check formats.



 If you need to print multiple checks for different banks, other than the default report provided with the *Module Setup* screen, you need to save the different report format with the bank id number. The system will retrieve the appropriate check report as per the bank id provided.

1.1.7.1 Reprint Check Screen

To reprint a check from your BatchMaster WEB database, click the *Reprint Check* option from the main menu. The system displays the *Reprint Check* screen, where you can reprint the allotted Check posted against the Voucher(s) or to print the Check with a new Check number if required.



Document Number	179	Check Book ID	AXIS001
Check Number From	45	Payment Number	AP0717079
Check Number To	45	Payment Number	AP0717079
Assign New Check	<input checked="" type="radio"/>	Reprint Same Check	<input type="radio"/>
New Check Book ID	CD1	Bank ID	109
Last Used Check Number	21		

Screen Fields:

Document Number: This is the document number associated with the selected transaction. For example, the Document Number is the Purchase Receipt number, in case of a purchase receipt.

Check Book ID: This field specifies the Check book identification number that will be used against the payments. The attached lookup will list all the Check books that you have maintained using the *Bank Master – Maintain Check Book* feature. This is a mandatory field.

Check Number From: The lower limit of the Check number's range used to filter the details for reprinting Checks.

Payment Number: This field displays the payment number associated with the check number selected in the *Check Number From* field.

Check Number To: The upper limit of the Check number range used to filter the details for reprinting Checks.



Payment Number: This field displays the payment number associated with the check number selected in the *Check Number To* field.

Assign New Check: Mark this option if you want to assign a new Check number for the selected document. Choosing this option will enable the *New Check Book ID* field. The system will assign a new number incremented by one after the last used Check number as displayed on the screen.

Assign New Check Reprint Some Check
New Check Book ID: 123 Bank ID: 102
Last Used Check Number: 6

Reprint Same Check: Mark this option to re-print the same Check number used for the selected transaction.

New Check Book ID.: This field displays the new Check book number that can be used to reassign a Check number for the selected transaction. The lookup attached to the field will list all the Check book details maintained in BatchMaster WEB.

Bank ID: This field displays the bank identification number associated with the check book as specified in the *New Check Book ID* field.

Last Used Check Number: This field indicates the Check number last used for printing.

1.1.7.2 Reprinting Check

1. Open the *Reprint Check* screen.
2. Select the document number using the lookup provided next to the *Document Number* field. The system would retrieve the document number as processed from *Printing Check* screen.

Document Number Lookup					
DocNo	Status	BankID	ChqBookID	ApplyDate	Reccdate
105	POSTED	105	HAWA1001	2016-12-22T00:00:00	09/14/2020
107	POSTED	105	HAWA1001	2016-12-26T00:00:00	09/14/2020
108	POSTED	105	HAWA1001	2016-12-26T00:00:00	09/14/2020
109	POSTED	105	HAWA1001	2016-12-26T00:00:00	09/14/2020
110	POSTED	105	HAWA1001	2016-12-27T00:00:00	09/14/2020
126	POSTED	105	HAWA1001	2017-01-16T00:00:00	09/14/2020
127	POSTED	105	HAWA1001	2017-01-16T00:00:00	09/14/2020
128	POSTED	105	HAWA1001	2017-01-16T00:00:00	09/14/2020
135	POSTED	105	HAWA1001	2017-02-15T00:00:00	09/14/2020
149	POSTED	105	HAWA1001	2017-03-07T00:00:00	09/14/2020



3. Select the Check book identification number using the lookup button next to the *Check Book ID* field.
4. Select the Check number range using the lookups provided next to the *Check Number From* and *Check Number To* fields respectively.
5. Choose the option as:
 - a. **Assign New Check:** Using this option will enable the *New Check Book ID* field. You can choose another Check book for posting this document. The system will use the incremented Check number from the displayed last used Check number.
 - b. **Reprint Same Check:** Using this option will re-print the same document.
6. Select the Check book identification number at the *New Check Book ID* field. Once selected the system will default the last used check number in the *Last Used Check No Number* field and bank identifier in the *Bank ID* field.



The *New Check Book ID* field will be enabled if you have chosen the *Assign New Check* option.

7. Click the *Process* button to print the check.

1.1.8 TDS Payment Processing

Use this *TDS Payment Processing* screen to post journal entries due against any type of TDS category payments deducted from vendors. The system will retrieve the types of TDS categories as defined on the *TDS Setup* screen. A document number is associated with each TDS payment deducted from a vendor.

Say, a company needs to deposit to the government account the TDS amount which is deducted from the vendor account and due for posting. You can track the status of the deducted TDS amount and post the journal entries (if any). When you process a pending TDS amount, a journal entry is posted with the following unique identifiers generated in a report:

- Payment Document Number
- Finance Batch Number

Once you post the transaction, the system will credit the payable payment account (Bank/Cash Account) and debit the TDS Account.

Go To: Accounts Payable → AP Transaction → TDS Payment Processing.



1.1.8.1 TDS Payment Processing – Add Mode

Click on the *TDS Payment Processing* option from the main menu. The system displays the *TDS Payment Processing* screen to post journal entries due against any type of TDS category payments deducted from vendors.

Screen Fields:

From Date: This field specifies the lower limit of the range of dates for posting deducted TDS amounts.

To Date: This field specifies the upper limit of the range of dates for posting deducted TDS amounts.

Payment Batch No.: This field specifies the finance series used as a suffix for the payment entry number. The lookup will retrieve the series defined via the *Finance Series* screen.

Apply Date: This field specifies the actual date on which you want to post the TDS payment. By default, this date is the current server date.

Payment Mode: This field specifies the payment method as one of:

- **NEFT/Wire Transfer**
- **RTGS**
- **Cash Payment, etc.**

You can select the *Payment Mode* via the lookup next to the field.



PaymentMode	PaymentModeID	RecUserID	RecDate
By Cash Method	100	M	05/25/2016
Cash Payment	4	BME	01/14/2016
dfdf	103	RP	01/08/2018
Food Coupon	102	RP	04/27/2017
Gift Card	101	M	03/06/2017
NEFT/Wire Transfer	2	S	01/09/2018
RTGS	3	BME	12/16/2015

Payment From Account: This field specifies the account number from which the TDS payment is pending. The lookup will retrieve the list of accounts maintained in the BatchMaster WEB.

Bank Name: This field specifies the name of the bank. The value defaults when you select the account from the *Payment From Account* field using the lookup next to the field. This is a read-only field.

Account Number This field specifies the associated account number with the bank name. The value defaults when you select the account from the *Payment From Account* field using the lookup next to the field. This is a read-only field.

Currency Key: This field specifies the unique identifier for a currency defaulted from the *Currency Master* Screen. The value defaults when you select the account from *Payment From Account* field using the lookup next to the field. This is a read-only field.

Narration: Enter any additional information before posting TDS Payments.

Total Amount: This field displays the total amount as a sum of all values from the *Payable Amount* grid field. This is a read-only field.

Grid Fields:

TDS Type	TDS Rate	TDS Account	Payable Amount
Commission or Brokerage	5	11332224422200	0
Dividend	10	11332224421100	0
Fee for Professional Services, Royalty, Director's Remuneration / Fees / Commission	10	11332224422300	0
Income from Lotteries or Puzzles	30	11332224421300	0
Interest on Securities	10	11332224422200	0
Interest other than Interest on Securities	10	11332224421400	0
Modi Tax	10.25	11332224421100	0
Payment to Contractor / Sub-contractor - HUF/individuals	2	11332224422100	0
Payment to Contractor / Sub-contractor - Others	2	11332224421600	0
Rent - Land or Building or Furniture or Fitting	10	11332224421100	0

TDS Type: This field specifies the type of TDS attached to the *Payment Entry* screen. This field retrieves all the TDS types maintained via the *TDS Setup* screen.

TDS Rate: This field specifies the TDS rate which will retrieve all the TDS rates maintained via the *TDS Setup* screen.



TDS Account: This field specifies the TDS Account, the lookup of which will retrieve all the accounts maintained via the *TDS Setup* screen.

Payable Amount: This field specifies the payable amount which is defaulted from the *Total Amount* field of the *TDS Detail* screen.



By default, the payable amount is zero. Use the line lookup next to the *Payable Amount* field. Click on any of the grid line to open the *TDS Detail* screen.

TDS Detail Screen Fields Description:

TDS Detail							
						Total Amount	60.00
<input type="checkbox"/>	Document No.	Row No.	Doc Date	Vendor Key	Vendor Name	Document Total	TDS Amount
<input checked="" type="checkbox"/>	VC1017229	3	10/05/2017	A100	A100	100	30
<input checked="" type="checkbox"/>	VC1017230	3	10/05/2017	A100	A100	100	30
<input type="checkbox"/>	VC1017235	1	10/05/2017	A100	A100	100	30

Items per page: 5 | 1 - 3 of 3 items

OK

Total Amount: This field displays the sum of all values from the *TDS Amount* fields. This is a read-only field for information purposes.

Select: Mark the checkbox to select the row for posting.

Document No: This field specifies the document number of the selected payment line number. The value defaults from the *Payment Entry* screen.

Row No: This field displays the transaction's row number.

Doc Date: This field specifies the processing date of the TDS payment.

Vendor Key: This field specifies the key of the vendor for whom TDS is deducted.

Vendor Name: This field specifies the name or description of the vendor whose TDS amount was deducted.

Document Total: This field specifies the Total TDS payment amount for each document.



TDS Amount: This field specifies the TDS amount of the selected payment line number. The value defaults from the *Payment Entry* screen.

OK: Click this button to default the *Total Amount* field on the *Payable Amount* field on the grid.

1.1.8.2 Processing TDS Payment

1. Open the *TDS Payment Processing* screen.
2. In the *From Date* and *To Date* fields, enter or select the lower and upper limits of the date range for which you want to post pending TDS amounts.
3. Select the payment batch number using the lookup next to the *Payment Batch No.* field. The system will retrieve the batch series as maintained on the *Finance Series* screen against this screen.
4. Enter or select the *Apply Date*.
5. Select the payment mode as one of NEFT/Wire Transfer/RTGS using the *Payment Mode* lookup next to the *Payment Mode* field.

PaymentMode	PaymentModeID	RecUserID	RecDate
By Cash Method	100	M	05/25/2016
Cash Payment	4	BME	01/14/2016
Check	1	S	11/28/2016
dfdf	103	RP	01/08/2018
Food Coupon	102	RP	04/27/2017
Gift Card	101	M	03/06/2017
NEFT/Wire Transfer	2	S	01/09/2018
RTGS	3	BME	12/16/2015

6. Select the account from which you want to make the payment by typing or by using the lookup next to the *Payment From Account* field. The lookup will display the accounts that are of Cash type, and will default the *Bank Name*, *Account Number*, and *Currency Key* after selecting the payment account.
7. Click the *Process* button. A screen is appended with a grid listing the *TDS Type*, *TDS Rate*, *TDS Account* and *Payable Amount* fields in the grid.



By default, the payable amount is zero. Click on the grid line to open the *TDS Detail* screen.



- Click on the grid line to open the *TDS Detail* screen. The *TDS Detail* screen will open, listing all documents for which the TDS type is deducted but not posted.

Document No.	Row No.	Doc Date	Vendor Key	Vendor Name	Document Total	TDS Amount
TPJUN170006	1	07/24/2017	GLOBAL SUPPLIER	Global Suppliers	100	35

- Mark the checkbox(s) to pay the due TDS amount.
 - Total Amount* field defaults the total of the selected TDS Amounts.
 - Click the *OK* button to close the window.
- The system will default the *Total Amount* from the *TDS Detail* screen to the *Payable Amount* field in the grid.

TDS Type	TDS Rate	TDS Account	Payable Amount
ADCC Expenses	15	0100000018007	35
Commission or Brokerage	5	1133222442200	0.5
Dividend	10	1133222442100	0
Fee for Professional Services, Royalty, Director's Remuneration / Fees / Commission	10	1133222442300	0
Income from Lotteries or Puzzles	30	11332224421300	0
Interest on Securities	10	1133222442200	0
Interest other than Interest on Securities	10	11332224421400	0
Modi Tax	10.25	1133222442100	0
Payment to Contractor / Sub-contractor - HUF/Individuals	2	1133222442100	0
Payment to Contractor / Sub-contractor - Others	2	11332224421600	0
Rent - Land or Building or Furniture or Fitting	10	1133222442100	0



The sum of all *Payable Amount* fields is displayed in the *Total Amount* field to verify the total amount from the user before posting.

- Click the *Post* button. The system will post the selected records.
- Simultaneously, the system will display a report with a status of success.



From Date: 09/01/2017 To Date: 09/15/2020
Payment Batch No.: AP Apply Date: 09/15/2020
Payment Mode: By Cash Method Payment From Account: 0000000004444
Bank Name: Axis Bank 0001 Account Number: 9145547891321
Currency Key: INR Narration:
Total Amount: 35.50

TDS Type	Payment No.	Status
ADCC Expenses	AP0920014	Success
Commission or Brokerage	AP0920014	Success
Dividend	AP0920014	Success
Fee for Professional Services, Royalty, Director's Remuneration / Fee	AP0920014	Success
Income from Lotteries or Puzzles	AP0920014	Success
Interest on Securities	AP0920014	Success
Interest other than Interest on Securities	AP0920014	Success
Modi Tax	AP0920014	Success
Payment to Contractor / Sub-contractor - HUF/Individuals	AP0920014	Success
Payment to Contractor / Sub-contractor - Others	AP0920014	Success
Rent - Land or Building or Furniture or Fitting	AP0920014	Success

Buttons: Process, Print, Close

1.1.9 Vendor Debit Note

The *Vendor Debit Note* screen is used to maintain a non-inventory adjustment against any vendor. For example, the non-inventory adjustment can be any one of breakage, rate difference, freight, or any additional charges.

If the dimensions defined on the *Multi-Dimensional* screen are set to active then the defined dimensions can be applied to the vendor debit note at the line level. Thus, you can manage the account entries individually in sequence to the projects.

Go To: Account Payable → AP Transaction → Vendor Debit Note.

1.1.9.1 Vendor Debit Note – Dashboard

You can manage vendor debit notes from this dashboard. By default, the system displays all the existing vendor debit note entries as maintained for your business/company. You can click on any of the record to view its details.



After you select all the columns of the *Vendor Debit Note* dashboard, the middle grid displays the selected columns.

The screenshot shows the 'Vendor Debit Note' dashboard in BatchMaster WEB. The interface includes a sidebar with navigation options like Dashboard, Common, Inventory, Purchase, Quality Control, Sales, Finance, Configuration, Customization, Accounts Payable, Accounts Receivable, General Ledger, Bank/Cash, R and D, and BOM. The main area displays a table of records with columns: Action, Debit Note No., Transaction Nu., Status, Vendor Key, Vendor Name, Debit Total, Debit Note Date, RecUserID, RecDate, and Vendor Invoice. The table is filtered to show 'Unposted (71)' records. The first few rows are:

Action	Debit Note No.	Transaction Nu.	Status	Vendor Key	Vendor Name	Debit Total	Debit Note Date	RecUserID	RecDate	Vendor Invoice
<input type="checkbox"/> Print	VD@AUG17007	753	NEW	DTEST	Global Suppliers	112.6	2017/08/21	M	2017/06/21	
<input type="checkbox"/> Print	VD@JUL17007	711	NEW	GLOBAL SUPPLIER	Global Suppliers	251.062	2017/07/25	RP	2017/07/25	
<input type="checkbox"/> Print	VD@JUL17006	710	NEW	GLOBAL SUPPLIER	Global Suppliers	133.875	2017/07/25	RP	2017/07/25	
<input type="checkbox"/> Print	VD@JUL17004	687	NEW	GLOBAL SUPPLIER	Global Suppliers	125	2017/07/10	RP	2017/07/10	
<input type="checkbox"/> Print	VD@JUL17001	666	NEW	GLOBAL SUPPLIER	Global Suppliers	125	2017/07/04	RP	2017/07/04	
<input type="checkbox"/> Print	VD@JUN17009	655	NEW	GLOBAL SUPPLIER	Global Suppliers	125	2017/06/30	RP	2017/06/30	
<input type="checkbox"/> Print	VD@JUN17005	662	NEW	GLOBAL SUPPLIER	Global Suppliers	125	2017/06/30	RP	2017/06/30	GH
<input type="checkbox"/> Print	VD@JUN17003	637	NEW	GLOBAL SUPPLIER	Global Suppliers	100	2017/06/16	RP	2017/06/16	
<input type="checkbox"/> Print	VD@APR17004	606	NEW	GLOBAL SUPPLIER	Global Suppliers	100	2017/04/27	RP	2017/04/27	
<input type="checkbox"/> Print	VD@APR17002	555	NEW	SHREE	Shree Enterprises	100	2017/04/19	RP	2017/04/19	
<input type="checkbox"/> Print	VD@APR17001	510	NEW	TEST	Global Suppliers	125	2017/04/05	RP	2017/04/05	

The *Vendor Debit Note* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.

1.1.9.2 Vendor Debit Note – Add Mode

To add a new vendor debit note to your BatchMaster WEB database, click the + *Add Vendor Debit Note* button. The system displays the *Vendor Debit Note* screen form, where you can create new records.

The screenshot shows the 'Vendor Debit Note' form in 'Add Mode'. The form includes fields for Debit Note No. (VD@JUL17007), Transaction Number (711), Vendor Key (GLOBAL SUPPLIER), Ship To Key (NGP), Vendor PO Number (177), Invoice Date (2017/07/25), and Comment. It also has a Status dropdown (NEW) and a Debit Note Date field (2017/07/25). The Vendor Name is Global Suppliers, and the Ship To Name is Organic Foods. The Currency is GBP. Below the form, there are summary fields: Sub Total (231.77), Tax Amount (12.88), Debit Total (GBP) (244.64), and 1099 Amount (0.00). The table below shows the line items:

Action	Description	Unit	Qty Order	Base Price	Extension	Tax	Line Net	Account Key	Comments
<input type="checkbox"/>	Packin	EA	1.00000000	125.000208	122.32	APTE	122.32	91030015508021	
<input type="checkbox"/>	Packin	EA	1.00000000	125.000208	122.32	ZVAT	122.32	91030015508021	

Screen Fields:

Debit Note No: The debit note type specified here is used for creating the next debit note.



Status: This is a system generated field used to view the current status of the debit note. The available options are:

- **New:** When you create a debit memo.
- **Post:** When you upload the debit memo.

Transaction Number: Displays the system-generated number. The value in this field is incremented each time you save a new debit note.

Debit Note Date: This field specifies the date on which you create the debit note. The default value of this field is the current server date. However, you can change the date using the date picker next to the field.

Vendor Key: This field specifies the vendor to whom the debit note is to be placed. This is a mandatory field and on selecting a vendor, the relevant vendor data is obtained and displayed. The associated currency is defaulted to the *Currency* field.

Vendor Name: This field displays the description of the *Vendor Key*. This is a read-only field.

Ship To Key: This field specifies the address of the receiving location of the company to which the vendor should dispatch the items on the debit note.

Ship To Description: This field displays the description of the *Ship To Key*. This is a read-only field.

Vendor PO Number: This field displays the reference PO number. The lookup will display all processed and closed status purchase orders.

Vendor Invoice Number: This field specifies the vendor invoice number, entered by typing or by selecting via the associated lookup.

Invoice Date: This field specifies the date on which the vendor invoice has been generated. This is an editable field for *New* status vendor debit notes.

Currency: This is the currency defaulted from the *Vendor Class*. You can change the default currency, if desired.

Grid Fields:

Action	Description	Unit	Qty Order	Base Price	Extension	Tax	Line Net	Account Key	Comments
	Packin	EA	1.0000000	125.000208	122.32	APTE	122.32	91030015508021	
	Packin	EA	1.0000000	125.000208	122.32	ZVAT	122.32	91030015508021	

Add Line: Click the *Add Line* button to insert a row in the grid.





Sub Total: This field displays the sum total of the extension of all the lines in the purchase order.

Tax Amount: This field displays the sum total of the Tax Amounts of all the lines in the purchase order.

Debit Total: This field displays the total amount of the debit note. This is the sum total of the extension amounts entered for the non-inventory items.

Action:

- **Delete**  : Click this button to delete a row from the grid.
- **Tax Distribution**  : Click this button to view the details of tax distribution.

Description: This field specifies the non-inventory item key for debit note lines. As you select the non-inventory item the system will populate the unit, ordered quantity, base price, calculated extension, account key and comments.

Unit: This field specifies the purchase unit of the selected non-inventory item. The quantity for debit on a line is to be entered in this *Unit* field.

Qty Order: This field specifies the required quantity of the non-inventory item being placed. This quantity is associated with the unit defined in the row.

Base Price: This field specifies the base price for this non-inventory row item. The value is interpreted in the currency shown on debit note tab, and is based on per unit as shown under *Unit*. You can change the base price.

Extension: This field specifies the line amount for the quantity ordered at base price. Calculated as Qty Order * Base Price.

Tax: This field displays the tax rate key applicable for this line item. You can enter or select the tax rate key by typing or by selecting via the associated lookup.

Line Net: This field displays the total amount that should be paid against a purchase order line.

Account Key: This field specifies the account number entered by typing or by selecting via the associated lookup. The selected account number is based on the nature of the debit note created.

Comments: This is the line level comment for printing on a debit note, entered by typing or by selecting via the associated lookup.

Vendor Address and Other Info Section



Vendor Name: This field specifies the name or description of the vendor being selected on the *Debit Note No* field.

Address Line1 / Address Line2 / Address Line3: These fields show the correspondence address of the vendor.

City: This field specifies the city of the vendor.

State: This field specifies the state, province or region of the vendor.

Zip Code: This is the postal zip code of the vendor.

Vendor Country: This is the country of the vendor. Click the lookup next to the field to open the list of countries.

Country Description: This field displays the description of the country code. This is a read-only field.

Attention: This field specifies the name of the individual or department to whose attention correspondence to the vendor may be addressed.

Vendor Class Key: This field specifies the vendor class key related to the vendor. The vendor class key determines the currency and various accounts for the vendor. This field is used to classify vendors. This is a mandatory field. The vendor class key is used to sort data for reports and to define valid posting accounts for each class of vendors.

Class Description: This field displays the description of the vendor class key. This is a read-only field.

Comment Key: This field specifies the comment key denoting the particular remark applicable to the vendor. Specifying the comment key here, will automatically default it on a *Purchase Requisition* or *Purchase Order* created for this vendor.



Comment Description: This field displays the description of the comment key. This is a read-only field.

Terms Key: The terms key specifies the payment terms provided by the vendor. Specifying the terms key here, will automatically default it on a *Purchase Requisition* or *Purchase Order* created for this vendor.

Terms Description: This field displays the description of the terms key. This is a read-only field.

Location: This is the location associated with the selected non-inventory item key.

Location Description: This field displays the description of the location key. This is a read-only field.

1.1.9.3 Creating a Vendor Debit Note Entry

1. Open the *Vendor Debit Note* dashboard.
2. Click the *+Add Vendor Debit Note* button to open the *Vendor Debit Note* screen.
3. Select the debit note series via the lookup next to the *Debit Note No.* field.
4. Select the vendor by typing or by using the lookup next to the *Vendor Key* field. This will default the associated currency of the vendor, and fill the details on the *Vendor Address & Other Info* section.
5. Select the ship to key by typing or by using the lookup next to the *Ship To Key* field.
6. Change the *Debit Note Date* as required. The default value of the field is the current server date.
7. Select the purchase order number by typing or by using the lookup next to the *Vendor PO Number* field.
8. Enter the invoice by typing or select by using the lookup next to the *Vendor Invoice Number* field.
9. In order to add any non-inventory item to the debit note follow the below steps:
 - a. Click the *Add Line* button. The system will insert a blank row in the grid.
 - b. Under the *Description* field, enter or select the item using the lookup next to the field.
 - c. The system will default the various field values (*QtyOrder*, *Base Price*, *Extension*, *Account Key*).



- d. Change the order quantity in the *Qty Order* field.
 - e. Change the price at the *Base Price* field.
 - f. The system will auto-calculate the *Extension* and will display it in the respective field.
 - g. Enter or select the tax rate key at the *Tax* field. The system will display the tax amount in the respective field.
 - h. Repeat the above steps to add more row lines to the debit note.
10. Enter any additional information in the *Comment* field using the lookup next to the field.
 11. Move on to the *Vendor Address and Other Info* section, if you want to add/change the *Vendor address* details.
 12. Click *Save* to save the Debit Note entry.

1.1.9.4 Special Functions



Assign Dimension ID: Click this button to associate dimension with the *Vendor Debit Note*.

Clicking the button would display the *Assign Dimension ID* screen with which you can choose the *Project* and *Work Center*. The system would obtain all the dimensions maintained via the *Dimension Setup* screen. Once you have selected the *Dimensions*, this screen offers you a choice to assign the dimensions on the defined rows.



Void Transaction: Click this button to void the selected transaction. Once clicked the status of the debit note is changed to *Void*. The system will print a report displaying the details of the void transaction (if any).

1.1.10 Write Off Vendor Documents

With this screen, you can write-off certain over-payments and under-payments for a range of vendors, or against any document. For smooth functioning, the amount of over-payments and under-payments must be nullified, and the amount values need to be transferred to appropriate accounts (discount or expense or any other account).

Go To: **Account Payable** → **AP Transaction** → **Writeoff Vendor Documents**.

1.1.10.1 Write Off Vendor Documents – Add Mode

To write-off certain over-payments and under-payments to your BatchMaster WEB database, click on the *Writeoff Vendor Documents* option from the main menu. The system displays the *Write Off Vendor Documents* screen, where you can process transactions.



Write Off Vendor Documents

Writeoff Type	UnderPayments	Batch Series *	
Create One Writeoff Per	Vendor	Writeoff Limit	0.00
Apply Date	28/12/21	Cut-off Date	28/12/21
Vendor From	1011	Vendor From Name	American
Vendor To	ASP10	Vendor To Name	AS Purchase Vendor
Currency *	USD	Currency Description	US Dollar

Total Writeoff Amount 0.00

<input type="checkbox"/> Vendor	Document Type	Batch No.	Document No.	Row No.	Date	Document Amount	Apply Amount	WriteOff
No records get created.								

Process Post Close

Writeoff Type: Use this option to set off the write-off amount. The available options are:

- **Underpayments:** a payment which is smaller than the needed or required payment.
- **Overpayments:** a payment which is greater than the needed or required payment.

Batch Series: The batch series type specified here is used for creating the next payment. This is a mandatory field.

Create One Writeoff per: Use this option to decide the write-off option as *Vendor* or *Document*.

1. If you select *Document*, a separate Writeoff GL transaction is posted for each Document.
2. If you select *Vendor*, a composite Writeoff GL transaction is posted for each Vendor's documents.

Writeoff Limit: This field specifies the maximum value up to which you want to retrieve write-off information against the vendor or any document.

Apply Date: This field specifies the actual date on which you want to write-off the Vendor or Document amount as underpayment or overpayment.

Cut-off Date: Use this date to decide the date up to which you need to retrieve the information. By default, the system displays the current server date.

Vendor From: The lower limit of the vendor range used to filter write-off details.

Vendor From Description: This field displays the description of the vendor key. This is a read-only field.

Vendor To: The upper limit of the vendor range used to filter write-off details.



Vendor To Description: This field displays the description of the vendor key. This is a read-only field.

Currency: Use this option to define the currency for the write-off entry. The lookup attached to the field will retrieve the currencies maintained in BatchMaster WEB. This is a mandatory field.

Currency Description: This field displays the description of the currency key. This is a read-only field.

Grid Fields:

This grid also helps you to drill down to the specific record with the attached link arrow button present with the various field(s).

										Total Writeoff Amount		35.69
<input type="checkbox"/>	Vendor	Document Type	Batch No.	Document No.	Row No.	Date	Document Amount	Apply Amount	WriteOff			
<input checked="" type="checkbox"/>	→ AMERICAN TOURIS	Voucher	FVAP160	→ FVAP160	0	03/11/20	13.00	0.00	13.00			
<input type="checkbox"/>	→ AMERICAN TOURIS	Voucher	FVAP161	→ FVAP161	0	03/11/20	10.00	0.00	10.00			
<input checked="" type="checkbox"/>	→ 2545	Voucher	FVAP175	→ FVAP175	0	22/02/21	15.00	2.00	11.00			
<input type="checkbox"/>	→ AMERICAN TOURIS	Voucher	FVAP42	→ FVAP42	0	01/02/18	3.36	3.26	0.10			
<input checked="" type="checkbox"/>	→ AMERICAN TOURIS	Voucher	FVAP44	→ FVAP44	0	02/02/18	3.43	0.74	2.69			
<input type="checkbox"/>	→ AMERICAN TOURIS	Voucher	FVAP70	→ FVAP70	0	10/04/18	2,091.40	2,091.00	0.40			
<input checked="" type="checkbox"/>	→ AMERICAN TOURIS	Voucher	VCO218260	→ VCO218260	0	16/02/18	1.00	0.00	1.00			
<input type="checkbox"/>	→ AMERICAN TOURIS	Voucher	VC1220291	→ VC1220291	0	22/12/20	20.00	0.00	20.00			
<input checked="" type="checkbox"/>	→ AS	Voucher	VO-208	→ 799	0	22/09/17	6.00	0.00	6.00			
<input type="checkbox"/>	→ AMERICAN TOURIS	Voucher	VO-238	→ 1100058	0	21/12/17	1.43	0.87	0.56			

Items per page: 10 | 1 - 10 of 18 items

Total Writeoff Amount: This is the total write-off amount for the Vendor(s).

Select : Mark the checkbox to select the row for write-off.

Vendor: This field specifies the name of the vendor for which there exists any write-off entry.

Document Type: This field specifies the various documents for write-off:

- a) For an Underpayment – it displays the Voucher and the Receipt number.
- b) For an Overpayment – it displays the Payment and Debit Memo number.

Batch No.: This field specifies the finance GL number that is generated while processing the document (Voucher / Receipt / Payment / Debit Memo).

Document No.: This field specifies the document number generated against the Voucher / Receipt / Payment / Debit Memo.

Row No.: This field is applicable for receipts.

Date: This field specifies the due date of the selected document number.

Document Amount: This field specifies the Voucher / Receipt / Payment / Debit Memo amount.



Apply Amount: This field is used to specify the actual applied amount (positive amount) against the document amount.

WriteOff: You can write-off the full amount or part amount for the selected Voucher / Receipt / Payment / Debit Memo. The GL will be posted to the account as maintained on the Vendor Class.

1.1.10.2 Processing a Writeoff Entry

1. Open the *Write Off Vendor Documents* screen.
2. Select the *Writeoff Type* as *Underpayments* or *Overpayments*.
3. Enter the maximum limit of the write-off for retrieving records in the *Writeoff Limit* field.
4. Select the source for write-off at the *Create One Writeoff Per* field.
5. Enter or select the *Apply Date*.
6. Enter or select the *Cut-off Date*.
7. Select the range of Vendor for which you want the write-off details.
8. Select the currency in which you want to fetch the write-off details in the *Currency* field.
9. Click the *Process* button. The system will obtain the information that will satisfy the above filter criteria.

The screenshot shows the 'Write Off Vendor Documents' screen with the following fields and values:

- Writeoff Type: UnderPayments
- Batch Series: WO
- Create One Writeoff Per: Document
- Writeoff Limit: 100,000.00
- Apply Date: 09/10/20
- Cut-off Date: 09/10/20
- Vendor From: V101
- Vendor From Description: Chemtrade
- Vendor To: V103
- Vendor To Description: K J Polymer
- Currency: INR
- Currency Description: INDIAN RUPEE

The table below shows the results of the search, with a total writeoff amount of 2,108.88. A red box highlights the table area.

									Total Writeoff Amount
									2,108.88
<input checked="" type="checkbox"/>	Vendor	Document Type	Batch No.	Document No.	Row No.	Date	Document Amount	Apply Amount	WriteOff
<input checked="" type="checkbox"/>	V101	Voucher	VO-2	2	0	04/10/20	2,108.88	0.00	2,108.88

Buttons: Process, Post, Close

10. Select the Underpayment / Overpayment write-off entries that you want to post.
11. Click on the *Post* button to write-off the vendor / document entries. On clicking the *Post* button, the system displays the report as shown below:



WriteOff Batch No.	Doc. No.	Batch No.	Write-Off Amount	Status
WOVD0419002	2	VO-2	-2,108.88	Success

WOV:WOVD0419002 Updated Successfully Finance
Batch Number :- WOVD0419002

1.2 AP Reports

1.2.1 1099 Enquiry

Use the report to view the 1099 data for vendors for given year and month.

Go To: Account Payable → AP Reports → 1099 Enquiry.

Click the *1099 Enquiry* option to open the *1099 Enquiry* window. On the *1099 Enquiry* window, filtering parameters can be used to define the scope for processing the report.

Vendor Key	Vendor Name	Month	1099 Type	1099 Box	1099 Amount
#100	American11	Jan 2022	4	2b	221
#100	American11	Feb 2022	2	33	100

Select the range of vendors, the fiscal year and the range of months for which the data needs to be viewed. Clicking the *Process* button displays the grid listing the *Vendor Key*, *Vendor Name*, *Month*, *1099 Type*, *1099 Box* and *1099 Amount*.



1.2.1.1 Viewing Vendor's 1099 Information

1. Open the *1099 Enquiry* window.
2. Use the lookups next to the *Vendor Key From* and *To* field to specify the filter criteria.
3. Use the lookup next to the *Year* field to specify fiscal year for the 1099 enquiry.
4. Specify the *Month* range in the respective fields to obtain the 1099 enquiry.
5. Click on the *Process* button. Eventually, various grid fields displays the 1099 information related to the vendors.

1.2.2 1099 Report

You can use the *1099 Report* to print the 1099 statements usually needed at the end of the year by the company. The statements can be printed:

- On a pre-printed form
- For a vendor/range of vendors
- For a specified calendar year
- By selecting the 1099 type (Interest/Dividend/Miscellaneous)
- With Copy options as any one of Copy A/Copy 1/Copy B/Copy 2/Copy C

Go To: Account Payable → AP Reports → 1099 Report.

Click the *1099 Report* option to open the *1099 Report* window. On the *1099 Report* window, filtering parameters can be used to define the scope for processing the report.



The screenshot shows the '1099 Report' window in the BMEWEB application. The interface includes a search bar, a 'Parameter' dropdown, and several input fields for report criteria: 'Vendor Key From' (1011), 'Vendor Key To', '1099 Type', and 'For Fiscal Year' (2022). There is also a checkbox for 'Use Pre Printed Stationery' and a 'Copy Option' section with radio buttons for 'Copy A', 'Copy 1', 'Copy B', 'Copy 2', and 'Copy C'. The 'Process' and 'Close' buttons are located at the bottom of the window.

1.2.2.1 Generating 1099 Report

1. Click the 1099 Report option to open the *1099 Report* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Use the lookup next to the *Vendor Key From* and *To* fields to specify the filter criteria's for generating the report.
4. Using the *1099 Type* field specify the 1099 Type for which the report needs to be generated. This is a mandatory field.
5. Specify the fiscal year for which report needs to be generated in the *For Fiscal Year* field. This is a mandatory field.
6. Mark *Use Pre Printed Stationery*, as required.
7. Select the required *Copy Option* with which the report is needed. Selecting at least one copy option is mandatory.
8. Click on the *Process* button to generate the report.

An example of the generated 1099 Report is provided below:



PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and 546 - Sch No. 147,		2022		Interestoneff	
Indere MP IND		\$0.00000			
PAYER'S federal identification number and	9826457898	\$0.00000			
RECIPIENT'S identification number and		\$0.00000			
RECIPIENT'S name American		\$0.00000	\$0.00000		
Street address (including apt no.) Corporate Houseff West Zone East Wing		\$0.00000	\$0.00000		
City or town, state or province, country, and ZIP or foreign postal code New Jersey, , IND, 5456733		\$0.00000	\$0.00000		
	FDICA filing requirement <input type="checkbox"/>	\$0.00000	\$0.00000		
	2nd TIN Not <input type="checkbox"/>	\$0.00000	\$0.00000	\$0.00000	\$0.00000

1.2.3 AP Voucher Report

You can use the *AP Voucher Report* to generate the report for a specific or a range of Vendor(s) Posted/Unposted AP Vouchers.

Go To: Account Payable → AP Reports → AP Voucher Report.

Clicking the *AP Voucher Report* option, the system displays the *AP Voucher Report* window.

Parameter

Vendor Key From: 1011

Vendor Key To:

AP Voucher From: 10002

AP Voucher To: YA0084

Date From: 2018/01/01

Date To: 2022/10/19

Vendor: American

Posted: Unposted: Both:

Process Close

1.2.3.1 Generating an AP Voucher Report

1. Click the *AP Voucher Report* option to open the *AP Voucher Report* window.



2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Use the lookups next to the *Vendor Key From* and *Vendor Key To* fields to enter the lower and upper limits, respectively, of the range of vendor key to be filtered and displayed on the AP Voucher Report.
4. Select the option to print the report as one of *Posted / Unposted / Both*.
5. Use the lookups next to the *AP Voucher From* and *AP Voucher To* fields to enter the lower and upper limits, respectively, of the range of voucher to be filtered and displayed on the AP Voucher Report.
6. Use the lookups next to the *Date From* and *Date To* fields to enter the lower and upper limits, respectively, of the range of date to be filtered and displayed on the AP Voucher Report.
7. Click the *Process* button to generate the report.
8. An example of a generated *AP Voucher Report* is provided below:

Description	Unit	Order Qty.	Base Price	Extension Tax	Line/Net	Account Key	Comments
TABLE	EACH	2.00	100.00	200.00	160.00	9103001550800	2

1.2.4 Apply Payment Report

You can use the *Apply Payment Report* to generate the report for a specific or a range of vendor(s) applied payment.

Go To: Account Payable → AP Reports → Apply Payment Report.



Click the *Apply Payment Report* option to open the *Apply Payment Report* window. On the *Apply Payment Report* window, filtering parameters can be used to define the scope for processing the report.

1.2.4.1 Generating Apply Payment Report

1. Open the *Apply Payment Report* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Select one of the option as *Customer* or *Vendor*.
4. Use the lookups next to the *From* and *To* fields to enter the lower and upper limits of the range of vendor / customer keys to be filtered and displayed on the *Apply Payment* report.
5. Select the option to print the report as one of *Payment No / Debit No./AR Invoice*
6. Use the lookups next to the *Payment No. From* and *Payment No. To* fields to enter the lower and upper limits of the range of payment entries to be filtered and displayed on the *Apply Payment* report.
7. Use the lookups next to the *Date From* and *Date To* fields to enter the lower and upper limits of the range of dates to be filtered and displayed on the *Apply Payment* report.
8. Click the *Process* button to generate the report.



An example of a generated *Apply Payment Report* is displayed below:

Apply Payment Report						03-08-2022 11:37
Food Corporation Pvt. Ltd.						
Batch No. :	AP0117008	Document No. :	AP0117008	Date :	01-09-2017	
Vendor Key :	ABC	Name :	Global Suppliers	Row No :	1	
Total Amount :	2.00 USD	Type :	Payment GL			
Batch No.	Document No.	Type	Document Date	Total Amount	Apply Amount	Currency
VV@JAN17023	AP0117008	Write-Off GL	08-17-2017	2.00	2.00	USD
Total Apply Amount :						2.00 USD
Batch No. :	AP0218005	Document No. :	AP0218005	Date :	02-05-2018	
Vendor Key :	#100	Name :	American	Row No :	1	
Total Amount :	40.00 USD	Type :	Payment GL			
Batch No.	Document No.	Type	Document Date	Total Amount	Apply Amount	Currency
VO-233	271	Voucher GL	11-11-2016	40.00	40.00	USD
Total Apply Amount :						40.00 USD
Batch No. :	AP0317035	Document No. :	AP0317035	Date :	03-02-2017	
Vendor Key :	#100	Name :	American	Row No :	1	
Total Amount :	0.80 USD	Type :	Payment GL			
Batch No.	Document No.	Type	Document Date	Total Amount	Apply Amount	Currency
VO-107	286	Voucher GL	11-11-2016	10.00	0.80	USD
Total Apply Amount :						0.80 USD
Batch No. :	AP0317035	Document No. :	AP0317035	Date :	03-02-2017	
Vendor Key :	#100	Name :	American	Row No :	2	
Total Amount :	187.31 USD	Type :	Payment GL			
Batch No.	Document No.	Type	Document Date	Total Amount	Apply Amount	Currency

1.2.5 Outstanding Payables

Using this report, you can report on the range of vendors having an outstanding payable amount as on a particular date.

Go To: Accounts Payable → AP Reports → Outstanding Payables.

Click on the *Outstanding Payable* option to open the *Outstanding Payables* window. On the *Outstanding Payables* window, filtering parameters can be used to define the scope for processing the report.



1.2.5.1 Generating an Outstanding Payables Report

1. Open the *Outstanding Payables* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Select *As On Date* using the date picker next to the field.
4. Complete the *Vendor Key From* and *Vendor Key To* range using the lookups buttons next to the fields.
5. Select the *Home Currency* or *Vendor Currency*, as required.
6. Click the *Process* button to generate a report.

An example of a generated *Outstanding Payable Report* is provided on the following page.



Outstanding Payables

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Outstanding Payables

Food Corporation Pvt. Ltd.

Vendor Key : 1011
Vendor Name : American

Batch No.	Document No.	Document Date	Due Date	Document Amount	Due Amount	Currency Key
VO-315	1100438	14-09-20	13-11-20	3006.02		INR
VO-314	1100437	14-09-20	13-11-20	9380.00		INR
VO-316	1100439	17-09-20	16-11-20	490.60		INR
Vendor Total :				12876.62	12876.62	

1.2.6 Payment Report

You can use the *Payment Report* to generate the report for a specific or a range of Vendor(s)/Customer(s) payments.

Go To: Account Payable → AP Reports → Payment Report.

Clicking the *Payment Report* option displays the *Payment Report* screen.

BMEWEB

Search

Payment Report

Parameter

Vendor

From

To

Payment No. From

Payment No. To

Payment Date From

Payment Date To

Posted Unposted Both

Process Close

1.2.6.1 Generating a Payment Report



1. Open the *Payment Report* screen.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Select an option (*Vendor, Customer, or Miscellaneous*).
4. Use the lookups next to the *From* and *To* fields to enter the lower and upper limits, respectively, of the range of Vendor(s)/Customer(s) to be filtered and displayed on the Payment Report.
5. Select the type of transaction as *Posted, Unposted* or *Both*.
6. Use the lookups next to the *Payment No. From* and *To* fields to enter the lower and upper limits, respectively, of the range of payment to be filtered and displayed on the Payment Report.
7. Use the lookups next to the *Payment Date From* and *To* fields to enter the lower and upper limits, respectively, of the range of payment date to be filtered and displayed on the Payment Report.
8. Click the *Process* button to generate the report.

An example of a generated *Payment Report* is provided below:

Payment Report							
Food Corporation Pvt. Ltd.							
Vendor Key	GLOBAL SUPPLIER	Payment No.	AP0117005	Status:	POSTED		
Payment From A/C	91030010100003	Payment Date	01-05-2017				
	State Bank of India	Posting Date	01-05-2017				
Currency	USD	Payment Method	Bank Cheque				
		Check Book ID	50001				
		Number	50034				
		Date	01-05-2017				
Reference Type	Document No.	Due Date	Doc. Amount	Amount	Discount	Bank Charges	Write-Off
New Ref	PO000001	12-19-2016	0.00	20.00	0.00		

1.2.7 TDS Report

The *TDS* report is generated for a specific or a range of vendor(s) for which TDS payment is processed.



Go To: Account Payable → AP Reports→ TDS Report.

Click on the *TDS Report* option to open the *TDS Report* window. On the *TDS Report* window, filtering parameters can be used to define the scope for processing the report.

The screenshot shows the BMEWEB TDS Report window. The window title is "TDS Report". The interface includes a search bar at the top right. Below the title bar, there are several input fields for filtering the report: "Parameter" (empty), "TDS Type" (empty), "Vendor Key From" (2345), "Vendor Key To" (VD001), "From Date" (2022/10/11), and "To Date" (2022/10/17). Each of these fields has a search icon next to it. On the right side of the window, there are two dropdown menus: "Global Suppliers" and "Marty Applied Science Pvt. Ltd.". At the bottom of the window, there are two buttons: "Process" and "Close".

1.2.7.1 Generating TDS Report

1. Open the *TDS Report* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Using the *TDS Type* field to specify the TDS type for which the report needs to be generated. This is a mandatory field
4. Use the lookup next to the *Vendor Key From* and *To* fields to specify the filter criteria's for generating the report.
5. Use the lookups next to the *From Date* and *To Date* fields to enter the lower and upper limits of the date range to be filtered and displayed on the *TDS Report*.
6. Click the *Process* button to generate the report.

1.2.8 Vendor Aging



The *Vendor Aging* Report provides a summary or detailed analysis of the balances that are due to vendors, sorted by date interval or by aging period definition. In BatchMaster WEB the report displays the data vendor wise, its total amounts (open payables) for each aging bucket, 0-30, 31-60, 61-90, 120+. The report obtained the data based on the Age Brackets defined. By default, the system will fetch the age bracket data as defined on the *Age Bracket Setup* screen. As the grid is editable so you can change the range if required.

Go To: Account Payable → AP Reports→ Vendor Aging.

Clicking the *Vendor Aging* option displays the *Vendor Aging – Selection Criteria* window.

Bracket No	From Day	Up To Day	Bracket Name
1	0	30	0-30
2	31	60	31-60
3	61	90	61-90
4	91	>90	>90

1.2.8.1 Generating Vendor Aging Report

1. Open the *Vendor Aging - Selection Criteria* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Use the date picker next to the *As On Date* field to specify the upper limit of date to be filtered and displayed on the *Vendor Aging* report.
4. Use the lookups next to the *Vendor Key From* and *To* fields to enter the lower and upper limits of the range of vendor keys to be filtered and displayed on the *Vendor Aging* report.



5. Use the lookups next to the *Vendor Class From* and *To* fields to enter the lower and upper limits of the range of Vendor Classes to be filtered and displayed on the *Vendor Aging* report.
6. Display the currency in which you want to print the report as one of:
 - a. **Home Currency:** Selecting this option indicates the report will print the currency with which the BatchMaster WEB Company deals.
 - b. **Vendor Currency:** Selecting this option indicates the report will print the currency of the Vendor.
7. Enter the *From Day* and *Up To Day* value under the *Age Bracket Detail* grid, if required.
8. Click the *Process* button to generate the *Vendor Aging Report*.

Vendor Aging Report

Total: 4970150017639.39844

0-30: 1515284898277.00000 31-60: 6061419416213000 61-90: 3347748.50000 >90: 2848747577451.76758

Vendor Key	Vendor Name	City	Total	0-30	31-60	61-90	>90
Z345	Global Suppliers	New Jersey	-80.44000 INR	0.00000	0.00000	0.00000	-80.44000
9900	hiteshi		-208.00000 INR	0.00000	0.00000	0.00000	-208.00000
A1			-2.00000 INR	0.00000	0.00000	0.00000	-2.00000
A100	A100		3602518.50000 INR	0.00000	243828.47000	3335546.65000	23143.38000
A11			6000.00000 INR	6000.00000	0.00000	0.00000	0.00000
A200	A200		8748.87846 INR	0.00000	0.00000	0.00000	8748.87846
ABC	Global Suppliers	New Jersey	-5121.84945 INR	0.00000	0.00000	0.00000	-5121.84945
AMERICAN TOURIS	American Touristar		-690642.87001 INR	0.00000	0.00000	0.00000	-690642.87001
AS	SAS	Indore	69954.37999 INR	0.00000	0.00000	0.00000	69954.37999
AS1	1SAS	Indore	13059.95000 INR	0.00000	0.00000	0.00000	13059.95000
ASPI0	AS Purchase Vendor	Indore	164023.96890 INR	0.00000	0.00000	0.00000	164023.96890
DEEPAK	deepak		4970154382904.36994 INR	1515284876377.00000	606115990335.66003	0.00000	2848735556193.70947
DEMO_11	Hello		1798.20000 INR	0.00000	0.00000	1785.20000	13.00000
DEMO1	Demo Vendor	New Jersey	412.17000 INR	0.00000	0.00000	0.00000	412.17000
DEMO2	Demo Vendor	New Jersey	-121.00000 INR	0.00000	0.00000	0.00000	-121.00000
DEMO3			-65.27500 INR	0.00000	0.00000	0.00000	-65.27500
DIEST	Global SupplierS	New Jersey	-17318.62985 INR	0.00000	0.00000	0.00000	-17318.62985
EBRBR	Global Suppliers	New Jersey	-2677.60000 INR	0.00000	0.00000	0.00000	-2677.60000
EX01	American	New Jersey	207844.15000 INR	0.00000	0.00000	0.00000	207844.15000
EX03	#03	New Jersey	50.00000 INR	0.00000	0.00000	0.00000	50.00000
EX01	American	New Jersey	1924.37000 INR	0.00000	0.00000	0.00000	1924.37000
GGG	Global Suppliers	New Jersey	-12557.78689 INR	0.00000	0.00000	0.00000	-12557.78689
GLOBAL SUPPLIER	Global Suppliers	New Jersey	-1054591.24263 INR	0.00000	0.00000	0.00000	-1054591.24263
HCL COMPUTERS	HCL Computer and Peripherals		4950.90000 INR	0.00000	0.00000	0.00000	4950.90000
LACC	lacc		-100.00000 INR	0.00000	0.00000	0.00000	-100.00000

Close



1 / 1 | 100% + |

04-01-2022
16:40

TDS REPORT
Food Corporation Pvt. Ltd.

Sl. No.	Document No.	Document Dat	Vendor Name	PAN No.	Nature of services/TDS Section	Invoice No.	Invoice Date	Base Value	TDS	TDS %
1	AA220207	01-02-22	American1	Ts002	Commission or Brokerage			100.00	40.00	5.00
2	AA220208	01-02-22	American1	Ts002	Commission or Brokerage			100.00	5.00	5.00
3	AA220209	01-02-22	American1	Ts002	Commission or Brokerage			1,000.00	50.00	5.00
Sub Total								1,200.00	95.00	
Total								1,200.00	95.00	

1.2.9 Vendor Debit Note Report

You can use the *Vendor Debit Note* report to generate the report for a specific or a range of vendor(s) debit note.

Go To: Account Payable → AP Reports → Vendor Debit Note Report.

Click the *Vendor Debit Note Report* option to open the *Vendor Debit Note Report* window. On the *Vendor Debit Note Report* window, filtering parameters can be used to define the scope for processing the report.



The screenshot shows a web browser window titled 'BMEWEB' with a search bar and navigation icons. The main content area is titled 'Vendor Debit Note Report'. It contains several input fields and controls:

- Parameter:** A text input field with a dropdown arrow and a red 'X' icon.
- Vendor Key From:** A text input field with a search icon.
- Vendor Key To:** A text input field with a search icon.
- Filtering:** Three radio buttons: 'Posted' (unselected), 'Unposted' (unselected), and 'Both' (selected).
- Debit Note No. From:** A text input field with a search icon.
- Debit Note No. To:** A text input field with a search icon.
- Date From:** A date picker field showing '2011/02/01'.
- Date To:** A date picker field showing '2022/10/17'.
- Buttons:** 'Process' (blue) and 'Close' (grey) buttons at the bottom.

1.2.9.1 Generating Vendor Debit Note Report

1. Open the *Vendor Debit Note Report* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Use the lookups next to the *Vendor Key From* and *Vendor Key To* fields to enter the lower and upper limits, respectively, of the range of vendor key to be filtered and displayed on the vendor debit note report.
4. Select the option to print the report as one of *Posted/Unposted/Both*.
5. Use the lookups next to the *Debit Note No. From* and *Debit Note No. To* fields to enter the lower and upper limits, respectively, of the range of debit note to be filtered and displayed on the vendor debit note report.
6. Use the lookups next to the *Date From* and *Date To* fields to enter the lower and upper limits, respectively, of the range of date to be filtered and displayed on the vendor debit note report.
7. Click the *Process* button to generate the report.

An example of a generated *Vendor Debit Note Report* is displayed below.



Vendor Debit Note Report

Print Date Time 03-07-2022 15:24

Vendor Debit Note Report
Food Corporation Pvt. Ltd.

Debit Note No.	FAAP3	Status	NEW
Transaction No.	1100077	Debit Note Date	01-03-2018
Vendor Key	VI	Ship To Key	FOODB
Vendor PO Number	PO000007	Vendor Invoice Number	
Currency	INR	Customer Class Key	V INC
Vendor Name		Comment Key	
Address Line 1		Terms Key	
Address Line 2			
Address Line 3			
City			
State			
Zip Code			
Country			
Attention			

Description	Unit	Order Qty.	Base Price	Extension Tax	LineNet	Account Key	Comments
CEMENT	EACH	2.00	0.00	0.00	0.00	0000000001234	5

1.2.10 Vendor Statement

You can use the *Vendor Statement* report to generate the report for a specific vendor.

Go To: Account Payable → AP Reports → Vendor Statement.

Clicking on the *Vendor Statement* option displays the *Vendor Statement* screen.

BMEWEB

Search

Vendor Statement

Parameter

From Date 2022/10/15

To Date 2022/10/17

Vendor Key From

Vendor Key To

Currency Home Currency

User Currency Key

Print Aging With Statement

Process Close

1.2.10.1 Generating Vendor Statement Report



1. Open the *Vendor Statement* window.
2. Specify the name in the *Parameter* field and save the selected range so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Use the lookups next to the *From Date* and *To* fields to enter the lower and upper limits, respectively, of the range of dates to be filtered and displayed on the vendor statement report.
4. Use the lookups next to the *Vendor Key From* and *To* fields to enter the lower and upper limits, respectively, of the range of vendor key to be filtered and displayed on the vendor statement report.
5. Display the currency in which you want to print the report as one of:
 - a. **Home Currency:** Selecting this option indicates the report will print the currency with which the BatchMaster WEB Company deals.
 - b. **Vendor Currency:** Selecting this option indicates the report will print the Vendor currency.
 - c. **User defined Currency:** Selecting this option will activate the *User Currency Key* field wherein you can enter or select a currency by using the lookup next to the field.
6. Mark the *Print Aging With Statement* option, if required.
7. Click the *Process* button to generate the report.

2 Accounts Receivable

2.1 AR Transactions

2.1.1 Apply Receipt

It is important to keep track of receipts from your customers and suppliers. Using this screen, you can process:

- Invoice against a Customer *Receipt Entry*
- Invoice against a Customer *Credit Memo*
- Debit Memo against a Vendor *Receipt Entry*



- Debit Memo against a Vendor *AP Voucher*



For Customer transactions the screen will retrieve information from the *Receipt Entry* and *Customer Credit Note* screen, and for Vendor transactions the *Receipt Entry* and *AP Voucher* screen. The system maintains the Exchange Gain and Exchange Loss account and posts a GL transaction as per the current currency rate.

Go To: Accounts Receivable → AR Transactions → Apply Receipt.


2.1.1.1 Apply Receipt – Add Mode

To add a new receipt to your BatchMaster WEB database, click on the *Apply Receipt* option from the main menu. The system displays the *Apply Receipt* screen, where you can process receipts.

Screen Fields:

Customer/Vendor: Use this dropdown to apply a Receipt/Credit Note against Invoices.

- **Customer:** If you select Customer, the lookup will retrieve the list of customers maintained via the *Customer Master* screen. You can now process an Invoice/Credit Note Entry.
- **Vendor:** If you select Vendor, the lookup will retrieve the list of vendors maintained via the *Vendor Master* screen. You can now process a Debit Memo.

This field also helps you to drill down to the specific record with the attached link arrow  button present with the field.



Description: This field displays the description of the selected Customer/Vendor. This is a read-only field.

Batch Series: Search and select the batch series that you want to apply.

Currency Key: This field specifies the currency associated with the Customer/Vendor.

Unapplied Amount: This field specifies the unapplied amount of the selected Customer/Vendor. This is the received amount from the Customer/Vendor which is unapplied in the selected currency.

Document Type: Select one of the options *Receipt* or *Credit No. /AP Voucher* using the dropdown next to the field. The field activation is dependent on the selection made in the *Customer/Vendor* field. Depending upon the selection made here the system will enable some fields for data entry.

Receipt No./Credit No./Voucher No.: The caption of the field is dependent on the selection made at the *Customer/Vendor* field.

- For a Receipt Number, select the *Receipt Entry* against the selected Customer/Vendor.
- For a Credit Number/AP Voucher, select a credit note created against the Customer/a Voucher created against the vendor.

The lookup will obtain the receipt entries (having POST status) created through the *Receipt Entry* screen /Credit Note created from the *Customer Credit Note* screen/Voucher created from the *AP Voucher* screen.

Apply Date: This field specifies the date when you apply the receipt. The currency GL transaction will be posted on this date.

Receipt Line No.: Use this option to select the line number of the *Receipt Entry* selected above. It can be any reference type as you have defined in the *Receipt Entry* as Advance or On Account etc.

Receipt Date/Credit Date/Voucher Date: This field specifies the posting date of the selected Receipt Entry/Credit Note/Voucher.

Document Amount: This field specifies the document amount of the selected receipt line number. The value is defaulted from the *Receipt Entry* screen.

Amount: This field specifies the amount of the selected receipt line number. The value is defaulted from the *Receipt Entry* screen.



Reference Type: This field specifies the reference type of the selected receipt line number. The value is defaulted from the *Receipt Entry* screen.

Discount: This field specifies the discount applicable on the selected receipt line number. The value is defaulted from the *Receipt Entry* screen.

Document No.: This field specifies the document number of the selected receipt line number. The value is defaulted from the *Receipt Entry* screen.

Remaining Amount: This field specifies the amount of the selected receipt line number. The value is defaulted from the *Receipt Entry* screen. The value in this field will be updated when you apply the amount of the Invoices selected in the grid. It is the unapplied amount of the receipt line.

Calculated as: Unapplied Amount – Apply Amount.

Due Date: This field specifies the due date of the selected receipt line number. The value is defaulted from the *Receipt Entry* screen.

Grid Fields:

Select	Invoice No./Payment No.	Due Date	Amount	Remaining Amount	Apply Amount	WriteOff
<input type="checkbox"/>	→ FIAR1	01/03/2018	2.00	2.00	0.00	0.00
<input type="checkbox"/>	→ FIAR15	01/05/2018	4.00	4.00	0.00	0.00
<input type="checkbox"/>	→ FIAR19	01/15/2018	17.08	17.08	0.00	0.00
<input type="checkbox"/>	→ FIAR21	01/16/2018	17.08	17.08	0.00	0.00
<input type="checkbox"/>	→ FIAR27	01/16/2018	100.00	100.00	0.00	0.00
<input type="checkbox"/>	→ FIAR29	01/16/2018	2.00	2.00	0.00	0.00
<input type="checkbox"/>	→ FIAR39	02/01/2018	6.00	6.00	0.00	0.00
<input type="checkbox"/>	→ INV@0418000029	04/16/2018	650.00	650.00	0.00	0.00

Auto Apply: Clicking the *Auto Apply* button, according to the *Reference Type*, the system will select the Invoice/Credit Note with the *Apply Amount*.

Total Applied Amount: This field displays the sum of the applied amounts entered for the Invoice/Credit Note.

Total WriteOff Amount: This field displays the sum of all the write-offs' defined for the Invoice/Credit Note.

Select: Mark the option to select the Invoice/Debit Note row line.

Invoice No./Payment No./Debit Memo No.: This field specifies the Invoice Number/Debit Memo created against the selected Vendor/Customer.



This field also helps you to drill down to the specific record with the attached link arrow → button present with the field.

Due Date: This field specifies the due date of the Voucher Number/Debit Note/Credit Note created against the selected Vendor/Customer.

Amount: This field specifies the remaining amount against the invoice that needs to be applied.

Remaining Amount: This field specifies the unapplied amount against the Invoice/Credit Note that needs to be applied.

Once processed the system will update the value. Calculated as Remaining Amount = Unapplied Amount – WriteOff.

Apply Amount: This field specifies the applying amount against the selected Voucher/Debit Note/Credit Note. Once you enter the amount and save the *Apply Receipt* entry, the system reflects the amount changes in the *Remaining Amount* field (Field defined above the grid).

The *Apply Amount* should not be greater than the *Remaining Amount* defined for the line.

To speed up entry you can click the *Auto Apply* button. Depending upon the remaining amount the system will apply the amount (according to the *Reference Type*).

WriteOff: This field specifies the cancellation amount from an account of a bad debt or worthless asset. You can write off the full amount or part amount for the selected Invoice/Credit Note. A GL transaction will be posted to the account as maintained on the *Vendor Class/Customer Class* screens.

2.1.1.2 Applying Receipt against a Customer – Receipt Entry

1. Open the *Apply Receipt* screen.
2. Select the *Customer* option at the *Customer/Vendor* field using the dropdown. Now select the customer key using the lookup adjacent to the field.
3. The system will default the *Currency Key* and *Unapplied Amount* field value.
4. Select the series using the *Finance Series* lookup next to the *Batch Series* field.
5. Enter or select the *Apply Date*.
6. Select the *Receipt* option in the *Document Type* field.



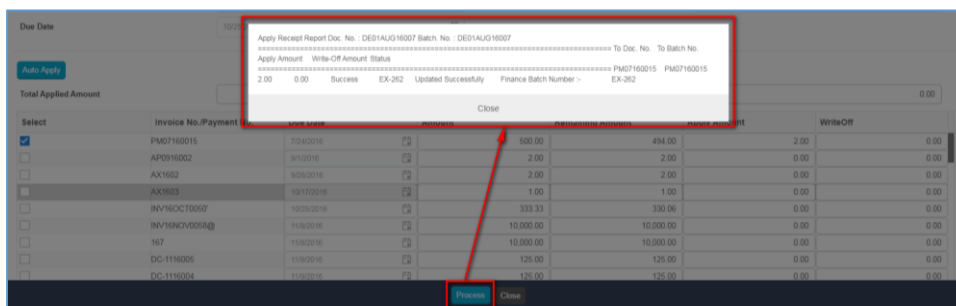
7. Select the receipt number by typing or by using the lookup next to the *Receipt No.* field.
8. On selecting the receipt number, the system will default the receipt date to the posting date of the selected receipt entry. It is hard coded, and you are not allowed to change it.
9. Select the line of the receipt by typing or by using the lookup next to the *Receipt Line No* field. Once selected the system will default the *Reference Type, Document No., Due Date, Document Amount, Amount, Discount, and Remaining Amount* field values.
10. The system will obtain the pending invoice details of the selected customer and display them in the grid.

Select	Invoice No./Payment No.	Due Date	Amount	Remaining Amount	Apply Amount	WriteOff
<input type="checkbox"/>	PM07160015	7/24/2016	500.00	494.00	0.00	0.00
<input type="checkbox"/>	AP09160002	8/10/2016	2.00	2.00	0.00	0.00
<input type="checkbox"/>	AX1602	8/23/2016	2.00	2.00	0.00	0.00
<input type="checkbox"/>	AX1603	10/17/2016	1.00	1.00	0.00	0.00
<input type="checkbox"/>	INV16OCT0850F	10/01/2016	333.33	330.00	0.00	0.00

11. Mark the Invoice against which you want to apply the receipt in the *Select* field.
12. Enter the amount to apply against the selected invoice in the *Apply Amount* field.
13. Enter the write-off amount value in the *WriteOff* field if any.
14. To speed up the operation, you can click the *Auto Apply* button. This will automatically fill the *Apply Amount* field value in accordance with the *Remaining Amount* field value.

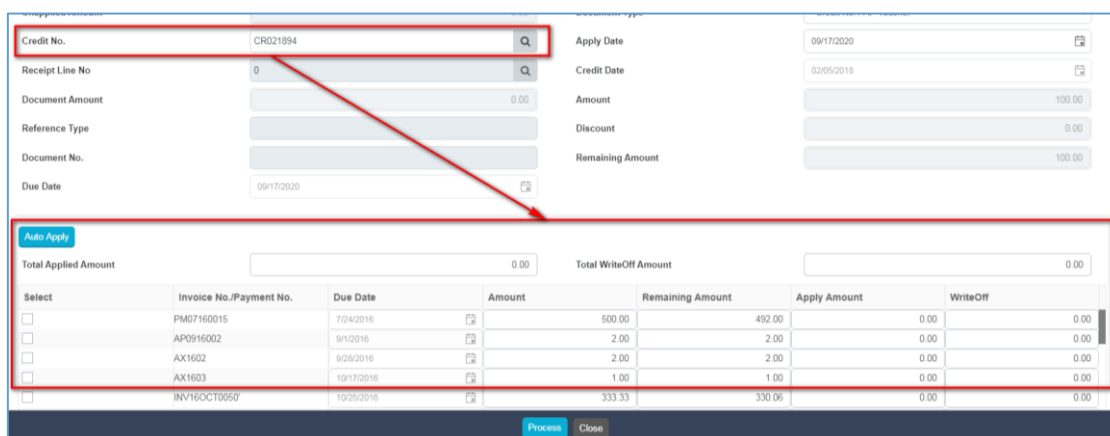
Select	Invoice No./Payment No.	Due Date	Amount	Remaining Amount	Apply Amount	WriteOff
<input checked="" type="checkbox"/>	PM07160015	7/24/2016	500.00	494.00	2.00	0.00
<input type="checkbox"/>	AP09160002	8/10/2016	2.00	2.00	0.00	0.00

15. The system will adjust the amount and update the *Remaining Amount* field value accordingly.
16. Click *Process* to apply the receipt. On clicking the *Process* button, amounts will be posted into accounts. If there is any difference in currency exchange, then a GL transaction will be generated for the difference amount. (Exchange Account will be picked from the *Customer Class* screen) and a write-off GL transaction is also generated if any write-off amount.



2.1.1.3 Applying Receipt Against a Customer – Credit Entry

1. Open the *Apply Receipt* screen.
2. Select the Customer in the *Customer/Vendor* field using the dropdown. Now select the customer key using the lookup adjacent to the field.
3. The system will default the *Currency Key* and *Unapplied Amount* field value.
4. Enter or select the date in the *Apply Date* field.
5. Select the receipt *Document Type* as *Credit No./AP Voucher* option.
6. Select the credit number by typing or by using the lookup next to the *Credit No.* field.
7. On selecting the *Credit No.*, the system will default the *Receipt Date* to the posting date of the selected credit entry. It is hard coded, and you are not allowed to change it. The system will display the associated Amount value.
8. The system will obtain the pending credit note and invoice details of the selected Customer and display them in the grid.



9. Mark the entries against which you want to apply the receipt in the *Select* field.
10. Enter the amount to apply against the selected invoice in the *Apply Amount* field.



11. Enter the write-off amount value in the *WriteOff* field, if any.
12. To speed up the operation, you can click the *Auto Apply* button. This will automatically fill the *Apply Amount* field value in accordance with the *Remaining Amount*.

Select	Invoice No./Payment No.	Due Date	Amount	Remaining Amount	Apply Amount	WriteOff
<input checked="" type="checkbox"/>	PM07160015	7/24/2016	500.00	492.00	100.00	0.00
<input type="checkbox"/>	AP0916002	9/1/2016	2.00	2.00	0.00	0.00

13. Click the *Process* button to apply the receipt. On clicking the *Process* button, amounts will be posted into accounts. If there is any difference in currency exchange, a GL transaction will be generated for the difference amount. (Exchange Account will be picked from the *Customer Class* screen) and a write-off GL transaction is also generated for any write-off amount.

2.1.1.4 Applying Receipt against a Vendor – Receipt Entry

1. Open the *Apply Receipt* screen.
2. Select the *Vendor* in the *Customer/Vendor* field using the dropdown. Now select the vendor key using the lookup adjacent to the field.
3. The system will default the *Currency Key* and *Unapplied Amount* field value.
4. Enter or select the *Apply Date*.
5. By default, the system will select the *Document Type* as *Receipt*.
6. Select the receipt number by typing or by using the lookup next to the *Receipt No.* field. On selecting the receipt number, the system will default the *Receipt Date* to the posting date of the selected receipt entry. It is hard coded, and you are not allowed to change it.
7. Select the line of the payment by typing or by using the lookup next to the *Receipt Line No.* field. Once selected, the system will default the *Reference Type*, *Document No.*, *Due Date*, *Document Amount*, *Amount*, *Discount*, and *Remaining Amount* field values.
8. The system will obtain the pending invoice details of the selected vendor and display them in the grid.
9. Mark the invoice against which you want to apply the payment in the *Select* field.
10. Enter the amount to apply against the selected voucher in the *Apply Amount* field.
11. Enter a write-off amount value in the *WriteOff* field if any.



12. To speed up the operation, you can click the *Auto Apply* button. This will automatically fill the *Apply Amount* field value in accordance with the *Remaining Amount* field value.
13. Click *Process* to apply the receipt. On clicking the *Process* button, amounts will be posted into accounts. If there is any difference in currency exchange, a GL transaction will be generated for the difference amount. (*Exchange Account* will be picked from *Customer Class* screen) and a write-off GL transaction is also generated for any write-off amount.
14. The system will adjust the amount and will update the *Remaining Amount* field value accordingly.

2.1.1.5 Applying AP Voucher against a Vendor – Debit Memo

1. Open the *Apply Receipt* screen.
2. Select the *Vendor* at the *Customer/Vendor* field using the dropdown. Now select the vendor key using the lookup adjacent to the field.
3. The system will default the *Currency Key* and *Unapplied Amount* field values.
4. Enter or select the date on the *Apply Date* field.
5. By default, the system will select the option as *Receipt* in the *Document Type* field.
6. Select the *Credit No./AP Voucher* option in the *Document Type* field.
7. On selecting the *Credit No./AP Voucher* option, the system will default the *Voucher Date* to the voucher date of the selected AP Voucher entry. It is hard coded, and you are not allowed to change it.
8. Select the voucher number by typing or by using the lookup next to the *Voucher No.* field.
9. Select the line of the payment by typing or by using the lookup next to the *Receipt Line No* field. Once selected, the system will default the *Reference Type*, *Document No.*, *Due Date*, *Document Amount*, *Amount*, *Discount*, and *Remaining Amount* field values.
10. The system will obtain the pending debit memo details of the selected vendor and display them in the grid.
11. Mark the debit memo against which you want to apply the receipt in the *Select* field.
12. Enter the amount to apply against the selected debit memo in the *Apply Amount* field.
13. Enter a write-off amount value in the *WriteOff* field if any.



14. To speed up the operation, you can click the *Auto Apply* button. This will automatically fill the *Apply Amount* field value in accordance with the *Remaining Amount* field value.
15. Click *Process* to apply the receipt. On clicking the *Process* button, amounts will be posted into accounts. If there is any difference in currency exchange, a GL transaction will be generated for the difference amount. (*Exchange Account* will be picked from *Vendor Class* screen) and a write-off GL transaction will also be generated for any write-off amount.
16. The system will adjust the amount and will update the *Remaining Amount* field value accordingly.

2.1.2 AR Invoice

AR Invoice screen is used to maintain a non-inventory adjustment against any *Customer*. For example, the non-inventory adjustment can be any one of breakage, rate difference, freight, or any additional charges.

If the dimensions defined at the *Multi-Dimensional Setup* screen is set to active, then the defined dimensions can be applied to an AR Invoice at the line level so you can manage the account entries individually in relation to the projects.

Go To: Account Receivable → AR Transaction → AR Invoice.

2.1.2.1 AR Invoice – Dashboard

You can manage and create AR Invoices from this dashboard. By default, the system displays all the existing AR Invoices as maintained for your business/company. You can click on any of the AR Invoice record to view its details.



Action	Invoice No.	Transaction No.	Status	Customer Key	Customer Name	Invoice Total	Invoice Date
<input type="checkbox"/> Print	FIAR63	1700489	NEW	PALK AND PRINT	100	2020/09/19	
<input type="checkbox"/> Print	AR#0620095	1700489	NEW	AMERICAN	13feb	125	2020/09/22
<input type="checkbox"/> Print	AR#0620092	1700486	NEW	AMERICAN	13feb	118	2020/09/21
<input type="checkbox"/> Print	AR#0620091	1700485	NEW	AMERICAN	13feb	290	2020/09/19
<input type="checkbox"/> Print	AR#0620078	1700445	NEW	AMERICAN	13feb	118	2020/09/11
<input type="checkbox"/> Print	AR#0620070	1700436	NEW	AMERICAN	13feb	115.13	2020/09/10
<input type="checkbox"/> Print	AR#0620034	1700354	NEW	AMERICAN	American Chemicals	220	2020/07/31
<input type="checkbox"/> Print	AR#0620032	1700352	NEW	AMERICAN	13feb	242	2020/07/31
<input type="checkbox"/> Print	AR#0620031	1700350	NEW	AMERICAN	13feb	242	2020/07/31
<input type="checkbox"/> Print	AR#0620030	1700349	NEW	AMERICAN	13feb	242	2020/07/31
<input type="checkbox"/> Print	AR#0620054	1700375	NEW	A.J100	A.J100	0	2020/07/31
<input type="checkbox"/> Print	AR#0620055	1700376	NEW	A.J100	A.J100	0	2020/07/31
<input type="checkbox"/> Print	AR#0620029	1700348	NEW	AMERICAN	American Chemicals	1444.42	2020/07/30
<input type="checkbox"/> Print	C0072018	1700342	NEW	AMERICAN	13feb	1352.2	2020/07/23
<input type="checkbox"/> Print	AR#0620028	1700339	NEW	AMERICAN	13feb	200	2020/07/20
<input type="checkbox"/> Print	AR#0620026	1700337	NEW	AMERICAN	13feb	1322	2020/07/20

The *AR Invoice* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e. docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

You can click on one of the *Unposted / Posted* buttons to filter the records accordingly.

Action	Invoice No.	Transaction No.	Status	Customer Key	Customer Name	Invoice Total	Invoice Date
<input type="checkbox"/> Print	AI01210016	1700856	POSTED	AMERICAN	American Logistics	20	2021/01/28
<input type="checkbox"/> Print	AI01210010	1700850	POSTED	AMERICAN	American Chemicals	20	2021/01/28
<input type="checkbox"/> Print	AI01210014	1700854	POSTED	AMERICAN	American Chemicals	20	2021/01/28
<input type="checkbox"/> Print	AI01210004	1700844	VOID	AMERICAN	American Chemicals	75	2021/01/28
<input type="checkbox"/> Print	AR#0121001	1700843	POSTED	AMERICAN	American Chemicals	22	2021/01/22
<input type="checkbox"/> Print	AI01210002	1700642	POSTED	@R002	@R002-NAME1	238	2021/01/11
<input type="checkbox"/> Print	AI01210005	1700645	POSTED	@R002	@R002-NAME1	238	2021/01/11
<input type="checkbox"/> Print	AI01210017	1700857	POSTED	@R0023	@R002-NAME1	20	2021/01/05
<input type="checkbox"/> Print	AR#0620129	1700629	POSTED	AA	AA	202.51	2020/12/07
<input type="checkbox"/> Print	AR#0620125	1700607	POSTED	@R002	@R002-NAME1	261.77	2020/11/25
<input type="checkbox"/> Print	AR#0620126	1700608	POSTED	@R002	@R002-NAME1	222	2020/11/24
<input type="checkbox"/> Print	AR#0620123	1700603	POSTED	WALMART	WALMART	28	2020/11/23
<input type="checkbox"/> Print	AR#0620122	1700601	POSTED	WALMART	WALMART	125	2020/11/23
<input type="checkbox"/> Print	AR#0620121	1700600	POSTED	WALMART	WALMART	125	2020/11/23
<input type="checkbox"/> Print	AR#0620112	1700586	POSTED	AMITI	13feb	40	2020/11/10
<input type="checkbox"/> Print	AR#0620108	1700546	POSTED	ABC		8	2020/11/04

Using the *Action* button from the dashboard you can:

- Copy an existing record to create new one
- Print selected multiple record(s)
- Post selected multiple record(s)
- Delete selected multiple record(s)



After you select all the columns of the *AR Invoice* dashboard, the middle grid displays the selected columns.

Action	Invoice No.	Transaction No.	Status	Customer Key	Customer Name	Invoice Total	Invoice Date	Currency Key	RecUserID	RecDate
<input type="checkbox"/>	AR#0620013	1700324	NEW	AMERICAN	American Chemicals	3722.2	2020/07/18	USD	RD	2020/07/18
<input type="checkbox"/>	AR#0620016	1700327	NEW	AMERICAN	American Chemicals	100	2020/07/18	USD	RD	2020/07/18
<input type="checkbox"/>	AR#0620011	1700322	NEW	AMERICAN	American Chemicals	3822.2	2020/07/18	USD	RD	2020/07/18
<input type="checkbox"/>	AR#0620010	1700296	NEW	LAXMI	LUpdate 4dass	0	2020/07/06	INR	RD	2020/07/06
<input type="checkbox"/>	AR#0620009	1700295	NEW	AMERICAN	American Chemicals	0	2020/07/06	USD	RD	2020/07/06
<input type="checkbox"/>	AR#0620004	1700268	NEW	AMERICAN	American Chemicals	100	2020/06/14	USD	Demo	2020/06/15
<input type="checkbox"/>	AR#0620003	1700267	NEW	AMERICAN	American Chemicals	2675	2020/06/12	USD	RD	2020/06/12
<input type="checkbox"/>	AR#0620001	1700258	NEW	LAXMI	LUpdate 4dass	27275	2020/06/10	INR	M	2020/06/10
<input type="checkbox"/>	AR#0620002	1700261	NEW	LAXMI	LUpdate 4dass	2294	2020/06/08	INR	M	2020/06/10
<input type="checkbox"/>	FIAR60	1700119	NEW	LAX001	Laxmi Enterprises	1550	2019/02/26	INR	F	2019/02/26

The *AR Invoice* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.

2.1.2.2 AR Invoice – Add Mode

To add a new AR Invoice to your BatchMaster WEB database, click the **+Add AR Invoice** button. The system displays the *AR Invoice* screen, where you can create new entries.

Action	Description	Unit	Qty Order	Base Price	Extension	Discount	Tax	Line Net	Account Key	Comments
<input type="checkbox"/>	Misc C	KC	12.2220	100.000000	1,222.20000	0		1,222.20000	9103001550800	
<input type="checkbox"/>	tax fr	KC	50.0000	50.000000	2,500.00000	0		2,500.00000	1133224440100	

Screen Fields:



Invoice No. : The invoice series type specified here is used for creating the next AR Invoice. This is a mandatory field.

Status: This field displays the status of the invoice. The possible statuses are:

- **NEW:** When you create an invoice.
- **POSTED:** When you upload the invoice.

Transaction No.: Displays the system-generated number. The value in this field is incremented each time when you save a new invoice.

Invoice Date: This field specifies the date on which you create the invoice. The default value of this field is the current server date. However, you can change the date using the date picker next to the field. This is a mandatory field.

Customer Key: This field specifies the key of the Customer to whom the invoice is to be placed. This is a mandatory field and on selecting a customer, the relevant Customer data is obtained and displayed on the *Bill To Address* section. The associated currency is defaulted to the *Currency* field. This is a mandatory field.

Customer Name: This field displays the description of the selected Customer Key.

Ship To Key: This field specifies the address of the receiving location of the Customer to which your company should dispatch the items on the invoice.

Ship To Description: This field displays the description of the selected Ship To Key.

Sales Order Number: This field specifies the reference sales order number of the customer.

Customer PO Number: This field specifies the reference PO number. The system will retrieve all the PROCESSED and CLOSE status purchase orders.

Currency Key: This is the currency defaulted from the Customer Class. The user can change the default currency, if desired. This is a mandatory field.

Free Form Comment: This field specifies the additional information of the invoice created.

Grid Fields:



Add Line		SubTotal		1,100.00		Tax Amount		0.00		Invoice Total		1,100.00	
Action	Description	Unit	Qty Order	Base Price	Extension	Discount	Tax	Line Net	Account Key	Comments			
	TABLE	EACH	1.0000	1,100.000000	1,100.00	0		1,100.00	0000000000TE				



Add Line: Click the add button to insert a row in the grid.

SubTotal: This field displays the sum of the extension of all lines in the sales order.

Tax Amount: This field displays the sum of the Tax Amounts of all lines in the sales order.

Invoice Total: This field displays the total amount of the invoice. This is the sum of the Extension amount entered for the non-inventory items.

Action: The following options are available:

- **Delete** : Click this button to delete a row from the grid.
- **Tax Detail** : Click this button to view the details of various applicable taxes. On clicking *Tax Detail* button, the system displays *Tax Amount* window.

Vat Tax	Tax Type	Taxable Amt	Tax Rate	Tax
AR1	VAT	1100.000000	10.00	110.0
D1	Flat	1210.000000	1.00	12.10
D3	VAT	1210.000000	10.00	121.0
D2	Flat	1331.000000	1.00	13.31

Tax Amount: 256.41

Close

Description: This field specifies the non-inventory item key for debit note lines. As you select the non-inventory item the system will populate the *Unit*, *Qty Order*, *Base Price*, calculated *Extension*, *Account Key* and *Comments*.

Unit: This field specifies the purchase unit of the selected non-inventory item. The Quantity for debit on a line is to be entered in this unit.

Qty Order: This field specifies the required quantity of the non-Inventory item being placed. This quantity is associated with the unit defined in the row.



Base Price: This field specifies the base price for this non-inventory row item. The value is interpreted in the currency shown on the screen and is based on the unit as shown under *Unit* field. You can change the *Base Price*.

Extension: This field specifies the line amount for the quantity ordered at base price. Calculated as *Qty Order * Base Price*.

Discount: This field specifies the line discount. This is a read-only field.

Tax: This field specifies the tax rate key applicable for this line item. You can enter or select the tax rate key by typing or by selecting via the associated lookup.

Line Net: This field displays the total amount that should be paid against a purchase order line.

Account Key: For this non-inventory Item this field is defaulted to the Expense Account Number of the Customer.

Comments: This is the Line level comment for printing on the invoice, entered by typing or by selecting via the associated lookup.

Bill To Address Section:

Customer Name	Laxmi Enterprises	City	Indore
Address Line 1	M Y Square	State	MP
Address Line 2	AB Road	Zip Code	452001
Address Line 3		Country Name	India
Country	IND		
Attention	Mr. S. Chouhan		

Customer Name: The name of selected Customer is displayed here.

Address Line 1: The street address of the selected customer is entered here.

Address Line 2: The street address of the selected customer is entered here.

Address Line 3: The street address of the selected customer is entered here.

City: The City of the selected Customer is entered here.

State: The State of selected Customer is shown here.

Zip Code: The Zip code of selected Customer is entered here.



Country: This specifies the Country in which destination site is located.

Country Name: This field displays the country name of the Country ID as selected in the *Country* field.

Attention: This is the name of the Customer’s representative at the source site who may be informed of the details regarding this order.

Ship To Address Section:

Ship To Address ^			
Address Line 1	<input type="text" value="11733"/>	City	<input type="text" value="New Port Beach"/>
Address Line 2	<input type="text"/>	State	<input type="text" value="CA"/>
Address Line 3	<input type="text" value="NH 78"/>	Zip Code	<input type="text" value="65244"/>
Country	<input type="text" value="IND"/> <input type="button" value="Q"/>	Country Name	<input type="text" value="India"/>
Attention	<input type="text" value="Mr kin"/>		

Address Line 1: The street address of the destination site is entered here.

Address Line 2: The street address of the destination site is entered here.

Address Line 3: The street address of the destination site is entered here.

City: This specifies the city in which the destination site is located.

State: This specifies the state in which the destination site is located.

Zip Code: This specifies the zip code of the destination site.

Country: This specifies the country in which destination site is located.

Country Name: This field displays the country name of the Country ID as selected in the *Country* field.

Attention: This is the name of the Customer’s representative at the destination site who may be informed of the details regarding this order.

Other Info Section:



Other Info ^				
Sales Person key	JAMES	Q	Sales Person Description	James thomas
Customer class	C GEN		Customer class Description	
FOB Key	NB	Q	Fob Description	nbB
Comment key	CI	Q	Comment Description	c1
Ship Via key	COM	Q	Ship Via Description	Company Truck @
Territory key	CD	Q	Territory Description	
Terms key	T44	Q	Terms Description	test1
Location	USA	Q	Location Description	USA

Sales Person key: This field value is defaulted to the Sales Person Key assigned to the selected Customer. This field is editable so you can change the field value.

Sales Person Description: This field displays the description of the Sales Person Key. This is a read-only field.

Customer class: The Customer Class key associated with the selected Customer is defaulted to this field.

Customer class Description: This field displays the description of the Customer Class Key. This is a read-only field.

FOB Key: This field displays the free-on-board terms of agreement. It is defaulted with the FOB key of the Customer or the selected Ship To key. This field may be modified.

Fob Description: This field displays the description of the FOB Key. This is a read-only field.

Comment key: This field specifies the comments that may be printed on the invoice. The Comment key associated with the selected Customer or the selected Ship To Key is defaulted to this field. This field may be modified.

Comment Description: This field displays the description of the *Comment key*. This is a read-only field.

Ship Via key: This field specifies the shipper or transporter to be used for shipping the material. The field is defaulted with the Ship Via key as has been specified for the selected Customer or the selected Ship To key. This field may be modified.

Ship Via Description: This field displays the description of the Ship Via key. This is a read-only field.



Territory key: Field specifies the territory for which the sales commission has been generated. This field is defaulted with the territory key specified in the customer record. However, this Key may be replaced with the one associated with the selected Ship To key. This field may be modified.

Territory Description: This field displays the description of the Territory key. This is a read-only field.

Terms key: Terms key for the selected Customer is defaulted from the Customer master. The field may be changed.

Terms Description: This field displays the description of the Terms key. This is a read-only field.

Location: This field specifies the location key.

Location Description: This field displays the description of the Location. This is a read-only field.

2.1.2.3 Creating an AR Invoice Entry

1. Open the *AR Invoice* dashboard.
2. Click the *+Add AR Invoice* button to open a new blank record.
3. Select the finance series using the lookup next to the *Invoice No.* field.

4. Select the customer by typing or by using the lookup next to the *Customer Key* field. This will default the associated currency of the customer and would fill the details on the *Ship To Address* section.
5. Select the ship via key by typing or by using the lookup next to the *Ship To key* field.
6. Change the *Invoice Date* as required. The default value of the field is the current server date.
7. Specify the customer purchase order number in the *Customer PO Number* field.
8. Select the order by typing or by using the lookup next to the *Sales Order Number* field.
9. To add any inventory item to the AR Invoice, follow the below defined steps:



- a. Click the *Add Line* button. The system will insert a blank row in the grid.

Add Line		SubTotal	0.00	Tax Amount	0.00	Invoice Total (USD)	0.00			
Action	Description	Unit	Qty Order	Base Price	Extension	Discount	Tax	Line Net	Account Key	Comments
	<input type="text"/>	<input type="text"/>	0.0000	0.000000	0.00	0	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>

- b. Under the *Description* field enter or select the item using the lookup next to the field.
- c. The system will default the respective field values (*Unit, QtyOrder, Base Price, Extension, Line Net, Account Key*).
- d. Change the order quantity in the *Qty Order* field, if required.
- e. Change the price at the *Base Price* field, if required.
- f. The system will auto calculate the extension and display it in the *Extension* field.
- g. Enter or select the tax rate key in the *Tax* field. The system will display the tax amount in the respective field.

Add Line		SubTotal	100.00	Tax Amount	14.10	Invoice Total (USD)	114.10			
Action	Description	Unit	Qty Order	Base Price	Extension	Discount	Tax	Line Net	Account Key	Comments
	Misc Charges A <input type="text"/>	GM	1.0000	100.000000	100.00	0	AR1 <input type="text"/>	114.10	9103001550800 <input type="text"/>	<input type="text"/>

- h. Repeat the above steps to add more row lines, as required.
 - i. Enter or select any additional information in the *Comments* field.
11. Move on to the *Bill To Address* section, change the desired information if required.
 12. Move on to the *Ship To* section, change the desired information if required.
 13. Move on to the *Other Info* section, if you want to change the *Sales Person key, FOB Key*, and other keys if required.
 14. Click the *Save* button to save the record.

2.1.2.4 Special Functions

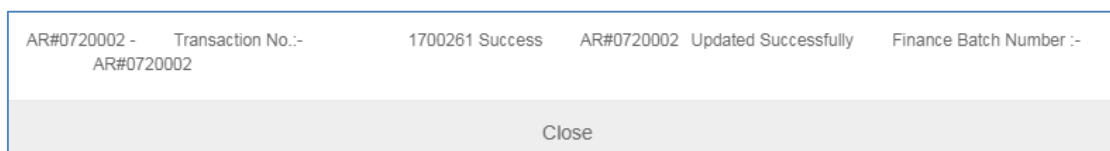


Assign Dimension ID: Click this button to associate a dimension with the AR Invoice. Clicking the button will display the *Assign Dimension ID* window with which you can choose the *Project* and *Work Center*. The system will obtain all the dimensions maintained via the *Dimensions Setup* screen.



Void: Click this button to void the selected transaction. Once clicked, the status of the Invoice is changed to *Void* status.

Post: Click this button to post the AR Invoice. After posting, the system displays the following confirmation report as shown below and eventually the status of the Invoice is changed to *POSTED*.



2.1.3 Customer Credit Note

The *Customer Credit Note* screen is used to maintain a non-inventory adjustment against any customer. If the dimensions defined on the *Multi-Dimensional Setup* screen are set to active then the defined dimensions can be applied to a Customer Credit Note at the line level so you can manage the account entries individually in relation to the projects.

Go To: Account Receivables → AR Transaction → Customer Credit Note.

2.1.3.1 Customer Credit Note – Dashboard

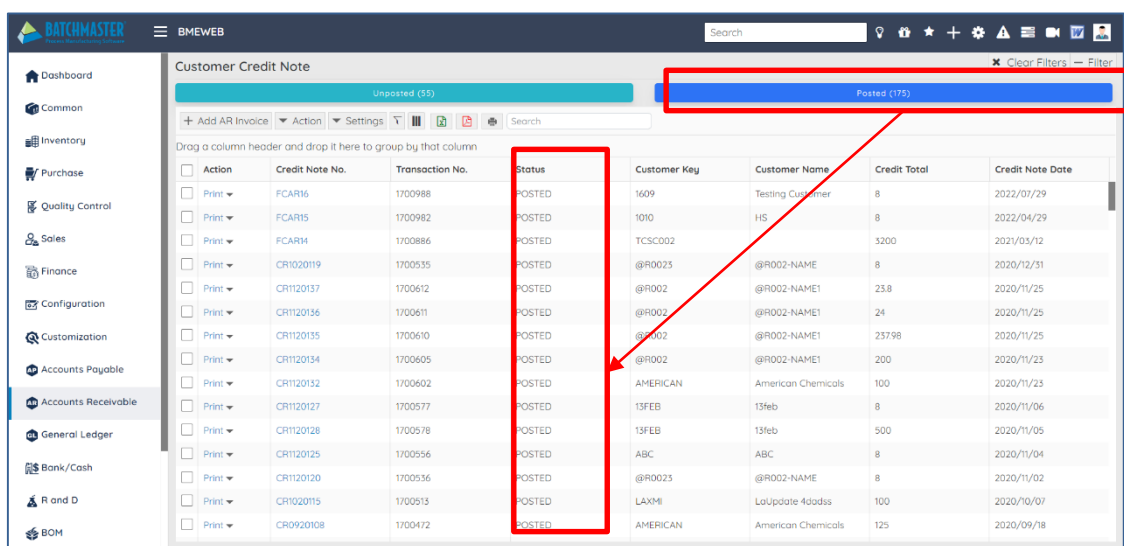
You can manage and create customer credit notes from this dashboard. By default, the system displays all the existing customer credit notes as maintained for your business/company. You can click on any of the customer credit note record to view its details.

Action	Credit Note No.	Transaction No.	Status	Customer Key	Customer Name	Credit Total	Credit Note Date
<input type="checkbox"/> Print	CR1022006	1701044	NEW	@R002	@R002-NAME	8	2022/10/27
<input type="checkbox"/> Print	FCAR18	1701043	NEW	@R002	@R002-NAME	800	2022/10/27
<input type="checkbox"/> Print	CR0622004	1700992	NEW	@R002	@R002-NAME	808	2022/08/22
<input type="checkbox"/> Print	CR0622005	1700994	NEW	@R0025	@R002-NAME11	8	2022/08/22
<input type="checkbox"/> Print	CR0622003	1700991	NEW	@R002	@R002-NAME	800	2022/08/22
<input type="checkbox"/> Print	CR0622002	1700990	NEW	@R002	@R002-NAME	800	2022/08/22
<input type="checkbox"/> Print	CR0622001	1700989	NEW	C012	@R002-NAME	8	2022/08/22
<input type="checkbox"/> Print	CC@FEB21003	1700862	NEW	AS100	AS Domestic Customer	129.8	2021/02/25
<input type="checkbox"/> Print	CC@FEB21002	1700861	NEW	AS100	AS Domestic Customer	129.8	2021/02/25
<input type="checkbox"/> Print	CC@FEB21001	1700860	NEW	AS100	AS Domestic Customer	129.8	2021/02/24
<input type="checkbox"/> Print	CR1120131	1700589	NEW	ABC	ABC	10000	2020/11/17
<input type="checkbox"/> Print	FCAR15	1700581	NEW	ABC	ABC	100	2020/11/06
<input type="checkbox"/> Print	CR1120129	1700579	NEW	ABC	ABC	300	2020/11/05
<input type="checkbox"/> Print	CR1120126	1700576	NEW	13FEB	13feb	11	2020/11/05
<input type="checkbox"/> Print	CR1120130	1700580	NEW	@R002	@R002-NAME1	191.2	2020/11/05



The *Customer Credit Note* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e. docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

You can click on one of the *Unposted/Posted* buttons to filter the records on the dashboard accordingly.



Using the *Action* button from the dashboard you can:

- Copy an existing record to create new one
- Print selected multiple record(s)
- Post selected multiple record(s)
- Delete selected multiple record(s)

After you select all the columns of the *Customer Credit Note* dashboard, the middle grid displays the selected columns.



BATCHMASTER BMEWEB Search

Customer Credit Note Filter

Unposted (55) Posted (175)

+ Add AR Invoice Action Settings [Icons] Search

Drag a column header and drop it here to group by that column

Action	Credit Note No.	Transaction No.	Status	Customer Key	Customer Name	Credit Total	Credit Note Da..	Currency Key	RecUserID	RecDate	
<input type="checkbox"/>	Print	CR1022006	1701044	NEW	@R002	@R002-NAME	8	2022/10/21	USD	HITESH	2022/10/21
<input type="checkbox"/>	Print	FCAR18	1701043	NEW	@R002	@R002-NAME	800	2022/10/21	USD	PRATIK	2022/10/21
<input type="checkbox"/>	Print	CR0622004	1700992	NEW	@R002	@R002-NAME	808	2022/08/22	USD	AMIT	2022/09/20
<input type="checkbox"/>	Print	CR0622005	1700994	NEW	@R0025	@R002-NAME111	8	2022/08/22	INR	HITESH	2022/08/22
<input type="checkbox"/>	Print	CR0622003	1700991	NEW	@R002	@R002-NAME	800	2022/08/22	USD	HITESH	2022/08/22
<input type="checkbox"/>	Print	CR0622002	1700990	NEW	@R002	@R002-NAME	800	2022/08/22	USD	HITESH	2022/08/22
<input type="checkbox"/>	Print	CR0622001	1700989	NEW	CO12	@R002-NAME	8	2022/08/22	INR	PRATIK	2022/08/22
<input type="checkbox"/>	Print	CC@FEB21003	1700862	NEW	AS100	AS Domestic Customer	129.8	2021/02/25	INR	Demo	2021/02/25
<input type="checkbox"/>	Print	CC@FEB21002	1700861	NEW	AS100	AS Domestic Customer	129.8	2021/02/25	INR	Demo	2021/02/25
<input type="checkbox"/>	Print	CC@FEB21001	1700860	NEW	AS100	AS Domestic Customer	129.8	2021/02/24	INR	Demo	2021/02/24
<input type="checkbox"/>	Print	CR1120131	1700589	NEW	ABC	ABC	10000	2020/11/17	GBP	G	2020/11/18
<input type="checkbox"/>	Print	FCAR15	1700581	NEW	ABC	ABC	100	2020/11/06	GBP	G	2020/11/06
<input type="checkbox"/>	Print	CR1120129	1700579	NEW	ABC	ABC	300	2020/11/05	GBP	A1	2021/01/29
<input type="checkbox"/>	Print	CR1120126	1700576	NEW	13FEB	13feb	11	2020/11/05	USD	G	2020/11/06

The *Customer Credit Note* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.

2.1.3.2 Customer Credit Note – Add Mode

To add a new Customer Credit Note to your BatchMaster WEB database, click the *+Add Customer Credit Note* button. The system displays the *Customer Credit Note* screen, where you can create new entries.

Customer Credit Note [Icons] ? x

Credit Note No. * Status

Transaction No. Credit Note Date *

[Customer Key *](#) Customer Name

[Ship To key](#) Ship To Name

Sales Order Number Customer PO Number

[Currency Key *](#) Free Form Comment

SubTotal Tax Amount Credit Total

Action	Description	Unit	Qty Order	Base Price	Extension	Discount	Tax	Line Net	Account Key	Comments
<input type="button" value="Q"/>	Misc Charge <input type="button" value="Q"/>	EACH	1.0000	100.000000	100.00	0	<input type="button" value="Q"/>	100.00	91030015508 <input type="button" value="Q"/>	<input type="button" value="Q"/>
<input type="button" value="Q"/>	Packing And <input type="button" value="Q"/>	EACH	1.0000	125.000000	125.00	0	<input type="button" value="Q"/>	125.00	91030015508 <input type="button" value="Q"/>	<input type="button" value="Q"/>

Screen Fields:



Credit Note No.: The series type specified here is used for creating the next entry. The attached lookup will retrieve the series that you have maintained using the *Finance Series* screen. This is a mandatory field.

Status: Use this system generated field to view the status of the credit note. The available options are:

- **NEW:** When you create a new entry.
- **POSTED:** When you upload the credit memo.

Transaction No.: Displays the system-generated number. The value in this field is incremented each time you save a new credit note.

Credit Note Date: This field specifies the date on which you create the credit note. The default value of this field is the current server date. However, you can change the date using the date picker provided next to the field. This is a mandatory field.

Customer Key: This field specifies the key of the customer to whom the credit note is placed. This is a mandatory field and on selecting a customer, the relevant customer data is retrieved and displayed on the *Bill To Address* section. The associated currency is defaulted to the *Currency* field. This is a mandatory field.

Customer Name: This field displays the description of the customer key. This is a read-only field.

Ship To key: This is the location of the customer to which the goods will be shipped.

Ship To Description: This field displays the description of the Ship To key. This is a read-only field.

Sales Order Number: This field displays the sales order number created against the selected customer.

Customer PO Number: This field displays the purchase order number of the customer. You can enter or select the purchase order using the lookup provided next to the field. The system will retrieve all the *PROCESSED* and *CLOSED* status purchase orders.

Currency Key: This is the currency defaulted from the Customer Class. This is a mandatory field.

Free Form Comment: This field specifies the additional information of the credit note created. You can enter or can select the comments using the lookup provided next to the field.

Grid Fields:



Action	Description	Unit	Qty Order	Base Price	Extension	Discount	Tax	Line Net	Account Key	Comments
	Misc Charges <input type="text"/>	EACH <input type="text"/>	1.0000	100.000000	100.00	0	<input type="text"/>	100.00	9103001550800 <input type="text"/>	<input type="text"/>



Add Line: Click the *Add Line* button to insert a row in the grid.

SubTotal: This field displays the sum of the extension of all the lines in the Credit Note.

Tax Amount: This field displays the sum of the tax amounts of all the lines in the Credit Note.

Credit Total: This field displays the Total amount of the credit note. This is the sum of the *Extension Amount* entered for the non-inventory items.

Action: The following options are available under this section:

- **Delete** : Click this button to delete a row from the grid.
- **Tax Details** : Click this button to view various tax details. On clicking *Tax Details* button, the system displays *Tax Amount* screen.

Description: Enter the non-inventory item key for credit note lines. As you select the non-inventory item using the lookup provided next to the field, the system populates the *Unit*, *Qty Order*, *Base Price*, *Extension*, *Line Net*, *Account Key*, and *Comments*. Else, while entering the description for the credit note you need to manually enter the values on the *Unit*, *Qty Order*, *Base Price*, *Account Key*, and *Comments* fields.

Unit: This field specifies the purchase unit of the selected non-inventory item. The quantity to credit on a line is to be entered in this unit.

Qty Order: This field specifies the required quantity of the non-Inventory item being placed. This quantity is associated with the unit defined in the row.

Base Price: This field specifies the base price for this non-inventory row item. The value is interpreted in the currency shown on the screen and is based on the unit as shown under the *Unit* field. You can change the *Base Price* if required.

Extension: This field specifies the line amount for the quantity ordered at base price. Calculated as $Qty\ Order * Base\ Price$.

Discount: This field specifies the line discount. This is a read-only field.



Tax: This field displays the tax rate key applicable for this line item. You can enter or select the tax rate key by typing or by selecting via the associated lookup.

Line Net: This field displays the total amount that should be paid against a purchase order line.

Account Key: For this non-inventory Item this field displays the Account number. You can change the specific account number using the lookup provided with the field if required.

Comments: This is the Line level comment for printing on a credit note, entered by typing or by selecting via the associated lookup.

Bill To Address Section:

Bill To Address ^			
Customer Name	<input type="text" value="Dekro Paints"/>	<input type="button" value="Q"/>	
Address Line 1	<input type="text" value="24 Fabriek St."/>	City	<input type="text" value="Cairo"/>
Address Line 2	<input type="text" value="Industrial, Kulis River."/>	State	<input type="text" value="Other Territory"/>
Address Line 3	<input type="text"/>	Zip Code	<input type="text" value="7580"/>
Country	<input type="text" value="SA"/>	<input type="button" value="Q"/>	Country Name
Attention	<input type="text"/>		<input type="text" value="South Africa"/>

Customer Name: This field specifies the name of selected Customer. You can change the name of the customer using the lookup provided next to the field.

Address Line 1 / Address Line 2/ Address Line 3: This field specifies the address of the selected customer.

City: This field specifies city of the selected Customer.

State: This field specifies the State of selected Customer.

Zip Code: This field specifies the Zip code of selected Customer.

Country: This field specifies the Country Code of selected customer.

Country Name: This field displays the country name of the Country ID as selected in the *Country* field.

Attention: This field specifies the name of the contact person with the Customer.

Ship To Address Section



Ship To Address ^			
Address Line 1	11733 Cardinal Circle	City	Newport Beach
Address Line 2	NH 78	State	CA
Address Line 3		Zip Code	92663
Country	IND	Country Name	India
Attention	Mr Kin.]		

Address Line 1: The street address of the destination site is entered here.

Address Line 2: The street address of the destination site is entered here.

Address Line 3: The street address of the destination site is entered here.

City: This specifies the City in which the destination site is located.

State: This specifies the State in which the destination site is located.

Zip Code: This specifies the Zip code of the destination site.

Country: This specifies the Country in which destination site is located.

Country Name: This field displays the country name of the Country ID as selected in the *Country* field.

Attention: This is the name of the Customer's representative at the destination site who may be informed of the details regarding this order.

Other Info Section:

Other Info ^			
Sales Person key	JAMES	Sales Person Description	James thomas
Customer class	LAXMI	Customer class Description	Laxmi Enterprises
FOB Key	EZR	Fob Description	East Zone ARsd
Comment key	HDL	Comment Description	Handle with care
Ship Via key	COM	Ship Via Description	Company Truck @
Territory key	ASIA	Territory Description	Asian Region
Terms key	R15	Terms Description	15 Days AR @ 15
Location	BHP	Location Description	Bhopal

Sales Person key: A Salesperson is employed to represent the business and sell merchandise. A Salesperson directly or indirectly deals for making trade, generates and closes leads, educates prospects, fills needs and satisfies the consumers. Click the lookup to list the sales persons of BatchMaster WEB.



Sales Person Description: This field displays the description of the Sales Person Key. This is a read-only field.

Customer class: This field specifies the Customer Class key associated with the selected Customer.

Customer class Description: This field displays the description of the Customer Class Key. This is a read-only field.

FOB Key: This field specifies the free-on-board terms of agreement.

Fob Description: This field displays the description of the FOB Key. This is a read-only field.

Comment key: This field specifies the comments that may be printed on the invoice.

Comment Description: This field displays the description of the Comment Key. This is a read-only field.

Ship Via key: Field specifies the shipper or transporter to be used for shipping the material.

Ship Via Description: This field displays the description of the Ship Via Key. This is a read-only field.

Territory key: This field specifies the territory for which the sales commission has been generated.

Territory Description: This field displays the description of the Territory Key. This is a read-only field.

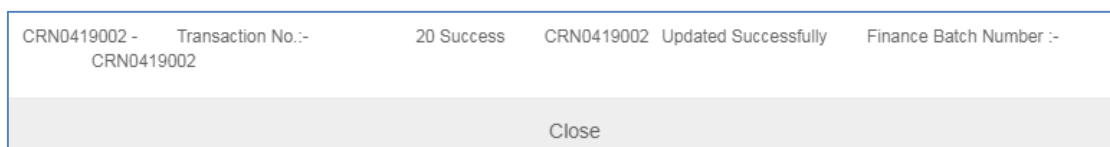
Terms key: Terms key for the selected Customer is defaulted from the *Customer* screen. The field may be changed.

Terms Description: This field displays the description of the Terms Key. This is a read-only field.

Location: This field specifies location key.

Location Description: This field displays the description of the Location Key. This is a read-only field.

Post: Click this button to post the credit note entry. After posting the status of the Credit Note gets changed to POST.



2.1.3.3 Creating a Customer Credit Note Entry



1. Open the *Customer Credit Note* dashboard.
2. Click on the *+Add Customer Credit Note* button to open a new blank record.
3. Select the finance series using the lookup next to the *Credit Note No.* field.
4. Enter or select the vendor by typing or by using the lookup next to the *Customer Key* field. The system will default the *Currency Key* field value once you select the customer.
5. Select the ship via by typing or by using the lookup next to the *Ship To key* field.
6. Change the *Credit Note Date* as required. The default value of the field is the current server date.
7. Specify the Customer Purchase Order Number in the *Customer PO Number* field.
8. Select the order by typing or by using the lookup next to the *Sales Order Number* field.
9. To add any non-inventory item to the credit note follow the below defined steps:
 - Click the *Add Line* button. The system will insert a blank row in the grid.

Action	Description	Unit	Qty Order	Base Price	Extension	Discount	Tax	Line Net	Account Key	Comments
	<input type="text"/>	<input type="text"/>	0.0000	0.000000	0.00	0	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>

- Select or enter the description by typing or by using the lookup next to the *Description* field for the credit note.
- On selecting the value through lookup, the system will default the various field values (*Unit, Qty Order, Base Price, Extension, Line Net* and *Account Key*). Else you need to manually enter the values on *Qty Order, Base Price, and Account Key* fields. The Account key is an editable field that you can change if required.
- Change the order quantity in the *Qty Order* field if required.
- Change the price at the *Base Price* field, if required.
- The system will auto calculate the *Extension* and display it in the respective field.
- Enter or select the tax rate key at the *Tax* field. The system will display the tax amount in the respective field.
- Enter or select any additional information in the *Comments* field.
- The system will calculate and display the total amount in the *Credit Total* field.



Action	Description	Unit	Qty Order	Base Price	Extension	Discount	Tax	Line Net	Account Key	Comments
	Misc Charges A <input type="text"/>	KG <input type="text"/>	1.0000	100.000000	100.00	0	<input type="text"/>	100.00	9103001550800 <input type="text"/>	<input type="text"/>

SubTotal: 100.00 Tax Amount: 0.00 Credit Total (USD): 100.00

- Repeat the above steps to add more row lines to the credit note.
10. Enter any additional information in the *Free Form Comment* field.
 11. Switch on to the *Bill To Address* section.
 12. Select the *Customer Name* field value using the lookup provided next to the field.
 13. In the *Ship To Address* section, enter the ship to address information which includes the following fields:
 - *Address Line 1-3*
 - *City*
 - *State*
 - *Zip Code*
 - *Country*
 - *Attention*
 14. In the *Other Info Section* select or enter any sales person key for the Customer in the *Sales Person key* field.
 15. Select or enter FOB information for the customer in the *FOB Key* field.
 16. Select or enter any additional information for the customer in the *Comment key* field.
 17. Select or enter ship via information for the customer in the *Ship Via key* field.
 18. Select or enter any territory for the customer in the *Territory key* field.
 19. Select or enter any terms for the vendor in the *Terms key* field.
 20. Select the location of the vendor in the *Location* field.



Other Info ^				
Sales Person key	<input type="text" value="SP03"/>	Q	Sales Person Description	SALESPERSON 03
Customer class	<input type="text" value="INRFR"/>		Customer class Description	IN Customers
FOB Key	<input type="text" value="01"/>	Q	Fob Description	Jaipur
Comment key	<input type="text" value="HWC"/>	Q	Comment Description	Handle with care
Ship Via key	<input type="text" value="001"/>	Q	Ship Via Description	ROADWAYS
Territory key	<input type="text" value="EAST"/>	Q	Territory Description	EAST
Terms key	<input type="text" value="20D"/>	Q	Terms Description	20 DAYS
Location	<input type="text" value="01"/>	Q	Location Description	Manufacturing

21. Click *Save* button to save the customer credit note entry.

2.1.3.4 Special Functions



Assign Dimension ID: Click this button to associate a dimension with the Customer Credit Note. Clicking the button will display the *Assign Dimension ID* window with which you can choose the *Project* and *Work Center*. The system will obtain all the dimensions maintained via the *Dimensions Setup* screen.



Void: Click this button to void the selected transaction. Once clicked, the status of the Credit Note gets changed to *VOID*. The system would print a report displaying the details of the void transaction (if any).

2.1.4 Receipt Entry

Any money received from debtors against sales Invoices or on Account and for all transactions where money is received are accounted or entered into BatchMaster WEB using the *Receipt Entry* screen.

If the dimensions defined on the *Multi-Dimensional Setup* screen are set to *Active*, the defined dimensions can be applied to a *Receipt Entry* screen at the line level so you can manage the account entries individually in relation to the projects.

Go To: Accounts Receivable → AR Transactions → Receipt Entry.

2.1.4.1 Receipt Entry – Dashboard

You can manage and create a receipt entry from this dashboard. By default, the system displays all the existing receipt entries maintained for your business/company.

You can click any of the receipt entry record to view its details.



The screenshot shows the 'Receipt Entry' dashboard in BatchMaster. The interface includes a sidebar with navigation options like Dashboard, Common, Inventory, Purchase, Quality Control, Sales, Finance, Configuration, Customization, Accounts Payable, Accounts Receivable, General Ledger, Bank/Cash, R and D, and BOM. The main area displays a table of 'Unposted(125)' records. The table has columns for Action, Receipt No., Status, Payment Type, Posting Date, CustVendMisType, Total Amount, and Narration. Each row includes a 'Print' button next to the Receipt No.

Action	Receipt No.	Status	Payment Type	Posting Date	CustVendMisType	Total Amount	Narration
Print	TRSEP220006	NEW	C	2022/09/22	0	1000	
Print	TRSEP220005	NEW	C	2022/09/22	0	1000	
Print	TRAPR220014	NEW	D	2022/04/28	0	100	
Print	TRAPR220007	NEW	D	2022/04/13	0	150	
Print	TRAPR220002	NEW	B	2022/04/05	1	100	
Print	TRAPR220001	NEW	D	2022/04/05	0	1000	
Print	TRFEB220007	NEW	D	2022/02/22	0	2560	
Print	TRFEB220005	NEW	D	2022/02/22	0	2250	
Print	88200012	NEW	B	2020/11/25	0	5529	
Print	88200011	NEW	B	2020/11/20	0	20.3	
Print	88200010	NEW	B	2020/11/20	0	5550	
Print	88200009	NEW	D	2020/11/18	0	1610	
Print	88200008	NEW	B	2020/11/11	0	100	
Print	DE01NOV20020	NEW	D	2020/11/09	0	12	
Print	DE01NOV20019	NEW	B	2020/11/09	0	100	

The *Receipt Entry* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e. docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

You can click on any of the *Unposted/Posted* buttons to filter the records on the dashboard accordingly. By default, the system displays all the entries (Posted/Unposted) on the dashboard.

The screenshot shows the 'Receipt Entry' dashboard in BatchMaster, filtered to show 'Posted(458)' records. The table has columns for Action, Receipt No., Status, Payment Type, Posting Date, CustVendMisType, Total Amount, and Narration. Each row includes a 'Print' button next to the Receipt No.

Action	Receipt No.	Status	Payment Type	Posting Date	CustVendMisType	Total Amount	Narration
Print	88210001	POSTED	B	2021/01/20	0	100	
Print	R90101002	POSTED	B	2021/01/18	0	70	
Print	88200022	POSTED	B	2020/12/30	0	10	h
Print	88200021	POSTED	B	2020/12/24	0	2	
Print	DE01DEC20005	POSTED	D	2020/12/23	0	0.69	
Print	DE01DEC20028	POSTED	B	2020/12/21	0	1180	
Print	DE01DEC20027	POSTED	C	2020/12/03	0	50	
Print	DE01DEC20026	POSTED	B	2020/12/01	0	1180	
Print	88200019	POSTED	C	2020/11/25	0	111	
Print	88200018	POSTED	C	2020/11/25	0	100	
Print	88200017	POSTED	C	2020/11/25	0	100	
Print	88200013	POSTED	C	2020/11/25	0	0	
Print	88200006	POSTED	D	2020/11/10	0	20	
Print	DE01SEP20017	POSTED	B	2020/09/16	0	12	
Print	88200005	POSTED	C	2020/09/14	0	100	
Print	DE01AUG20016	POSTED	B	2020/08/29	0	1	

Using the *Action* button from the dashboard you can:

- Copy an existing record to create new one
- Delete selected multiple record(s)
- Hold selected multiple record(s)



Screen Fields:

Receipt No.: This is a system generated field that provides the sequence of the receipt entry. This is a mandatory field. The lookup next to the field lets you select the predefined series for the receipt entry. The selected series will be suffixed to the generated receipt number.

Status: This field specifies the current status of the *Receipt Entry* screen. The available options are:

- **NEW:** The status indicates that the receipt entry is new and is ready to post. A new status entry can be transferred to hold if required.
- **HOLD:** This status means that a receipt entry is not available for posting. Holds are placed on receipt entry for business reasons. No changes can be made to a receipt entry that is on hold. An entry will stay on hold until released by you. Your business rules should address how long a hold can be left in place.
- **POSTED:** This status means that the receipt entry has been posted to accounts.
 - In case of *Customer*, the system will post to the Account Receivable and Bank Account.
 - In case of *Vendor*, the system will post to the Account Payable and Bank Account.
 - In case of *Miscellaneous*, the system post to the Account Master.

Receipt Date: This field specifies the date on which you have created the receipt entry. The default value of this field is the current server date. You can change the date using the date picker provided next to the field.



Posting Date: This field specifies the date on which you want to post the receipt entry. The default value of this field is the current server date. You can change the date using the date picker provided next to the field.

Payment Type: Use this option to make the receipt entry. Selecting any one of the options will enable the associated required fields for data entry.

- **Cash:** This option enables the *Receipt Account* field.
- **Bank:** This option enables the *Payment Mode, Number, Bank, Bank Code, and Branch* fields.
- **Credit Card:** This option will enable the *Receipt Account* field, wherein you can select the account from which the payment will be made.

Payment Mode: This option is enabled only when the *Payment Method* is selected as *Bank*. The system will retrieve the data from the *Payment Mode Master* Screen.

Date: This field specifies the date applied on the check.

Number: The field specifies the number of the received check.

Bank Code: This field specifies the 11-digit code in alphanumeric format, which is used by the Reserve Bank to identify the bank within the National Electronic Funds Transfer network. Use this field to specify the IFSC code of the bank for the defined check number.

Bank: This field specifies the bank name through which you are making the payment by check.

Branch: This is the branch name associated with the bank.

Receipt Account: This field is used for all type of payment methods. The account from where the amount will be credited while posting the receipt entry. The system displays the account balance in the adjacent field in accordance to the receipt date. The source of the lookup will be dependent on the payment mode you have selected.

- **Cash:** In case of *Cash*, the lookup will obtain the account entry from the *Cash Master* screen.
- **Bank:** In case of *Bank*, the lookup will obtain the account entry from the *Bank Master* screen.

Account Description: This field displays the description associated with the receipt account.

Cash/Bank Name/Acct: This field specifies the name of the bank. The value defaults when you select Payment from Account Number.



Bank A/c Number: This is a bank account number against the receipt entry. The value in this field is obtained when you select the *Receipt Account* field.

Cash/Bank Currency: This field specifies the currency defined for the selected bank as specified on the *Bank Master* screen.


Current Balance: This field specifies the up-to-date balance which is displayed for the selected receipt account. This is a read-only field.

Customer/Vendor/Miscellaneous: Use this option to make the receipt entry against a *Vendor*, *Customer*, or *Miscellaneous* (any other account).

- **Customer:** If you select *Customer*, then the lookup will retrieve the list of customers maintained in BatchMaster WEB. You can now process a receipt debit note. The system will display the account balance from the revenue account as per the receipt date.
- **Vendor:** If you select *Vendor*, the lookup will retrieve the list of vendors maintained in BatchMaster WEB. You can now process an Invoice receipt entry. The system will display the account balance from the Accounts Payable A/c as per the receipt date.
- **Miscellaneous:** If you select *Miscellaneous*, the lookup will retrieve the list of accounts maintained in BatchMaster WEB. You can now process any debit account entry.



On selecting this option in the grid, the type of reference is hardcoded as *New Ref* and cannot be edited. *Document No*, *Due Date*, *Document Amount*, and *Amount* columns are editable and will validate according to their data types.

This field also helps you to drill down to the specific record with the attached link arrow  button present with the field.

Customer Name/Vendor Name/Account Description: This field displays the selected Customer Name/ Vendor Name/Account Description.

Currency Key: Use this option to define the currency for the payment entry. The default value of this field is obtained while selecting a Vendor/Customer. For a *Miscellaneous* entry you need to select the currency manually. You can change the currency.



It is mandatory to define currency conversions if you want to select any other currency (other than the Vendor or Customer Master currency).



- Depending upon the currency type selected here the system will retrieve the Pending Voucher/Purchase Order or Credit Note/Return Sales Order in the *Document No* field.

Current Balance: This field displays the current balance of the Customer Account/Vendor Account/Miscellaneous Account. This is a read-only field.

Conversion Factor: This field specifies the currency conversion defined in BatchMaster WEB using the *Currency Conversion* screen. By default, the system will display the defined conversion which can be edited if required. This is an editable field so you can change the value and define the conversion on the basis of the current date.

Conversion Date: This field specifies the currency conversion date defined in BatchMaster WEB on the *Currency Conversion* screen. By default, the system will display the defined conversion date which can be edited using the date picker if required. This is an editable field so user can change the date and define any date or current date.

Narration: Use this field to define any additional information with the *Receipt Entry*.

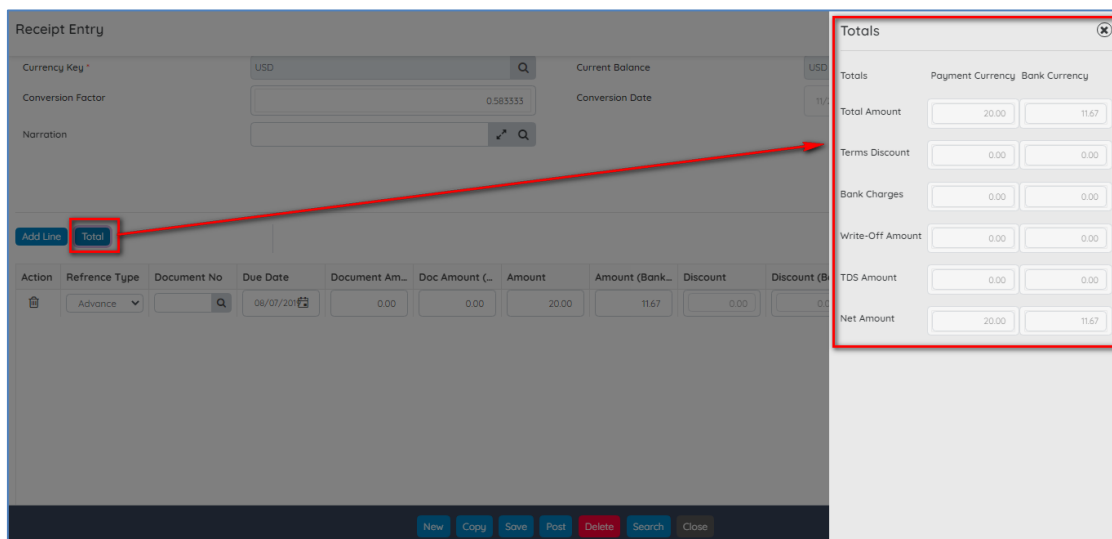
Grid Details:

As we need to define the reference, to insert a line in the grid, it is mandatory to select a *Customer* or a *Vendor*.

Action	Reference Type	Document No	Due Date	Document Amount	Doc Amount (Bank/Cash Currency)	Amount	Amount (Bank/Cash Currency)	Discount	Discount (Bank/cash Currency)	Bank Charges
	Advance	00000156	12/25	7.00	7.00	9.00	9.00	0.00	0.00	0.00

Add Line: Click this button to insert a row in the grid.

Total: Click this button to view various total amounts.



- **Total Amount:** This field displays the sum of the amounts of the different types of references defined in the grid. The system will display the amount in both home currency and in bank currency.
- **Terms Discount:** This field displays the sum of the discount amounts of the different types of references defined in the grid. The system will display the amount in both home currency and in bank currency.
- **Bank Charges:** This field displays the sum of the bank charges of the different types of references defined in the grid. The system will display the amount in both home currency and in bank currency.
- **Write-Off Amount:** This field displays the sum of the write-off amounts of the different types of references defined in the grid. The system will display the amount in both home currency and in bank currency.
- **TDS Amount:** This is the total consolidated TDS amount against the entries done for the *Advance, Against Ref, New Ref, and On Account*.
- **Net Amount:** This field displays the total amount that should be paid.

Net Amount: This field displays the total amount that should be paid.

Action	Reference Type	Document No	Due Date	Document Amount	Doc Amount (Bank/Cash Currency)	Amount	Amount (Bank/Cash Currency)	Discount	Discount (Bank/cash Currency)	Bank Charges	Bank Charges(€)
	New Ref	NS000055	01/16/2024	195.00	0.00	100.00	100.00	0.00	0.00	40.00	

Action : Click this button to delete a row from the grid.



Reference Type: This field is used to attach the reference with the *Receipt Entry*. The available options are:

- *Advance*
- *Against Ref*
- *New Ref*
- *On Account*

Reference Type	
New Ref	▼
Advance	
Against Ref	
New Ref	
On Account	

Document No: The value in this field is dependent on the selection made at the *Reference Type* field.

- **Advance:** If this option is selected, the system will let you enter additional information in the field.
- **Against Ref:** If this option is selected, the system will display all pending invoices of the selected Customer/Pending Debit Notes of the selected Vendor.
- **New Ref:** If this option is selected, the system will display *New* or *Open* type sales orders of the selected Customer; or *New* or *Open* type Return Purchase Orders of the selected Vendor.
- **On Account:** If this option is selected, the system will let you enter additional information in the field.

Due Date: This field specifies the due date of the selected document number. If it is blank, the system will display the Invoice Date.

Document Amount: This field displays the invoice amount or Sales Order amount/Debit Memo amount or Return Purchase Order amount in the home currency.

Doc Amount (Bank/Cash Currency): This field displays the invoice amount or Sales Order amount/Debit Memo amount or Return Purchase Order amount in the bank currency.

Amount: This field is used to specify the actual amount (positive value) against the document amount.

- **For Advance:** This field specifies the amount you want to pay in advance to Customer/Vendor.
- **For On Account:** The system will let you enter the amount you want to pay in advance to Customer/Vendor that you can apply in the future against different account entries.



In both the above defined cases, the system posts to the ledger account.

Amount (Bank/Cash Currency): This field is used to specify the actual amount (positive value) against the document amount in bank currency.

Discount: This is the discount which will be calculated as per the term discount applied on the Invoice/Sales Order or Debit Notes/Return Purchase Order in home currency.

Discount (Bank/cash Currency): This is the discount which will be calculated as per the term discount applied on the Invoice/Sales Order or Debit Notes/Return Purchase Order in bank currency.

Bank Charges: This is the amount of the bank charges that need to be set off against the selected document.

Bank Charges(Bank Currency): This is the amount of the bank charges that need to be set off against the selected document in bank currency.

Write Off Amount: This is the write-off amount (certain over-payments and under-payments) against the selected document.

Write Off Amount (Bank/Cash Currency): This is the write-off amount in bank currency.

TDS Amount: This field is used to specify the TDS amount that will be deducted by the customer. On posting the TDS amount will be debited to the asset account setup as TDS on Receipts on the *TDS Setup* screen.

TCS Due Amount: This field specifies the TCS amount as calculated on the voucher if the reference type is *Against Ref*. This is a read-only field.

TCS Paid Amount: The value of this field changes according to the selected Reference Type:

- If the *Reference Type* selected is *Advance*, then this is a read-only field and displays the TCS Paid Amount.
- If the *Reference Type* selected is *Against Ref*, then this is an editable field you can enter the required TCS amount.

Post: Click this button to post the receipt entries. Once posted the status of the receipt entry gets changed to POSTED.



- If *Customer* option is selected, the system will post to the Account Receivable and Bank Account
- If *Vendor* option is selected, the system will post to the Account Payable and Bank Account
- If *Miscellaneous* option is selected, the system will post to the Account Master



- b. To post a *Receipt Entry*, the posting date must be less than or equal to server date.

2.1.4.3 Creating a Receipt Entry using Cash

1. Open the *Receipt Entry* dashboard.
2. Click on the *+ Add Receipt Entry* button to open a new blank record.
3. Select the *Payment Type* as *Cash*.
4. Enter the date of receipt that you want as an apply date for the entry at the *Receipt Date* field.
5. Enter the date on which you wish to post the receipt entry in the *Posting Date* field.
6. Select the *Receipt Account* by typing or by using the lookup next to the *Receipt Account* field. The system will retrieve the accounts that are of cash type. Additionally, it will default the *Cash/ Bank Name* and the available account balance.
7. Select the *Customer/Vendor/Miscellaneous* name for which you want to define the reference by typing or by using the lookup.
 - a. If you have selected *Customer*, the attached lookup will populate the Customer list of BatchMaster WEB. Once selected, this will default the *Currency Key* field.
 - b. If you have selected *Vendor*, the attached lookup will populate the Vendor list of BatchMaster WEB. Once selected, this will default the *Currency Key* field.
 - c. If you have selected *Miscellaneous*, the attached lookup will populate the account list. Select the currency for the payment entry transaction. The lookup attached to the *Currency Key* field will populate the currencies maintained in BatchMaster WEB.
8. If you want to define a reference in some other currency, change the currency by typing or by using the lookup next to the *Currency Key* field.
9. Define the Currency Conversion factor in the *Conversion Factor* field, if required.
10. Change the Currency conversion date in the *Conversion Date* field, if required.



11. Click the *Add Line* button. This will insert a blank row in the grid.

Action	Reference Type	Document No	Due Date	Document Am.	Doc Amount (L)	Amount	Amount (Bank)	Discount	Discount (Ban.)	Bank Charges	Bank Charges...	WriteOff Am
	New Ref	<input type="text"/>	29/12/21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

12. Select the *Reference Type* as one of *Advance*, *Against Ref*, *New Ref*, or *On Account*.

- Selecting *Advance* option lets you enter additional information in the *Document No* field.
- Selecting the *Against Ref* option lets you select any pending Invoice/Debit Notes in the *Document No* field.
- Selecting the *New Ref* option lets you select a Sales order (with *New* or *Open* status)/Return purchase order (with *New* or *Open* status) note in the *Document No* field. This field also helps you to drill down to the specific record with the attached link arrow button present with the *Document No* field. The link arrow button appears when you select *New Ref* option in the *Reference Type* field.

Action	Reference Type	Document No	Due Date	Document Am.	Doc Amount (L)	Amount	Amount (Bank)	Discount	Discount (Ban.)	Bank Charges	Bank Charges...	WriteOff Am
	New Ref	<input type="text"/>	29/12/21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- Selecting the *On Account* option lets you enter an additional information note in the *Document No* field.

13. Depending upon the reference type, select the value in the *Document No* field.

14. Enter or select the *Due Date* against the reference type.

15. Enter the amount in the *Document Amount* field.

16. Enter the *Amount*, *Discount (Bank/cash Currency)* and *Writeoff Amount* as required.

17. The system will auto-calculate the discount as maintained in BatchMaster WEB.

18. Enter the *TDS Amount*.

19. To add more reference, follow the above steps.


20. Click *Save* to save the record. The system will let you enter the amount in accordance with the available balance of the *Receipt Account* field above the grid fields.

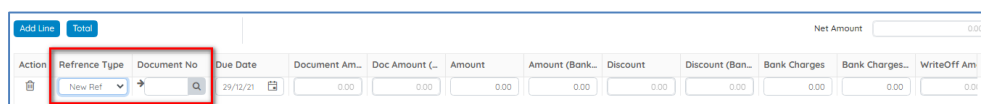
2.1.4.4 Creating a Receipt Entry using Bank





1. Open the *Receipt Entry* dashboard.
2. Click the *+Add Receipt Entry* button to open a new blank record.
3. Select the *Payment Type* as *Bank*.
4. Enter the date of receipt that you want as an apply date for the entry at the *Receipt Date* field.
5. Enter the date on which you wish to post the receipt entry at the *Posting Date* field.
6. Select the Receipt Mode by typing or by selecting the lookup next to the *Payment Mode* field.
 - a. If the payment mode is *Check*:
 - i. Enter any the check book number in the *Number* field.
 - ii. Enter the name of the bank in the *Bank* field.
 - iii. Enter the check date in the *Date* field.
 - iv. Enter the *Bank Code*.
 - v. Enter the name of the branch where the bank is located in the *Branch* field.
 - b. In case of *NEFT/Wire Transfer* transaction:
 - i. Enter any transaction number in the *Number* field.
 - ii. Enter the name of the bank in the *Bank* field.
 - iii. Enter the check date in the *Date* field.
 - iv. Enter the *Bank Code* field.
 - v. Enter the name of the branch where the bank is located in the *Branch* field.
7. Select the *Receipt Account* by typing or by using the lookup next to the *Receipt Account* field. The system will retrieve the accounts that are of cash type. Additionally, it will default the Cash/ Bank Name and the available account balance.
8. Select the *Customer/Vendor/Miscellaneous* name for which you want to define the reference by typing or by using the lookup.
 - a. If you have selected *Customer*, the attached lookup will populate the Customer list of BatchMaster WEB. Once selected, this will default the *Currency Key* field.



- b. If you have selected *Vendor*, the attached lookup will populate the Vendor list of BatchMaster WEB. Once selected, this will default the *Currency Key* field.
 - c. If you have selected *Miscellaneous*, the attached lookup will populate the account list. Select the currency for the payment entry transaction. The lookup attached to the *Currency Key* field will populate the currencies maintained in BatchMaster WEB.
9. If you want to define a reference in some other currency, change the currency by typing or by using the lookup next to the *Currency Key* field.
 10. Define the currency conversion factor in the *Conversion Factor* field, if required.
 11. Change the currency conversion date in the *Conversion Date* field, if required.
 12. Click the *Add Line* button. This will insert a blank row in the above grid.
 13. Select the *Reference Type* as one of *Advance*, *Against Ref*, *New Ref* or *On Account*.
 - a. Selecting *Advance* option lets you enter additional information in the *Document No* field.
 - b. Selecting the *Against Ref* option lets you select any pending Invoice/Debit Notes in the *Document No* field.
 - c. Selecting the *New Ref* option lets you select a Sales order (with New or Open status)/ Return purchase order (with New or Open status) note in the *Document No* field. This field also helps you to drill down to the specific record with the attached link arrow button present with the *Document No* field. The link arrow  button appears when you select *New Ref* option in the *Reference Type* field.



Action	Reference Type	Document No	Due Date	Document Am...	Doc Amount (...)	Amount	Amount (Bank...	Discount	Discount (Ban...	Bank Charges	Bank Charges...	WriteOff Am
	New Ref		29/12/21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- d. Selecting the *On Account* option lets you enter an additional information note in the *Document No* field.
14. Depending upon the reference type, select the value in the *Document No* field.
 15. Enter or select the *Due Date* against the reference type.
 16. Enter the amount in the *Document Amount* field.
 17. Enter the *Amount*, *Discount*, *Bank Charges* and *WriteOff Amount* as required. The system will auto calculate the discount as maintained in the BatchMaster WEB.



Action	Reference Type	Document No	Due Date	Document Amount	Doc Amount ...	Amount	Amount (Bank/Cash Currency)	Discount	Discount (Ba...	Bank Charges	Bank Charges(Bank Curni
	New Ref	DI000043	04/29/2017	295.00	0.00	13.00	13.00	0.00	0.00	0.00	

18. Enter the *TDS Amount*.
19. To add more reference, follow the above steps.
20. Click *Save* to save the record. The system would allow you to enter the amount in accordance to the available balance of the *Receipt Account* field above the grid.

2.1.4.5 Creating a Receipt Entry using Credit Card

1. Open the *Receipt Entry* dashboard.
2. Click the *+Add Receipt Entry* button to open a new blank record.
3. Select the *Payment Type* as *Credit Card*.
4. In the *Posting Date* field, enter the date on which you wish to post the receipt entry.
5. Select the account from which you want to make the receipt by typing or by using the lookup next to the *Receipt Account* field. The system will display the accounts that are of *Credit Card* type. It will default the *Cash/Bank Name/Acct* field and the available account balance.
6. Select the *Vendor/Customer/Miscellaneous* name for which you want to define the reference by typing or by using the lookup.
 - a. If you have selected *Vendor*, the lookup will display the vendor list of BatchMaster WEB. Once selected, this will default the *Currency Key* field.
 - b. If you have selected *Customer*, the lookup will display the Customer list of BatchMaster WEB. Once selected, this will default the *Currency Key* field.
 - c. If you have selected *Miscellaneous*, the lookup will display the GL account list. Select the currency for the payment entry transaction. The lookup for the *Currency Key* field will display all the currencies maintained in BatchMaster WEB.
7. If you want to define the reference in some other currency, change the currency by typing or by using the lookup next to the *Currency Key* field.
8. Define the currency conversion factor in the *Conversion Factor* field, if required.
9. Change the currency conversion date in the *Conversion Date* field, if required.
10. Click the *Add Line* button. This will insert a blank row in the grid.



11. Select the *Reference Type* as one of *Advance*, *Against Ref*, *New Ref* or *On Account*.
 - a. Selecting the *Advance* option lets you enter additional information in the *Document No* field.
 - b. Selecting the *Against Ref* option lets you select any pending voucher/credit note in the *Document No* field.
 - c. Selecting the *New Ref* option lets you select a Purchase order (with New or Open status) /Return sales order (with New or Open status) in the *Document No* field.
 - d. Selecting the *On Account* option lets you enter an additional information in the *Document No* field.
12. Depending upon the reference type, select the value in the *Document No* field.
13. Enter or select the *Due Date* against the reference type.
14. Enter the amount in the *Document Amount* field.
15. Enter the *Amount*, *Discount*, *Bank Charges* and *WriteOff Amount* as required.
16. The system will auto calculate any discount maintained in BatchMaster WEB.
17. Enter the amount in the *TDS Amount* field.
18. To add more references, repeat the above steps.
19. Click *Save* to save the record. The system will let you enter an amount up to the available balance of the *Receipt Account* field above the grid.

2.1.4.6 Special Functions



Assign Dimension ID: Click this button to associate a dimension with the *Receipt Entry*. Clicking the button will display the *Assign Dimension ID* window with which you can choose the *Project* and *Work Center*. The system will obtain all the dimensions maintained via the *Dimensions Setup* screen.



Hold: Click this button to hold a new receipt entry. Once clicked, the status of the *Receipt Entry* changes to *Hold*. Remember that the receipt entries with *New* status can be put on hold.



Release: Click this button to release the receipt entry which is on hold.



Void Transaction: Click this button to declare the transaction as invalid.



Reverse Transaction: Click this button to reverse the GL entry of a particular day. The system displays the *Transaction Reversal* window wherein you can select the reversal date on which you want reversal.

2.1.5 Write Off Customer Documents

With this screen, you can write off certain over-payments and under-payments for a range of customers, or against any document. For smooth accounting, over-payment and under-payment conditions must be nullified and the amount values need to be transferred to an appropriate account (discount or expense or any other account).

Go To: Accounts Receivable → AR Transaction → Writeoff Customer Documents.

2.1.5.1 Write Off Customer Documents – Add Mode

To write off certain over-payments and under-payments to your BatchMaster Web database, click on the *Writeoff Customer Documents* option. The system displays the *Write Off Customer Documents* screen, where you can write off the over/under payments.

Customer	Document Type	Batch No.	Document No.	Row No.	Date	Document Amount	Apply Amount	WriteOff
No records get created.								

Header Fields:

Writeoff Type: Use this option to set the write-off amount. The available options are:



- **UnderPayments:** A payment which is smaller than the expected or required payment.
- **OverPayments:** A payment which is greater than the expected or required payment.

Batch Series: Search and select the batch series in this field. This is a mandatory field.

Create One Writeoff per: Use this option to decide the write-off option as *Customer* or *Document*.

- If you select *Document*, a separate Writeoff GL transaction is posted for each Document.
- If you select *Customer*, a composite Writeoff GL transaction is posted for each Customer's documents.

Writeoff Limit: This field specifies the maximum value up to which you want to retrieve the write-off Information against the customer or any document.

Apply Date: This field specifies the actual date on which you want to write off the Customer / Document amount as underpayment or overpayment.

Cut-off Date: Use this date to decide the date up to which you need to retrieve the information. By default, the system displays the current server date.

Customer From: The lower limit of the customer range used to filter write-off details.

Customer From Description: This field displays the description of the customer key.

Customer To: The upper limit of the customer range used to filter write-off details.

Customer To Description: This field displays the description of the customer key.

Currency: Use this option to define the currency for the write-off entry. The lookup attached to the field will retrieve the currencies maintained in BatchMaster Web. This is a mandatory field.

Currency Description: This field displays the description associated with the currency. This is a read-only field.

Grid Fields:

Total Writeoff Amount									
<input type="checkbox"/>	Customer	Document Type	Batch No.	Document No.	Row No.	Date	Document Amount	Apply Amount	WriteOff
<input type="checkbox"/>	CUST	Invoice	FIAR1	FIAR1	0	01/03/2018	2.00	0.00	2.00
<input type="checkbox"/>	CUST	Invoice	FIAR15	FIAR15	0	01/05/2018	4.00	0.00	4.00
<input type="checkbox"/>	CUST	Invoice	FIAR29	FIAR29	0	01/16/2018	2.00	0.00	2.00



Total Writeoff Amount: This is the total write-off amount of the Customer(s).

Select: Mark the checkbox to select the row for write-off.

Customer: This field specifies the name of the customer for which there exists any write-off entry.

Document Type: This field specifies the various documents for write-off:

- a) For an Underpayment – It displays the Invoice and the Payment number.
- b) For an Overpayment – It displays the Receipt and Credit Memo number.

Batch No.: This field specifies the finance GL number that is generated while processing the document (Invoice / Receipt / Payment / Credit Memo).

Document No.: This field specifies the document number generated against the Invoice / Receipt / Payment / Credit Memo.

Row No.: This field is applicable for a receipt.

Date: This field specifies the due date of the selected document number.

Document Amount: This field specifies the Invoice / Receipt / Payment / Credit Memo amount.

Apply Amount: This field is used to specify the actual applied amount (positive amount) against the document amount.

WriteOff: This field specifies the cancellation amount from an account of a bad debt or worthless asset. You can write-off the full amount or part amount for the selected Invoice / Credit Memo. The GL transaction will be posted to the account as maintained on the Customer Class.

Process: Click this button to obtain the information in the grid fields based on the specified filter criteria.

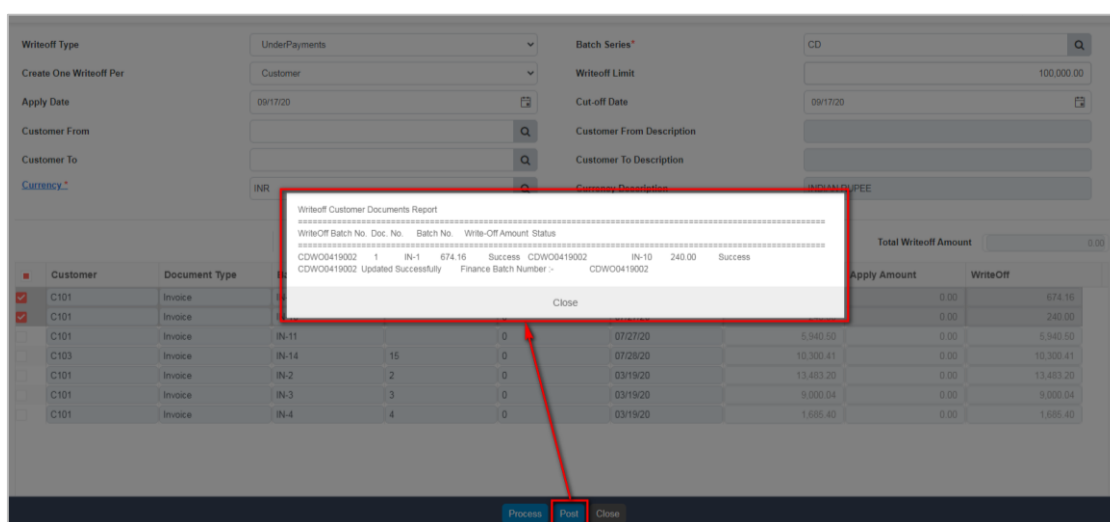
Post: Click this button to write-off the entries.

2.1.5.2 Processing a Write Off Entry

1. Open the *Writeoff Customer Documents* screen.
2. Select the *Writeoff Type* as *UnderPayments* or *OverPayments*.
3. Enter the maximum limit of the write-off for displaying records, in the *Writeoff Limit* field.



4. Select the source for write-off at the *Create One Writeoff Per* field.
5. Enter or select the *Apply Date*.
6. Select the range of Customers for which you want the write-off details.
7. Select the currency in which you want to display the write-off details, in the *Currency* field.
8. Click the *Process* button. The system will obtain the information that will satisfy the above specified filter criteria.
9. Select the Underpayment / Overpayment write-off entries that you want to post.
10. Click the *Post* button to write-off the entries.



2.2 AR Reports

2.2.1 Apply Receipt Report

Use this screen to print a report of all types of applied receipts/credit memo.

Go To: Account Receivable → AR Reports → Apply Receipt Report.

Clicking the *Apply Receipt Report* option displays the *Apply Receipt Report* window.



2.2.1.1 Generating Apply Receipt Report

1. Open the *Apply Receipt Report* window.
2. Select the range of *Customer/Vendor* in the *From/To* fields, respectively.
3. Select *Receipt No Or Credit No./AP Voucher* options based on your requirement of the report.
4. Select the range of dates in the *Receipt No. From/To* fields, respectively.
5. Click the *Process* button to generate the *Apply Receipt Report*.

An example of a generated *Apply Receipt Report* is provided below:



Apply Receipt Report

1 / 22 | 100%

Apply Receipt Report 03-08-2022 11:43

Food Corporation Pvt. Ltd.

Batch No. : 88170001 Document No. : 88170001 Date : 06-06-2017
Customer Key : TASTY BITE Name : Row No : 1
Total Amount : 120.00 INR Type : Receipt GL

Batch No.	Document No.	Type	Document Date	Total Amount	Apply Amount	Currency
DD16OCT0018	DD16OCT0018	Debit Note GL	10-12-2016	125.00	23.70	INR
Total Apply Amount :					23.70	INR
Batch No. : DE01APR17080 Document No. : DE01APR17080 Date : 04-28-2017 Customer Key : LAXMI Name : Row No : 1 Total Amount : 5.00 INR Type : Receipt GL						
Batch No.	Document No.	Type	Document Date	Total Amount	Apply Amount	Currency
IN-167	000146	Invoice GL	04-28-2017	295.00	5.00	INR
Total Apply Amount :					5.00	INR
Batch No. : DE01APR17084 Document No. : DE01APR17084 Date : 04-29-2017 Customer Key : LAXMI Name : Row No : 1 Total Amount : 11.00 INR Type : Receipt GL						
Batch No.	Document No.	Type	Document Date	Total Amount	Apply Amount	Currency
IN-171	000150	Invoice GL	04-29-2017	295.00	11.00	INR
Total Apply Amount :					11.00	INR
Batch No. : DE01AUG17178 Document No. : DE01AUG17178 Date : 08-02-2017 Customer Key : NEW-2 Name : Row No : 1 Total Amount : 1495.00 UI Type : Receipt GL						

2.2.2 AR Invoice Report

Use this screen to print a report of all AR Invoices: Posted, Un-posted, or Both.

Go To: Accounts Receivable → AR Reports → AR Invoice Report.

Click the *AR Invoice Report* option to open the *AR Invoice Report* window. On the *AR Invoice Report* window, filtering parameters can be used to define the scope for processing the report.

BMEWEB

Search

AR Invoice Report

Parameter

Customer Key From: 9990 Hiteshi

Customer Key To:

AR Invoice From: AI01210002

AR Invoice To: NF220400002

Date From: 2017/01/01

Date To: 2022/10/19

Posted Unposted Both

Process Close

2.2.2.1 Printing the AR Invoice Report

1. Open the *AR Invoice Report* window.



2. Select the range of *Customers* in the *Customer Key From/To* fields, respectively.
3. Select *Posted/Un-posted/Both* options based on your requirement for the report.
4. Select the range of AR Invoice numbers and AR Invoice dates in the *From/To* fields, respectively.
5. Click the *Process* button to generate the report.

An example of a generated *AR Invoice Report* is displayed below:

The screenshot shows the 'AR Invoice Report' interface. At the top, it displays 'Print Date Time 03-08-2022 11:52'. The main report area is titled 'AR Invoice Report' and includes the following details:

Invoice No.	AR#0117001	Status	POSTED
Transaction No.	305	Invoice Date	01-09-2017
Customer Key	AMERICAN	Ship To Key	
Customer PO Number		Sales Order Number	
Currency	USD		
Bill To Customer Name	American Chemicals	Ship To Address	
Address Line 1	11733 Cardinal Circle		11733 Cardinal Circle
Address Line 2	NH 78		NH 78
Address Line 3			
City	Newport Beach		Newport Beach
State	CA		CA
Zip Code	92663		92663
Country	USA		USA
Attention			
Sales Person Key		Ship Via Key	
Customer Class Key	ACHEM	Territory Key	
FOB Key		Terms Key	R15
Comment Key			

Description	Unit	QtyOrder	BasePrice	Extension Tax	LineNet Account Key	Comments
Packing And Forwarding Charges	EACH	1.00	125.00	125.00 VAT13	125.0091030015508001	

2.2.3 Customer Aging

The *Customer Aging* report provides a summary or detailed analysis of customer receivables owed to you. You can print the *Customer Aging* report by Salesperson, Customer or Customer Class. The report obtains the data based on the Age Brackets defined. By default, the system will retrieve the age bracket data as defined on the *Age Bracket Setup* screen. As the grid is editable you can change the range if required.

Go To: Accounts Receivable → AR Reports → Customer Aging.

Clicking the *Customer Aging* option displays the *Customer Aging – Selection Criteria* window.



Customer Aging - Selection Criteria

Parameter: []

As On Date: 2022/10/19

Customer Key From: 1609

Customer Key To: []

Customer Class From: 101

Customer Class To: []

Salesperson From: DPS

Salesperson To: []

Group By: Customer

Age Bracket Detail

Bracket No	From Day	Up To Day	Bracket Name
1	0	30	0-30
2	31	60	31-60
3	61	90	61-90
4	91	>90	>90

Process Close

2.2.3.1 Generating a Customer Aging Report

1. Open the *Customer Aging – Selection Criteria* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Use the date picker next to the *As on Date* field to specify the upper limit of the date to be filtered and displayed on the *Customer Aging* report.
4. Use the lookups next to the *Customer Key From* and *To* fields to enter the lower and upper limits of the range of customer keys to be filtered and displayed on the *Customer Aging* report.
5. Use the lookups next to the *Customer Class From* and *To* fields to enter the lower and upper limits of the range of Customer Classes to be filtered and displayed on the *Customer Aging* report.
6. Use the lookups next to the *Salesperson From* and *To* fields to enter the lower and upper limits of the range of salespersons to be filtered and displayed on the *Customer Aging* report.
7. Select the *Group By* option as one of *Customer*, *Customer Class* or *Salesperson*.
8. Select the *Display In* option as one of:
 - a. **Home Currency:** Selecting this option indicates the report will print the currency with which the BatchMaster WEB Company deals.



- b. **Customer Currency:** Selecting this option indicates the report will print the currency of each customer.
9. Specify the *From Day* and *Up To Day* value under the *Age Bracket Detail* grid, if required.
10. Click the *Process* button to generate the report.

2.2.4 Customer Credit Note Report

Use this screen to print a report of all customer credit notes: *Posted*, *Unposted*, or *Both*.

Go To: Accounts Receivable → AR Reports → Customer Credit Note Report.

Click the *Customer Credit Note Report* option to open the *Customer Credit Note Report* window. On the *Customer Credit Note Report* window, filtering parameters can be used to define the scope for processing the report.

2.2.4.1 Printing the Customer Credit Note Report

1. Open the *Customer Credit Note Report* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Select the range of *Customers* in the *Customer Key From/To* fields, respectively.
4. Select *Posted/Unposted/Both* options based on your requirement for the report.



5. Select the range of credit note numbers and credit note dates in the *From/To* fields, respectively.
6. Click the *Process* button to generate the report.

An example of a generated *Customer Credit Note Report* is displayed below:

Customer Credit Note Report							Print Date Time
Food Corporation Pvt. Ltd.							03-08-2022 12:37
Credit Note No.	CR011725	Status	POSTED				
Transaction No.	297	Credit Note Date	04-01-17				
Customer Key	LAXMI	Ship To Key	S003				
Customer PO Number		Sales Order Number					
Currency	INR	Ship To Address					
Bill To Customer Name	Laxmi Enterprises						
Address Line 1	M Y Square						
Address Line 2	AB Road						
Address Line 3							
City	Indore						
State	MP						
Zip Code	452001						
Country	IND		IND				
Attention	Mr. S. Chouhan						
Sales Person Key		Ship Via Key					
Customer Class Key	LAXMI	Territory Key					
FOB Key		Terms Key					
Comment Key							
Description	Unit	QtyOrder	BasePrice	Extension Tax	LineNet	Account Key	Comments
Packing And Forwarding Charges	EACH	1.00	125.00	125.00	125.00	91030015508001	

2.2.5 Customer Statement

Use this report to print statements for all customers based on the selection you make in the criteria. You can view details about the credit amount, debit amount, and the running balance of the customers.

Go To: Accounts Receivable → AR Reports → Customer Statement.

Clicking on the *Customer Statement* option displays the *Customer Statement* screen.



The screenshot shows the 'Customer Statement' interface in the BMEWEB application. At the top, there is a search bar and a navigation menu. The main area contains several input fields for configuring the report: 'Parameter' (with a dropdown), 'From Date' (2022/10/15), 'To Date' (2022/10/19), 'Customer Key From' (9990), 'Customer Key To' (WALMART), 'Currency' (Home Currency), 'User Currency Key', and a 'Print Aging With Statement' checkbox. On the right side, there are labels for 'Hiteshi' and 'WALMART'. At the bottom, there are 'Process' and 'Close' buttons.

2.2.5.1 Printing the Customer Statement

1. Open the *Customer Statement* Screen.
2. Specify the name in the *Parameter* field and save the selected range so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Enter the range of dates in the respective fields for which the report should be printed.
4. Enter the range of customers for whom you want to view the credit and debit amount details.
5. Display the currency in which you want to print the report as one of:
 - a. **Home Currency:** Selecting this option indicates the report will print the currency with which the BatchMaster WEB Company deals.
 - b. **Customer Currency:** Selecting this option indicates the report will print the currency of each Customer.
 - c. **User Defined Currency:** Selecting this option will activate the *User Currency Key* field wherein you can enter or select a currency by using the lookup next to the field.
6. Mark the *Print Aging With Statement* checkbox, if required.
7. Click the *Process* button to print the report.



2.2.6 Outstanding Receivables Report

Using this report you can obtain a list of customers having a due amount as on a particular date.

Go To: Accounts Receivable → AR Reports → Outstanding Receivables.

Clicking on the *Outstanding Receivables* option displays the *Outstanding Receivables* window.

The screenshot shows the 'Outstanding Receivables' window in the BMEWEB application. The window has a search bar at the top right. Below the title bar, there are several input fields: 'Parameter' (empty), 'As On Date' (2022/10/19), 'Customer Key From' (9990), and 'Customer Key To' (empty). There are also radio buttons for 'Display In' with 'Home Currency' selected and 'Customer Currency' unselected. A 'Process' button and a 'Close' button are at the bottom. The user name 'Hiteshi' is visible on the right side.

2.2.6.1 Generating an Outstanding Receivables Report

1. Open the *Outstanding Receivables* window.
2. Select *As On Date* using the drop-down arrow.
3. Complete the *Customer Key From* and *Customer Key To* range using the lookups buttons next to the fields.
4. Select the *Home Currency* or *Customer Currency*, as required.
5. Click the *Process* button to generate a report.

An example of a generated *Outstanding Receivables* report is provided below.



Outstanding Receivables 1 / 32 150%

Food Corporation Pvt. Ltd.

Customer Key : @R002
Customer Name : @R002-NAME1

Batch No.	Document No.	Document Date	Due Date	Document Amount	Due Amount	Currency Key
CX11160003	CX11160003	11-10-2016	11-10-2016	-100.00	-100.00	INR
CX11160004	CX11160004	11-10-2016	11-10-2016	-200.00	-200.00	INR
DE01NOV16014	DE01NOV16014	11-10-2016	11-10-2016	-1000.00	-1000.00	INR
IN-48	INV16NOV069	11-10-2016	12-10-2016	1000.00	1000.00	INR
IN-49	INV16NOV070	11-10-2016	12-10-2016	1000.00	1000.00	INR
RE11160080	RE11160080	11-10-2016	11-10-2016	-500.00	-500.00	INR
RE11160081	RE11160081	11-10-2016	11-10-2016	-1000.00	-1000.00	INR
RE11160082	RE11160082	11-11-2016	11-11-2016	-750.00	-750.00	INR
RE11160083	RE11160083	11-11-2016	11-11-2016	-100.00	-100.00	INR
TRMAR170020	TRMAR170020	03-31-2017	03-31-2017	-100.00	-100.00	INR
DE01MAY17141	DE01MAY17141	05-12-2017	05-12-2017	-45500.00	-45500.00	INR
DE01MAY17142	DE01MAY17142	05-12-2017	05-12-2017	-45500.00	-45500.00	INR
DE01MAY17143	DE01MAY17143	05-12-2017	05-12-2017	-25000.00	-25000.00	INR

2.2.7 Receipt Report

Use this screen to print a report of the all types of receipts: *Posted*, *Unposted*, or *Both*.

Go To: Accounts Receivable → AR Reports → Receipt Report.

Click the *Receipt Report* option to open the *Receipt Report* window. On the *Receipt Report* window, filtering parameters can be used to define the scope for processing the report.

BMEWEB Search

Receipt Report

Parameter

Customer: [Dropdown] From: [Text] To: [Text]

Posted Unposted Both

Receipt No. From: [Text] Receipt No. To: [Text]

Receipt Date From: 2018/01/01 Receipt Date To: 2022/10/19

Process Close



2.2.7.1 Printing the Receipt Report

1. Click the *Receipt Report* option to open the *Receipt Report* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Select the range of *Customer/Vendor* in the *From/To* fields, respectively.
4. Select *Posted/Unposted/Both* options based on your requirement of the report.
5. Select the range of receipt numbers and receipt dates in the *From/To* fields, respectively.
6. Click the *Process* button to generate the report.

An example of a generated *Receipt Report* is provided below:

Reference Type	Document No.	Due Date	Doc. Amount	Amount	Discount	Bank Charges	Write-Off
Against Ref	000146		290.00	5.00	0.00		

3 Bank Cash

3.1 Bank Cash Master

3.1.1 Bank Account Type Master

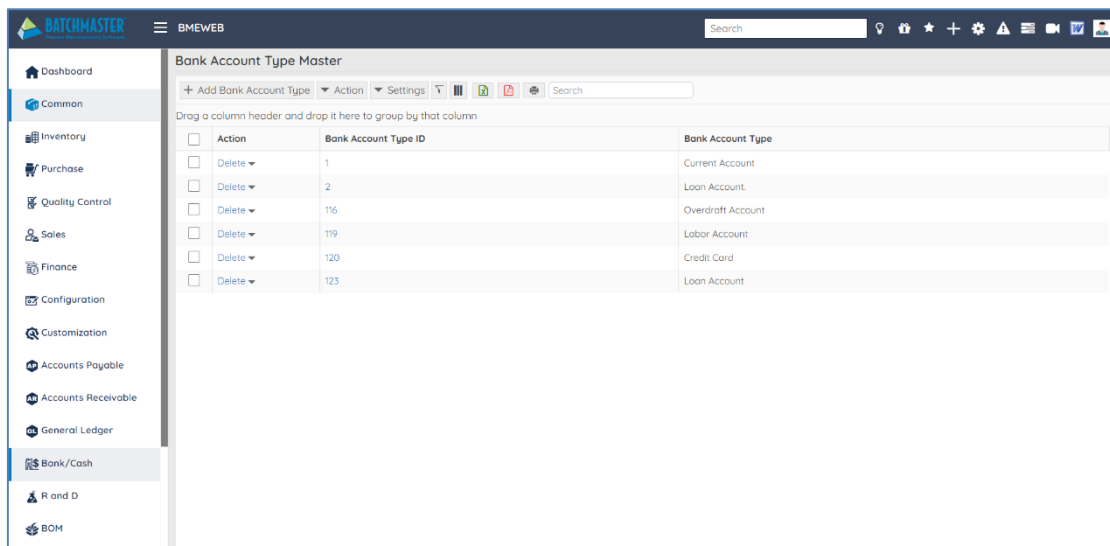
Use the *Bank Account Type Master* screen to define the type of bank account you normally use in a bank. For example: saving, recurring, or any other.

Go To: Bank/Cash → Bank/Cash Master → Bank Account Type Master.



3.1.1.1 Bank Account Type Master – Dashboard

You can manage and create various type of bank accounts from this dashboard. By default, the system displays all the existing types of bank accounts as maintained for your business/company. You can click on any of the bank account type records to view its details.



The *Bank Account Type Master* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e. docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

Using the *Action* button from the dashboard you can:

- Delete selected multiple record(s)

After you select all the columns of the *Bank Account Type Master* dashboard, the middle grid displays the selected columns.



Action	Bank Account Type ID	Bank Account Type	RecUserID	RecDate
Delete	1	Current Account	A1	2020/10/08
Delete	2	Loan Account	A1	2021/01/29
Delete	116	Overdraft Account	DEMO	2020/09/07
Delete	119	Labor Account	DEMO	2020/09/07
Delete	120	Credit Card	DEMO	2020/09/07
Delete	123	Loan Account	A1	2020/10/13

The *Bank Account Type Master* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.

3.1.1.2 Bank Account Type Master – Add Mode

To add a new bank account type to your BatchMaster WEB database, click the + *Add Bank Account Type* button. The system displays the *Bank Account Type Master* screen, where you can create new records.

Bank Account Type ID: 116
Bank Account Type: Overdraft Account

Buttons: New, Save, Delete, Search, Close

Screen Fields:

Bank Account Type ID: A unique name that identifies the bank account type.

Bank Account Type: Specify the name of the account type defined.



3.1.1.3 Defining a Bank Account Type

1. Open the *Bank Account Type Master* dashboard.
2. Click the *+ Add Bank Account Type* button to open *Bank Account Type Master* screen.
3. Enter a unique name to identify the type of the account in the *Bank Account Type ID* field.
4. Enter the specification of the account type in the *Bank Account Type* field.
5. Click the *Save* button to save the record.

3.1.2 Bank Layout Master

Use this screen to create a layout of vendor details for any bank in order to process wire transfers. The screen will obtain the vendor details (as defined on the *Process Information* tab of the *Vendor Master* screen) in an excel sheet that the Bank will use for processing the transaction(s).

Go To: Bank/Cash → Bank/Cash Master → Bank Layout Master.

3.1.2.1 Bank Layout Master – Dashboard

You can manage and create a layout of vendor details for any bank from this dashboard. By default, the system displays all the existing bank layout master records as maintained for your business/company. You can click on any of the bank layout master records to view its details.

Action	Template ID	Bank ID	Starting Row No.	Description Length
<input type="checkbox"/> Copy	786	102	10	15
<input type="checkbox"/> Copy	a1	102	12	15
<input type="checkbox"/> Copy	ddd1	102	12	14
<input type="checkbox"/> Copy	Demo	101	45	12
<input type="checkbox"/> Copy	Demo1	101	54	12
<input type="checkbox"/> Copy	f4	102	10	45
<input type="checkbox"/> Copy	MAN23	102	10	550
<input type="checkbox"/> Copy	new	102	13	12
<input type="checkbox"/> Copy	new 1	102	34	12
<input type="checkbox"/> Copy	Test	100	1	100



The *Bank Layout Master* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e. docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

Using the *Action* button from the dashboard you can:

- Copy an existing record to create new one
- Delete selected record(s)

After you select all the columns of the *Bank Layout Master* dashboard, the middle grid displays the selected columns.

The screenshot shows the BatchMaster WEB interface. The main content area is titled "Bank Layout Master" and contains a table with the following data:

	Action	Template ID	Bank ID	Starting Row No.	Description Length	RecUserID	RecDate
<input type="checkbox"/>	Copy	786	102	10	15	TEENA	2020/12/24
<input type="checkbox"/>	Copy	a1	102	12	15	A1	2020/11/25
<input type="checkbox"/>	Copy	ddd1	102	12	14	TEENA	2020/12/24
<input type="checkbox"/>	Copy	Demo	101	45	12	M	2020/10/20
<input type="checkbox"/>	Copy	Demo1	101	54	12	DEMO	2020/09/07
<input type="checkbox"/>	Copy	f4	102	10	45	A1	2020/11/25
<input type="checkbox"/>	Copy	MAN23	102	10	550	M	2021/11/03
<input type="checkbox"/>	Copy	new	102	13	12	TEENA	2020/11/10
<input type="checkbox"/>	Copy	new1	102	34	12	DEMO	2020/08/30
<input type="checkbox"/>	Copy	Test	100	1	100	PRATIK	2022/08/22

The *Bank Layout Master* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.

3.1.2.2 Bank Layout Master – Add Mode

To add a new Bank Layout Master record to your BatchMaster WEB database, click the + *Add Bank Layout* button. The system displays the *Bank Layout Master* screen, where you can create new records.



Screen Fields:

Template ID: This field uniquely identifies the template that you need to create for wire transfers. You can enter any alphanumeric string for template identification. This is a mandatory field.

Bank ID: This field uniquely identifies the bank. The lookup will list all the banks created in your BatchMaster WEB. This is a mandatory field.

Bank Name: This field displays the description of the Bank ID. This is read-only field.

Description Length: This field specifies the length of the description that will be printed on the excel sheet. The value of the description field will be obtained when you process any wire transfer through the *Check Printing / Wire Transfer* screen. The system will process the GL transaction, the value in the GL Description field will be defaulted to the *Description* field of the excel sheet. This is a mandatory field.

Stating Row No.: This field specifies the row number from which the system should consider the entries in the excel sheet for money transfer, as the excel sheet may contain some fixed rows for header purposes, etc. This is a mandatory field.


Grid Fields:

Action	Column Name	Column Heading
	Account Number	Walmart
	Account Number	abhay



Add Line: Click this button to insert a row in the below grid. This is mandatory to maintain layout details. Otherwise, the system prevents you from saving the record and displays a warning message as shown below.

 Please maintain Layout details

Action : Click the button to delete the specific row line. The system displays a message asking for confirmation before deleting the record line. If the grid contains a single line deleting the line will delete the header line as well.

Column Name: This field specifies the name of each column. The drop-down attached to the field will list all the fields that you have defined on the *Vendor Master* screen of BatchMaster WEB. The selected columns will then be included in the excel sheet for processing vouchers against the vendor.

All the fields visible within the drop-down will be visible on the *Vendor Master* screen - *Process Information* tab only when you use BatchMaster WEB.

Column Heading: This field specifies the column heading against the selected *Column Name*.

3.1.2.3 Processing a Bank Layout Master record

1. Open the *Bank Layout Master* dashboard.
2. Click the *+ Add Bank Layout* button to open *Bank Layout Master* screen.
3. Enter the template unique identifier in the *TemplateID* field.
4. Select the bank of your choice using the lookup provided next to the *Bank ID* field.
5. Enter the length for the description in the *Description Length* field.
6. Enter the *Stating Row No.*
7. Click the *Add Line* button to insert a row in the grid.
8. Enter or select the *Column Name*.
9. Enter the *Column Heading*.
10. Click the *Save* to save the record.

3.1.3 Bank Master



Use this screen to enter and maintain details of bank accounts held by the company.

Go To: Bank/Cash → Bank/Cash Master → Bank Master.

3.1.3.1 Bank Master – Dashboard

You can manage and create bank master entries from this dashboard. By default, the system displays all the existing bank master entries as maintained for your business/company. You can click on any of the record to view its details.

Action	Bank ID	GL Account	Bank Name	Currency K.	Branch	Bank	Bank	OD LI	Address	City	State	ZIP	Bank	Phon	Swift	Email	IBAN	ChqId
Copy	100	9103001010003	State Bank of India	CAD	YN Road. 1	144521498200	Leon Account.	22222222222222222222	Race Course Road	Indore	MP	452001	IFSC25631	+10731425632	A-36592810	mahe.sh0304@maill.com	78965@Gmail.com	
Copy	101	9103001020003	IDBI Bank Ltd.	INR	IDA Apartment	+xDwkoP9+0k882NjE2dscA==	Credit Card	9000000000000000	Race Course Road	Indore	MP	452001	ddd.	+10731425632	aaa	mahe.sh0304@maill.com	sssss	
Copy	102	01000000000001	ICICI Bank Credit Card	INR		8878977455	Current Account	2000000	Malva Parisa	Indore	MP	452001	ICCI002560	12522-5555	1233464564222	apatel@bat.chrima.star.com		
Copy	103	9103001020004	SBI India Ltd	INR	Indore.	ocb5EFGEPShn9o5IM AeMA==	Credit Card	1625000	Race Course Road	Indore	MP	452001	IFSC25631	0731425632	A-36592810	mahe.sh0304@maill.com	78965@Gmail.com	
Copy	104	11111	State Bank of India	INR	YN Road	7KqgKBSUM7Qq1zVHA nEkJ	Credit Card	99999	Race Course Road	Indore	MP	452001	SBIN001331	+10731425632		mahe.sh0304@maill.com	78965@Gmail.com	

The *Bank Master* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e. docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

Using the *Action* button from the dashboard you can:

- Copy an existing record to create new one
- Delete selected multiple record(s)

After you select all the columns of the *Bank Master* dashboard, the middle grid displays the selected columns.



Action	Bank ID	GL Account	Bank Na..	Currency ..	Bran..	Brn..	Brn..	OD L..	Addr..	City	State	ZIP	Ban..	Pho..	Swif..	Email	IBAN..	Cheqd	Rec..	Rec..
Copy	100	9103001010003	State Bank of India	CAD	YN Road	14452498200	Loan Account	2222222250	Race Course Road	Indore	MP	452001	IFSC25631	+10731425632	A-36592810	mahesh0304@mail.com	78965@Gmail.com		MS	2022/05/20
Copy	101	9103001020003	IDBI Bank Ltd.	INR	IDA Apartment	+xDwicoP9+9k8B2NjE2ds cA==	Credit Card	90000000000	Race Course Road	Indore	MP	452001	dddd	+10731425632	aaa	mahesh0304@mail.com	sssss		HITESHI	2022/04/06
Copy	102	01000000000001	ICICI Bank Credit Card	INR		8878977455	Current Account	2000000	Malva Parisar	Indore	MP	452001	ICCI00260	12522-5555	1233464564222	cpatesh@batchmaster.com		G	2020/11/25	
Copy	103	9103001020004	SBI India Ltd	INR	Indore	ocbs5EFoEPSNn9d5tMAeMA==	Credit Card	1625000	Race Course Road	Indore	MP	452001	IFSC25631	0731425632	A-36592810	mahesh0304@mail.com	78965@Gmail.com		HITESHI	2022/04/05
Copy	104	1111	State Bank	INR	YN	7KagKBSU M7Qq	Credit	9999	Race Course	Indore	MP	4520	SBIN001111	+10731425632	mahesh0304@mail.com	78965@Gmail.com		BN	2020/07/17	

The *Bank Master* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.

3.1.3.2 Bank Master– Add Mode

To add a new bank master entry to your BatchMaster WEB database, click the + *Add Bank* button. The system displays the *Bank Master* screen, where you can create new records.

Bank Master

Bank ID: 100

Bank Name: State Bank of India

Currency Key: CAD

Branch: YN Road

Bank Account Number: 14452498200

Bank Account Type: Loan Account

Address: YN Road sdd

State: MP

Phone No: 0731-425632

Bank Code:

IBAN No:

Bank Charges Account: 91030015508018

Other Charges Account: 91030015508018

User ID: MRD

GL Account: 9103001010003

Current Balance: CAD 5947Dr | INR 49820113Dr

Unposted Payments: CAD 0.00 | INR 0.00

Net Balance: CAD 5947Dr | INR 49820113Dr

OD Limit: 10.00 CAD

City: Indore

ZIP: sdsdsd

Email:

Swift Code:

Interest Income Account: 91030015500001

Other Income Account: 91030015500001

Last Reconciled Date: month/day/year

Buttons: New, Copy, Save, Delete, Search, Close

Screen Fields:

Bank ID: This field uniquely identifies the bank. It is an auto generated number incremented by 1 each time you make a new bank record.



GL Account: A general ledger account (GL) is a chronological accounting record a business uses to keep track of financial transactions. Transactions are categorized and summarized into general ledger accounts. This field specifies the GL account used for specific transactions from the defined bank. The lookup will display all the GL accounts under the appropriate *GL Account Group*. This is a mandatory field.

The values posted to the G/L accounts appear in the financial statements.



The account selected for any bank cannot be used again for another bank account entry.

Bank Name: This field specifies the name of the bank as you wish it to appear for this particular account. This is a mandatory field.

Current Balance: This field specifies the up-to-date balance which is displayed for the selected account. The system displays the balance in both formats, the home currency, and the currency defined for the Bank.

Currency Key: Search and select the currency key that will be used to perform bank transactions. Use the attached lookup to select a specific currency. The lookup will list all the BatchMaster WEB currency records maintained in the software using the *Currency* screen. Depending upon the company's home currency and the conversion defined, the system will use this currency in all the transactions (Payment Entry, Receipt Entry or any other).

Unposted Payments: This field specifies the amount of any unposted payments. The unposted payments are those payments for which there exists a payment entry which is not yet posted. The system displays the unposted payments in both formats, the home currency, and the currency defined for the Bank.

Branch: This field uniquely identifies the Branch where the bank is located.

Net balance: This field specifies the balance calculated by adding all deposits to the initial deposit and deducting all disbursements or payments made. It can be positive, if money is available; or negative if the account has been overdrawn. The system displays the net balance in both formats, the home currency, and the currency defined for the bank.

Bank Account Number: This field specifies the account number that will be attached to the GL Account. This is a mandatory field.



OD Limit: This field specifies the maximum credit allowed by the bank on a particular overdraft account.

Bank Account Type: This field is used to specify the type of account as Saving, Current, Recurring or any other.

Address: This is the address of the Bank.

City: This is the city where the bank is located.

State: This field specifies the state where the bank is located.

ZIP: This is the zip code of the branch. The field supports 15 alphanumeric characters for storing the city zip code.

Phone No.: This is the contact phone number of the bank.

Email: This field specifies the E-mail address for exchange of emails with the bank.

Bank Code: This field specifies the 11-digit code in alphanumeric format, which is used by the Reserve Bank to identify the bank within the National Electronic Funds Transfer network.

Swift Code: Enter the standard format for Business Identifier Codes (BIC) that are used to uniquely identify banks and financial institutions globally. The code contains the details of who and where they are. These codes are used when transferring money between banks, in particular for international wire transfers or SEPA payments.

IBAN No.: Enter the International Bank Account Number, which you can use when making or receiving international payments. The IBAN code doesn't replace your sort code and account number – it's an additional number with extra information to help overseas banks identify your account for payments.

Bank Charges Account: Search and select the GL account number that should be updated for bank charges.

Interest Income Account: Enter the account number that should be posted to when interest income is received.

Other Charges Account: Search and select the GL account number that should be updated for miscellaneous charges.



Other Income Account: Enter the account number that should be posted to when miscellaneous amounts are received.

User ID: Search and select the User IDs that will be authorized to perform bank transactions. Use the attached lookup to select specific users. The lookup will list all the BatchMaster WEB users maintained in the *Administration* module. At a given point of time, you can select a single or multiple user(s) as per your company's requirement. Multiple users are added sequentially in this field.

Last Reconciled Date: This field specifies the last performed reconciliation date for bank account.

Maintain Check Book: Click this button to view the details of check books associated with bank accounts.

Maintain Check Book x

Bank ID

Bank Name Show Inactive Check Book

[Add Line](#)

Action	Check Book ID	Issue Date	No. of Checks	Start Check No.	End Check No.	Last Used Check No.	Active
	<input type="text" value="50001"/>	4/1/2015	200	50,001	50,200	50,072	<input checked="" type="checkbox"/>
	<input type="text" value="65001"/>	4/1/2015	200	65,001	65,200	65,018	<input checked="" type="checkbox"/>
	<input type="text" value="dsf"/>	10/14/2016	111	1	111	1,123	<input checked="" type="checkbox"/>
	<input type="text" value="asasasjj jal sjalsjl asjsdmn"/>	10/19/2016	1,000	155,555,555	155,556,554	155,555,561	<input checked="" type="checkbox"/>
	<input type="text" value="ASD"/>	5/9/2017	100	1	100	1	<input checked="" type="checkbox"/>

[Save](#) [Close](#)

3.1.3.3 Defining a Bank Master

1. Open the *Bank Master* dashboard.
2. Click the **+ Add Bank** button to open *Bank Master* Screen.
3. Enter or select the appropriate account at the *GL Account* field.
4. Enter a description of the Bank ID in the *Bank Name* field, if needed.
5. Enter or select the currency at the *Currency Key* field.
6. Enter the branch at the *Branch* field.



7. Enter the account number at the *Bank Account Number* field.
8. Enter or select the appropriate type of bank account in the *Bank Account Type* field.
Available options are retrieved from the *Bank Account Type Master* record.
9. Enter the *Address, City, State, Zip, Phone Number, Email, Bank Code, Swift Code, and IBAN No.* of the bank in the respective fields.
10. Enter the *Interest Income* and *Other Income* accounts in the respective fields.
11. Click the *Save* button to save the record.

3.1.3.4 Maintaining a Check Book

1. On the *Bank Master* screen, click the *Maintain Check Book* button.
2. The system will open the *Maintain Check Book* screen with the default Bank Id and Bank Name as entered on the *Bank Master* screen.

Maintain Check Book

Bank ID: 135

Bank Name: Star Bank

Show Inactive Check Book:

Add Line

Action	Check Book ID	Issue Date	No. of Checks	Start Check No.	End Check No.	Last Used Check No.	Active
	65498	12/29/2021	100	811	910	0	<input checked="" type="checkbox"/>

Save Close

Activate Windows
Go to Settings to activate Windows.

3. Click the *Add Line* button, the system will insert a blank line in the grid.
4. Enter the check book identification number at the *Check Book ID* field.
5. Enter the date of issue on which you are issuing the check book at the *Issue Date* field.
6. Enter the number of checks included within the check book at the *No. Of Checks* field.
7. Enter the starting number of the check book at the *Start Check No.* field. The system will auto calculate the last check number according to the number of checks and will display it in the *End Check No.* field.



8. Select the *Active* checkbox to make the checks ready for use.
9. Click *Save* button to maintain the check book.

3.1.4 Cash Master

This screen lets you authorize users to handle cash transactions for the company. For example, if transactions are numerous and your company has a number of branches, then you may require separate cash handling authorizations for separate branches.

Go To: Bank/Cash → Bank/Cash Master → Cash Master.

3.1.4.1 Cash Master – Dashboard

You can manage and create various cash master entries from this dashboard. By default, the system displays all the existing cash master records as maintained for your business/company. You can click on any of the record to view its details.

Action	Cash ID	GL Account	Name	Currency Key	User ID	Designa...	Paymen...	Receipt...	Address	City	State	ZIP	Phone N...	Email	
<input type="checkbox"/>	Copy	11	000000000CAS H1	Taru Maheshwari	TMS	RP	Financial Analyst	25000	50000		Indore	MP	452001	(+91) (731)404 6483	Imahesh war@Bba tchmaste rcoin
<input type="checkbox"/>	Copy	12	0000000011111	CASH 1	CAD	MIRPIS	CASH	9999999 999	9999999 9999999					ABC@G MAIL.CO M	
<input type="checkbox"/>	Copy	13	000000005555 5	CASH 2	INR	MIRPIS ESHI	cash 2	9999999 9999999	9999999 9999999	sdhgda hdg	Indore	Madhya Pradesh	2121213 21	21221212 2	ABC@BA TCHMAS TER CO.IN
<input type="checkbox"/>	Copy	14	000000000000 02	Abhay	INR	MADJAD MINDI		0	0						
<input type="checkbox"/>	Copy	15	00000000000B OM	Prakash	INR	ANKIT	Junior Account ant	0	0	Race Course Road	Indore	MP	452001	+1073142 5652	mahesh0 304@ma il.com
<input type="checkbox"/>	Copy	16	000000000000 67500	sw	1	A1		0	0						
<input type="checkbox"/>	Copy	17	A104	Prakash	INR	RIDISME WPRD	Main Account	12000	55000	Race Course Road	Indore	MP	452001	+1073142 5652	mahesh0 304@ma il.com
<input type="checkbox"/>	Copy	18	0000000000TE ST	RAJ	INR	AMIT	Main Account	12345678 9012345. 69	55000	Race Course Road	Indore	MP	452001	+1073142 5652	mahesh0 304@ma il.com

The *Cash Master* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e. docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

Using the *Action* button from the dashboard you can:

- Copy an existing record to create new one
- Delete selected multiple record(s)



After you select all the columns of the *Cash Master* dashboard, the middle grid displays the selected columns.

Action	Cash ID	GL Account	Name	Currency Key	User ID	Design.	Payme..	Receipt..	Address	City	State	ZIP	Phone..	Email	RecUs..	RecDate
<input type="checkbox"/> Copy	10	0000000000CASH	Taru Maheshwari	CAD	RP	Financial Analyst	25000	50000		Indore	MP	452001	(+91)(731)4046483	hwari@batchmaster.co.in	RP	2017/05/11
<input type="checkbox"/> Copy	11	0000000000CASH1	Taru Maheshwari1	TM\$	RP	Financial Analyst	25000	50000		Indore	MP	452001	(+91)(731)4046483	tmaheshwari@batchmaster.co.in	RP	2017/05/16
<input type="checkbox"/> Copy	12	0000000001111	CASH 1	CAD	MIRPIS	CASH	9999999999	9999999999						ABC@GMAIL.COM	M	2017/06/01
<input type="checkbox"/> Copy	13	0000000005555	CASH 2	INR	MIRPITESH1	cash 2	99999999999	99999999999	adhgdshjdg	Indore	Madhya Pradesh	2121321321	2121212121	ABC@BATCHMASTER.CO.IN	M	2022/04/05
<input type="checkbox"/> Copy	14	0000000000002	Abhay	INR	MADJADMIN01		0	0							A2	2020/06/08
<input type="checkbox"/> Copy	15	00000000000BOM	Prakash	INR	ANKIT	Junior Accountant	0	0	Race Course Road	Indore	MP	452001	+10731425632	mahesh0304@mail.com	DEMO	2020/06/18
<input type="checkbox"/> Copy	16	0000000000067500	sw	1	AT		0	0							T	2020/06/24

The *Cash Master* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.

3.1.4.2 Cash Master – Add Mode

To add a new cash master details to your BatchMaster WEB database, click the + *Add Cash Master* button. The system displays the *Cash Master* screen, where you can create new records.

Cash Master

Cash ID *	<input type="text" value="10"/>	GL Account *	<input type="text" value="0000000000CASH"/>
Currency Key *	<input type="text" value="CAD"/>	Current Balance	<input type="text" value="CAD 399.56Dr 24488.22Dr"/>
User ID *	<input type="text" value="RP"/>	Unposted Payments	<input type="text" value="CAD 0.00 0.00"/>
Name *	<input type="text" value="Taru Maheshwari"/>	Net Balance	<input type="text" value="CAD 399.56Dr 24488.22Dr"/>
Designation	<input type="text" value="Financial Analyst"/>	Unposted Receipts	<input type="text" value="CAD 0.00 0.00"/>
Address	<input type="text"/>	City	<input type="text" value="Indore"/>
State	<input type="text" value="MP"/>	ZIP	<input type="text" value="452001"/>
Phone No.	<input type="text" value="(91)(731)4046483"/>	Email	<input type="text" value="tmaheshwari@batchmaster.co.in"/>
Payment Limit	<input type="text" value="25,000.00"/>	Receipt Limit	<input type="text" value="50,000.00"/>

Screen Fields:



Cash ID: This field uniquely identifies the cash record. The field value is auto generated and incremented by one each time on saving a new record entry.

GL Account: A general ledger account (GL) is a chronological accounting record a business uses to keep track of financial transactions. Transactions are categorized and summarized into general ledger accounts. This field specifies the GL account used for specific transactions from the defined bank. The lookup will display all accounts in the Cash Account group. This is a mandatory field.

The values posted to the G/L accounts appear in the financial statements.

Currency Key: Search and select the currency key that will be used to perform bank transactions. Use the attached lookup to select a specific currency. The lookup will list all the BatchMaster WEB currency records maintained in the software using the *Currency* screen. Depending upon the company's home currency and the conversion defined the system will use this currency in all the transactions (*Payment Entry, Receipt Entry* or any other).

Current Balance: This field specifies the up-to-date balance for the GL account.

User ID: Search and select the User ID that will be authorized to do bank transactions. Use the attached lookup to select the specific user. The lookup would list all BatchMaster WEB users maintained in the *Administration* module. At a given point of time, you can select single or multiple user(s) as per your company's requirements.

Unposted Payments: This field specifies the amount of any unposted payments. The unposted payments are those payments for which there exists a payment entry which is not yet posted.

Name: This field specifies the name of the User ID selected above. It is an editable field that supports 100 alphanumeric characters.

Net balance: This field is used to specify the balance.

Designation: This field specifies the designation allotted to the defined user.

Unposted Receipts: This field specifies the amount of any unposted receipts. The unposted receipts are those receipts for which there exists a receipt entry which is not yet posted.

Address: This is the address of the branch. The maximum allowable limit is 250 characters.

City: This is the city of the branch. The maximum allowable limit is 100 characters.



State: This field specifies the state of the branch. The maximum allowable limit is 50 characters.

ZIP: This is the zip code of the branch.

Phone No.: This is the contact phone number of the branch.

Email: This field specifies the email account for correspondence.

Payment Limit: This field lets you define a maximum payment limit for this user.

Receipt Limit: This field lets you define a maximum receipt limit for all users.

3.1.4.3 Defining a Cash Master

1. Open the *Cash Master* dashboard.
2. Click the *+Add Cash Master* button to open *Cash Master* screen.
3. Enter or select the *Currency Key* field.
4. Enter a unique code to identify the desired user(s) in the *User ID* field. The system will retrieve the name attached to the user. You can use the lookup to add multiple users to this field.
5. Enter the *Name* and *Designation* in their respective fields.
6. Enter the GL account number at the *GL Account No.* field. This is a mandatory field.
7. Enter the *Payment Limit*, *Receipt Limit*, *Address*, *State*, *Phone No.*, *City*, *ZIP*, and *Email* in the respective fields.
8. Click the *Save* button to save the record.

3.1.5 Payment Mode Master

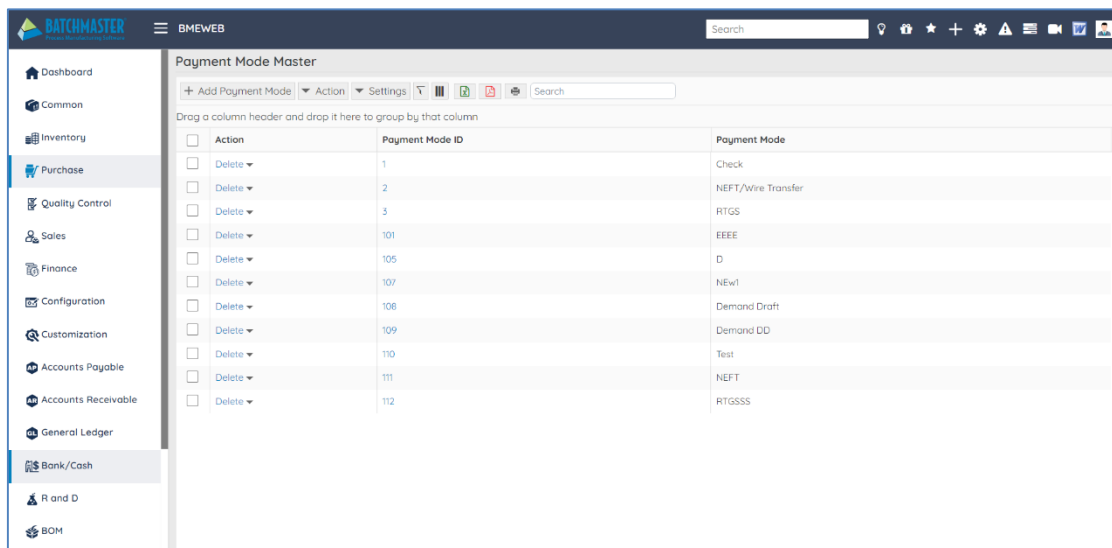
Use the *Payment Mode Master* screen to define the mode of payment you normally use in a bank. For example: Check, NEFT, or any other.

Go To: Bank/Cash → Bank/Cash Master → Payment Mode Master.

3.1.5.1 Payment Mode Master – Dashboard



You can manage and create payment mode master entries from this dashboard. By default, the system displays all the existing payment mode master records as maintained for your business/company. You can click on any of the payment mode master record to view its details.



The *Payment Mode Master* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e. docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

Using the *Action* button from the dashboard you can:

- Delete selected multiple record(s)

After you select all the columns of the *Payment Mode Master* dashboard, the middle grid displays the selected columns.



Action	Payment Mode ID	Payment Mode	RecUserID	RecDate
Delete	1	Check	DEMO	2020/08/27
Delete	2	NEFT/Wire Transfer	A1	2020/10/16
Delete	3	RTGS	A1	2020/10/16
Delete	101	EEEE	DEMO	2020/08/30
Delete	105	D	DEMO	2020/08/27
Delete	107	NEwI	A1	2020/11/03
Delete	108	Demand Draft	M	2022/07/20
Delete	109	Demand DD	demo	2022/07/20
Delete	110	Test	PRATIK	2022/08/22
Delete	111	NEFT	PRATIK	2022/10/27
Delete	112	RTGSSS	PRATIK	2022/10/27

The *Payment Mode Master* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.

3.1.5.2 Payment Mode Master – Add Mode

To add a new payment mode master record to your BatchMaster WEB database, click the + *Add Payment Mode* button. The system displays the *Payment Mode Master* screen, where you can create new records.

Payment Mode ID: 1 Payment Mode: Check

New Save Delete Search Close

Screen Fields:

Payment Mode ID: A unique name that identifies the *Payment Mode*. The field value is auto generated and incremented by one each time on saving a new record entry.



Payment Mode: Specify the name of the payment mode defined. This is a mandatory field.

3.1.5.3 Defining Payment Mode

1. Open the *Payment Mode Master* dashboard.
2. Click the *+ Add Payment Mode* button to open *Payment Mode Master* Screen.
3. Enter a unique name to identify the type of the payment in the *Payment Mode ID* field.
4. Enter a description for the mode of payment in the *Payment Mode* field.
5. Click the *Save* button to save the record.

3.2 Bank Cash Transactions

3.2.1 Banking GL Entry

Banking GL Entry is used to enter bank charges and interest income. You are not allowed to use Bank Accounts in the *Journal Entry* screen thus this screen is used to record those charges.

For a banking entry, the total credits must not be equal to the total debits, else it is considered as unbalanced. When the entry is posted the account is debited and credited with the specified amount and the difference in total debit amount and total credit amount will be posted to the specified bank account. If the total credit amount is greater than the total debit amount the bank account will be debited with the difference amount.

If the dimensions defined on the *Multi-Dimensional* screen are set to active, the defined dimensions can be applied with *Banking GL Entry* at a line level. The grid automatically appends the projects defined with the dimension as separate columns. Thus, you can manage the account entries individually in sequence to the projects.

Go To: Bank/Cash → Bank/Cash Transaction → Banking GL Entry.

3.2.1.1 Banking GL Entry – Dashboard

You can manage bank charges and interest income from this dashboard. By default, the system displays all the existing records maintained for your business/company. You can click on any of the record to view its details.



The screenshot shows the 'Banking GL Entry' dashboard with the 'Unposted Entry (31)' filter selected. The table contains the following data:

Action	Journal No	Status	Date	Posting Date	Bank Name	Narration
Copy	BG2210106	NEW	2021/02/08	2021/02/08	ssss	
Copy	BG200104	NEW	2020/12/28	2020/12/28	Axis Bank	
Copy	BG200103	NEW	2020/12/14	2020/12/14	Axis Bank	hx1122
Copy	BG200100	NEW	2020/12/03	2020/12/03	ssss	
Copy	BG200101	NEW	2020/12/05	2020/12/05	Axis Bank 0001	sd
Copy	BG200099	NEW	2020/12/03	2020/12/03	Axis Bank 0001	1
Copy	BG200097	NEW	2020/12/05	2020/12/05	Axis Bank 0001	vvv
Copy	BG200098	NEW	2020/12/05	2020/12/05	Axis Bank 0001	schl
Copy	BG200089	NEW	2020/11/25	2020/11/25		
Copy	BG200088	NEW	2020/11/25	2020/11/25		
Copy	BG200087	NEW	2020/11/25	2020/11/25		
Copy	BG200085	HOLD	2020/11/09	2020/11/09		
Copy	BG200084	HOLD	2020/10/06	2020/10/06	Axis Bank 0001	
Copy	BG200081	NEW	2020/09/21	2020/09/21		
Copy	BG200080	NEW	2020/09/21	2020/09/21		
Copy	BG200078	NEW	2020/08/29	2020/08/29	F - State Bank of India	

The *Banking GL Entry* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e., docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

By default, *Banking GL Entry* dashboard displays all status records. You can click either of the *Posted Entry/Unposted Entry* button to filter the records accordingly.

The screenshot shows the 'Banking GL Entry' dashboard with the 'Posted Entry (36)' filter selected. The table contains the following data:

Action	Journal No	Status	Date	Posting Date	Bank Name	Narration
Copy	BG10210114	POSTED	2021/11/02	2021/11/02	SBI India Ltd	
Copy	BG10210111	POSTED	2021/11/02	2021/11/02	SBI India Ltd	
Copy	BG10210113	POSTED	2021/11/02	2021/11/02	SBI India Ltd	
Copy	BG02210105	POSTED	2021/11/02	2021/11/02	Bank Of Maharashtra	
Copy	BG02210110	POSTED	2021/02/10	2021/02/10	Axis Bank 0001	
Copy	BG200096	POSTED	2020/12/01	2020/12/01	Axis Bank 0001	dff2lu
Copy	BG200095	POSTED	2020/11/25	2020/11/25		
Copy	BG200094	POSTED	2020/11/25	2020/11/25		
Copy	BG200093	POSTED	2020/11/25	2020/11/25		
Copy	BG200092	POSTED	2020/11/25	2020/11/25		
Copy	BG200091	POSTED	2020/11/25	2020/11/25		
Copy	BG200090	POSTED	2020/11/25	2020/11/25		
Copy	BG200082	POSTED	2020/09/21	2020/09/21		
Copy	BG200077	POSTED	2020/08/29	2020/08/29	IDBI Bank Ltd.	NEW Bank Account
Copy	BG200065	POSTED	2020/07/22	2020/07/22	F - State Bank of India	
Copy	BG200062	POSTED	2020/07/17	2020/07/17	F - State Bank of India	

Using the *Action* button from the dashboard you can:

- Copy an existing record to create a new one
- Print selected record(s)
- Release selected record(s)



- Hold selected record(s)
- Post selected record(s)
- Delete selected record(s)

After you select all the columns of the *Banking GL Entry* dashboard, the middle grid displays the selected columns.

Action	Journal No	Status	Date	Posting Date	Bank Name	Narration	RecUserID	RecDate
<input type="checkbox"/> Copy	BG02210106	NEW	2021/02/08	2021/02/08	ssss		AP1	2021/12/10
<input type="checkbox"/> Copy	BG200104	NEW	2020/12/28	2020/12/28	Axis Bank		A	2020/12/29
<input type="checkbox"/> Copy	BG200103	NEW	2020/12/14	2020/12/14	Axis Bank	hx1122	A	2020/12/29
<input type="checkbox"/> Copy	BG200100	NEW	2020/12/03	2020/12/03	ssss		A1	2020/12/04
<input type="checkbox"/> Copy	BG200101	NEW	2020/12/03	2020/12/03	Axis Bank 0001	sd	A1	2020/12/04
<input type="checkbox"/> Copy	BG200099	NEW	2020/12/03	2020/12/03	Axis Bank 0001	1	A1	2021/01/29
<input type="checkbox"/> Copy	BG200097	NEW	2020/12/03	2020/12/03	Axis Bank 0001	vvv	A1	2020/12/04
<input type="checkbox"/> Copy	BG200098	NEW	2020/12/03	2020/12/03	Axis Bank 0001	sdhl	A1	2020/12/04
<input type="checkbox"/> Copy	BG200089	NEW	2020/11/25	2020/11/25			A1	2020/11/30
<input type="checkbox"/> Copy	BG200088	NEW	2020/11/25	2020/11/25			A1	2020/11/30
<input type="checkbox"/> Copy	BG200087	NEW	2020/11/25	2020/11/25			A1	2020/11/30
<input type="checkbox"/> Copy	BG200085	HOLD	2020/11/09	2020/11/09			Demo	2020/12/03
<input type="checkbox"/> Copy	BG200084	HOLD	2020/10/06	2020/10/06	Axis Bank 0001		Demo	2020/12/03
<input type="checkbox"/> Copy	BG200081	NEW	2020/09/21	2020/09/21			A1	2020/11/30
<input type="checkbox"/> Copy	BG200080	NEW	2020/09/21	2020/09/21			A1	2020/11/30
<input type="checkbox"/> Copy	BG200078	NEW	2020/08/29	2020/08/29	F - State Bank of		A1	2020/11/30

The *Banking GL Entry* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.

3.2.1.2 Banking GL Entry Screen – Add Mode

To enter bank charges and interest income, click the **+Add Banking GL** button. The system displays the *Banking GL Entry* form where you can specify GL entries.



Screen Fields:

Journal No: System generated field to view the sequence of the Banking GL entry. This is a mandatory field.



You need to maintain the Banking GL Entry series using the *Finance Setup* screen under the *Finance* module.

Status: This field specifies the status of the journal entry. The available options are:

- NEW
- HOLD
- POST

Date: This field specifies the date of the Banking GL Entry creation. Click the date picker next to the field to change the date if required. This field value will be used when you want to print the GL transactions, or any report. This is a mandatory field.

Posting Date: This field specifies the date on which you will post the Banking GL Entry. The default value of this field is the current server date. You can change the date using the date picker next to the field. This is a mandatory field.



You can post the Banking GL Entry only on that date or a date greater than the specified date.

Currency: This field specifies the currency against which you need to retrieve the account details. Click the lookup button next to the field to open the *Currency* window. This is a mandatory field.



Currency Description: This field displays the description of the currency key as selected in the *Currency* field. This is a read-only field.

Bank Account: This field specifies the account in which amount entries will be posted.

Bank A/c Description: This field displays the description of the selected account. This is a read-only field.

Bank Name: This field specifies the name of the above selected bank.

Bank Account No.: This field specifies the bank account number in which amount entry will be posted.

Bank Currency: This field specifies the currency against which you need to maintain the amount entries.

Narration: Use this field to write any additional information regarding the Banking GL Entry. The maximum allowable alphanumeric characters are 225 characters.

Grid Fields:

Add Line: Click this button to insert a row in the grid.


Import Entry: Click this button to import Banking GL entries from an excel sheet into this screen. You can change an amount in an existing template and update Banking GL entries by importing it.

Export Entry: Click this button to export the Banking GL entries into an excel sheet.

Difference: This field specifies the difference of the debit and credit entries.

Total Debit: This field specifies the sum of the debit entries in the grid.

Total Credit: This field specifies the sum of the credit entries in the grid.

Action : Click this button to delete a row from the grid.

Account No.: This field specifies the account that needs adjustment such as interest account or bank charges account. Click the lookup button next to the field to open the *Account* window. The system will display the accounts from the *Account Master* window.

Account Name: This field specifies the name of the account as specified in the *Account Master* screen.

Description: This is the additional information of the account.

Dr. Amount: This field specifies the debit amount for the specified account.



Cr. Amount: This field specifies the credit amount for the specified account.



The debit and credit amounts affecting these accounts will be entered in the respective debit and credit columns. The total of debit and total of credit should not be equal.



In order to adjust the account entry, you can enter the field value in either the *Dr. Amount* or *Cr. Amount*. The system will not allow you to enter values in both fields for a single account entry row.

Dimension 1...5: This field caption is obtained from the description defined for the dimension on the *Multi-Dimension Setup* screen. The lookup attached to the field will obtain the information defined as the sub-projects for individual dimensions defined on the *Dimension Setup* Screen. Sub-projects configured in the line provide Vendor/Customers with multiple views of an expense and revenue analysis.

Post: Click this button to post the Banking GL Entries. After posting, the status of the Banking GL entries is changed to *POST*. Note that to post a Banking GL entry the Posting date must be less than or equal to the server date.

3.2.1.3 Creating a Journal Entry

1. Open the *Banking GL Entry* dashboard.
2. Click on the *+Add Banking GL* button to open the *Banking GL Entry* screen.
3. Enter or select the Journal number using the lookup next to the *Journal No.* field.
4. Enter or select the date for the Banking GL Entry using the date picker next to the *Date* field.
5. Enter the *Bank Account* and the *Currency* in its respective fields.
6. Enter a narration if required.
7. Enter or select the *Posting Date* for the Banking GL Entry using the date picker next to the field.
8. Click the *Add Line* button to insert a line in the grid.
 - a. Enter or select the account using the lookup next to the *Account No.* field.
 - b. Enter any additional information in the *Description* field.
 - c. If the *Dr. Amount* field has an amount value then enter a *Cr. Amount* field value, or vice versa.



- d. Enter the value for the defined dimensions (the fields will be displayed only if you have any active multi-dimensions.)
 - e. To add more account entries for bank account entry, follow steps 8 and a. to d.
9. Click *Save* to save the record. Once saved the status of the Banking GL Entry is changed to *NEW*.



In order to save the Banking GL Entry, the *Dr. Amount* should not be equal to the *Cr. Amount*.

3.2.1.4 Special Functions



Assign Dimension ID: Click this button to associate a dimension with the Banking GL Entry.

Clicking the button will display the assign dimension window with which you can choose the product. The system will display all the dimensions maintained via the *Dimension Setup* screen. If you have defined a dimension using this option, the system will default the value in the journal entry lines.



Hold: Click this button to hold a new Banking GL Entry. Once clicked, the status of the Banking GL entry is changed to *Hold*. Remember only Banking GL entries with a status of *New* can be put on hold.



Release: Click this button to release a Banking GL Entry which is on hold. On releasing the entry, the status of the Banking GL Entry is changed to *New*.



Void Transaction: Click this button to declare the transaction as invalid.

3.2.2 Contra Entry

In BatchMaster WEB, a Contra entry is a transaction involving transfer of cash/bank i.e., a transaction indicating transfer of funds from:

- Cash account to Cash account
- Cash account to Bank account
- Bank account to Cash account
- Bank account to Bank account

Go To: Bank/Cash → Bank/Cash Transactions → Contra Entry.

3.2.2.1 Contra Entry – Dashboard



You can manage and create contra entries from this dashboard. By default, the system displays all the existing contra entries as maintained for your business/company. You can click on any of the contra entry records to view its details.

Action	Contra No	Status	Payment Method	By Cash/Bank Name	To Cash/Bank Name	Amount	Description
<input type="checkbox"/>	CE09220144	NEW	Cash	All BME User	ssss	100	
<input type="checkbox"/>	CE09220143	NEW	Cash	Hiteshi Sharma	zxxzcx	10	
<input type="checkbox"/>	CA09220210	NEW	Bank	Star Bank	Abhay	5	
<input type="checkbox"/>	CA09220209	NEW	Bank	Star Bank	zxxzcx	4	
<input type="checkbox"/>	CA09220208	NEW	Bank	YES Bank	Yes Bank Ltd.	2	
<input type="checkbox"/>	CE09220142	NEW	Cash	Rajesh	Yes Bank Ltd.	1	
<input type="checkbox"/>	CA09220203	NEW	Cash	Prakash	a	100	w
<input type="checkbox"/>	CA05220201	NEW	Cash	a	ssss	33	
<input type="checkbox"/>	CA01210196	NEW	Cash	Taru Maheshwari	Prakash	10	
<input type="checkbox"/>	CA12200193	NEW	Cash	Taru Maheshwari	RAJ	1	1234
<input type="checkbox"/>	CP1700048	NEW	Bank	State Bank of India	Bank Of Maharashtra	84090	n
<input type="checkbox"/>	CE12200134	NEW	Bank	State Bank of India	Bank Of Maharashtra	12	
<input type="checkbox"/>	CY0023	NEW	Bank	State Bank of India	Bank Of Maharashtra	84050	
<input type="checkbox"/>	CA10200190	NEW	Bank	State Bank of India	Bank Of Maharashtra	12	
<input type="checkbox"/>	CA09200189	NEW	Cash	Abhay	Bank Of Maharashtra	2	123
<input type="checkbox"/>	CE09200130	HOLD	Cash	Abhay	Axis Bank	2	123

The *Contra Entry* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e. docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

Using the *Action* button from the dashboard you can:

- Print selected multiple records
- Copy an existing record to create new one
- Release selected multiple records
- Hold selected multiple records
- Post selected multiple records
- Delete selected multiple records

With this dashboard you can filter the created entries as:

- Unposted Entry
- Posted



Clicking the button(s) provided on the dashboard filters the displayed data. After you select all the columns of the *Contra Entry* dashboard, the middle grid displays the selected columns.

Action	Contra No	Status	Payment Method	By Cash/Bank No...	To Cash/Bank No...	Amount	Description	RecDate	RecUserID
<input type="checkbox"/>	CE09220144	NEW	Cash	All BME User	ssss	100		2022/09/19	HITESHI
<input type="checkbox"/>	CE09220143	NEW	Cash	Hiteshi Sharma	zoxzcxz	10		2022/09/19	HITESHI
<input type="checkbox"/>	CA09220210	NEW	Bank	Star Bank	Abhay	5		2022/09/15	AP1
<input type="checkbox"/>	CA09220209	NEW	Bank	Star Bank	zoxzcxz	4		2022/09/15	AP1
<input type="checkbox"/>	CA09220208	NEW	Bank	YES Bank	Yes Bank Ltd.	2		2022/09/15	A
<input type="checkbox"/>	CE09220142	NEW	Cash	Rajesh	Yes Bank Ltd.	1		2022/09/14	A
<input type="checkbox"/>	CA09220203	NEW	Cash	Prakash	a	100	w	2022/09/12	RAJ
<input type="checkbox"/>	CA03220201	NEW	Cash	a	ssss	33		2022/09/15	AP1
<input type="checkbox"/>	CA0210196	NEW	Cash	Taru Maheshwari	Prakash	10		2021/06/29	A1
<input type="checkbox"/>	CA12200193	NEW	Cash	Taru Maheshwari	RAJ	1	1234	2020/12/17	A
<input type="checkbox"/>	CP1700048	NEW	Bank	State Bank of India	Bank Of Maharashtra	84090	n	2022/09/13	AP1
<input type="checkbox"/>	CE12200134	NEW	Bank	State Bank of India	Bank Of Maharashtra	12		2020/12/15	A1
<input type="checkbox"/>	CY0023	NEW	Bank	State Bank of India	Bank Of Maharashtra	84050		2022/09/14	A
<input type="checkbox"/>	CA10200190	NEW	Bank	State Bank of India	Bank Of Maharashtra	12		2020/10/15	A1

The *Contra Entry* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.

3.2.2.2 Contra Entry – Add Mode

To add a new contra entry record to your BatchMaster WEB database, click the + *Add Contra Entry* button. The system displays the *Contra Entry* screen, where you can create new records.

Contra No *	CE09220143	Status	NEW
Date	2022/09/17	Posting Date	2022/09/17
Payment Method	Cash	Number	
Payment Mode		Check Date	2022/09/19
Checkbook ID		Account Description	YES Bank A/c YES Bank A/c YES Bank A/c
By Account *	00000000YES00	Current Balance	INR 20845.12 Dr INR 581185.24 Cr.
CashBank Name	Hiteshi Sharma	Account Description	
Currency Key	INR	Current Balance	13.00 Cr INR 161233.66 Cr.
To Account *	0000000000067500	By Amount	10.00
CashBank Name	zoxzcxz	Amount in Home Currency *	10.00
Currency Key	1		
Conversion Factor	1.000000		
To Amount	10.00		
Narration			

Screen Fields:

Contra No: Search and select the series in this field.

27040-04092024-V01



Status: This field specifies the current status of the contra entry. The available options are:

- **NEW:** The status indicates that the contra entry is new and is ready to post. A new status entry can be transferred to hold if required.
- **HOLD:** This status means that a contra entry is not available for posting. Holds are placed on contra entry for business reasons. No changes can be made to a contra entry that is on hold. An entry will stay on hold until it is released by you. Your business rules should address how long a hold can be left in place.
- **POST:** This status means that the contra entry has been posted to accounts.

Date: This field specifies the date of contra entry creation. Use the available date picker to change the date if required.

Posting Date: This field specifies the date on which you want to post the contra entry. The default value of this field is the current server date. You can change the date using the date picker next to the field.

Payment Method: Use this option to make the contra entry. Selecting any one of the options will enable the associated required fields for data entry.

- **Cash:** This option will enable the *By Account*, *To Account*, and *Amount* fields.
- **Bank:** This option will enable the *Payment Mode*, *Check Book ID*, *Number*, *Date*, *By Account*, *To Account*, and *Amount* fields.

Payment Mode: This option is enabled only when the *Payment Method* is selected as *Bank*. The system will retrieve the data from the *Payment Mode Master* screen.

Number: Use this field to enter an alphanumeric value. The allowable character limit is 50. For example, you can use this field to store the transaction number against the check.



Checkbook ID: This option is enabled only when the *Payment Mode* is selected as *Check*. The system will retrieve the data from the *Bank Master* for which you have maintained a check book. Once selected, the system will default the *By Account*, *CashBank Name* along with the current account balance.

Check Date: This field specifies the apply date against the contra entry.

By Account: This option is used for all type of payment methods. The account from where the amount will be debited while posting the contra entry. The system displays the account balance in the adjacent field in accordance with the payment date. The source of the lookup will be dependent on the payment mode you have selected.

- **Cash:** For Cash, the lookup will obtain the account entry from the *Cash Master Screen*.
- **Bank:** For Bank, the lookup will obtain the account entry from the *Bank Master Screen*.

Account Description: This field displays the description of the account as selected in the *By Account* field. This is a read-only field.

CashBank Name: This field specifies the description associated with the *By Account* field. The value defaults when you select the *By Account Number*.

Current Balance: This field specifies the balance amount of the Cash / Bank selected above.

Currency Key: This field specifies the currency defined for the selected bank as specified on the *Bank Master* screen.

To Account: This option is used for all type of payment methods. The account to which the amount will be credited while posting the contra entry. The system displays the account balance in the adjacent field in accordance with the payment date.

Account Description: This field displays the description of the account. This is a read-only field.

CashBank Name: This field specifies the name of the bank. The value defaults when you select the *To Account Number*.

Current Balance: This field specifies the balance amount of the *Cash/ Bank* selected above.

Currency Key: This field specifies the currency defined for the selected bank as specified on the *Bank Master* screen.



Conversion Factor: This field specifies the currency conversion defined in BatchMaster WEB using the *Currency Conversion* screen. By default, the system will display the defined conversion which can be edited if required. This is an editable field so you can change the value and define the conversion on the basis of the current date.

By Amount: This field specifies the amount you want to transfer from *By Account* to *To Account*. You are allowed to enter any numeric value (positive amount) in the field and remember that the amount value should be less than the balance present in the *By Account*.

To Amount: This option is used for all type of Payment Methods. It is the account to which the amount will be credited while posting the contra entry. The system displays the account balance in the adjacent field in accordance to the payment date.

Amount in Home Currency: This field specifies the amount you want to transfer from *By Account* to *To Account*. You are allowed to enter any numeric value (positive amount) in the field and remember that the amount value should be less than the balance present in the *By Account*.

Narration: Use this field to enter any additional information regarding the contra entry. The maximum allowable alphanumeric character limit is 50 characters.

3.2.2.3 Creating a Contra Entry

1. Open the *Contra Entry* dashboard.
2. Click the *+ Add Contra Entry* button to open a new blank record.
3. Select a series using the lookup next to the *Contra No* field.
4. Enter or select the date for the contra entry using the date picker next to the field.
5. Select the payment method as *Cash* or *Bank*.
6. For Cash payments:
 - a. Select the account from which you want to deduct the amount using the lookup next to the *By Account* field.
 - b. Select the account into which you need to transfer the amount using the lookup next to the *To Account* field.
 - c. Enter the Amount in the *By Amount* field to transfer. You can enter a positive value and it should be less than the available balance of the *By Account*.



7. For Bank payments:
 - a. Select the mode of payment in the *Payment Method* section.
 - b. If you have selected the payment mode as Bank, select the check book in the *Check Book ID* field.
 - c. Enter the number in the *Number* field.
 - d. Enter or select the date using the date picker next to the *Check Date* field.
 - e. Select the account from which you want to deduct the amount using the lookup next to the *By Account* field.
 - f. Select the account into which you need to transfer the amount using the lookup next to the *To Account* field.
 - g. Enter the amount in the *By Amount* field to transfer. You can enter a positive value and it should be less than the available balance of the *By Account*.
8. Enter the conversion factor in the *Conversion Factor* field.
9. Enter a description if required.
10. Enter or select the posting date for the contra entry using the date picker next to the field.
11. Click *Save* button to save the record. Once saved the status of the Contra entry is changed to New.

3.2.2.4 Special Functions



Hold: Click this button to place a new contra entry on hold. Once clicked, the status of the contra entry is changed to HOLD. Remember only contra entries with a *NEW* status can be put on hold.



Release: Click this button to release a contra entry which is on hold.



Void Transaction: Click this button to declare the transaction as invalid.

Post: Click this button to post the contra entries. After posting, the status of the contra entries is changed to POST. Note that to post a contra entry, the Posting date must be less than or equal to the server date.

3.2.3 Transaction Reconciliation

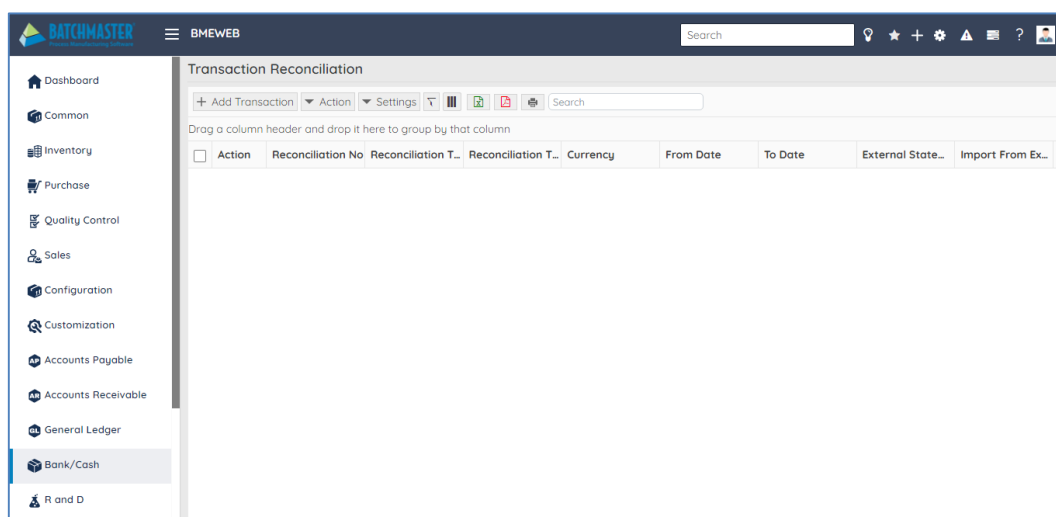


Use this screen to view the difference between the bank balance shown in your bank statement, as supplied by the bank, and the corresponding amount shown in your own accounting records at a particular point of time. You can view and reconcile the statements of customer, vendor, banks, and G/L using this screen.

Go To: Bank/Cash → Bank/Cash Transactions → Transaction Reconciliation.

3.2.3.1 Transaction Reconciliation– Dashboard

You can manage and reconcile the account statements from this dashboard. By default, the system displays all the existing reconciliation documents as maintained for your business/company. You can click on any of the record to view its details.

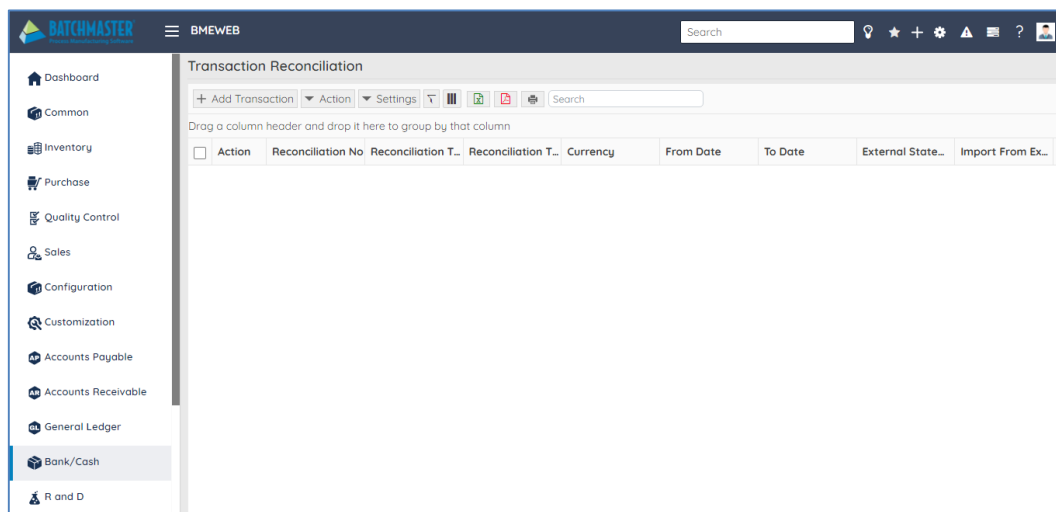


The *Transaction Reconciliation* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e. docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

Using the *Action* button from the dashboard you can:

- Print selected multiple records
- Delete selected multiple records

After you select all the columns of the *Transaction Reconciliation* dashboard, the middle grid displays the selected columns.



The *Transaction Reconciliation* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.

3.2.3.2 Transaction Reconciliation Screen – Add Mode

To add a new transaction reconciliation record to your BatchMaster WEB database, click the + *Add Transaction* button. The system displays the *Transaction Reconciliation screen*, where you can process transaction.

Screen Fields:

Reconciliation No: Enter the reconciliation number manually. This is a mandatory field.



Bank Accounts/GL Accounts/ Vendor/Customer: Select the option from the dropdown for which you want to perform the reconciliation transaction. This is a mandatory field.

Description: This field displays the description of the Bank Accounts/GL Accounts/ Vendor Key/Customer Key.

Currency: This field lets you select the currency:

- **Home Currency:** Select this option if the currency of the statement is the same as the statement of your company.
- **Foreign Currency:** Select this option if the currency of the statement is in a foreign currency.

From Date: Enter the lower range of the dates from which you want to pick the records. By default, the system will retrieve and display the current server date.

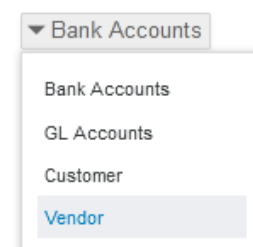
To Date: Enter the upper range of the dates till which you want to pick the records. By default, the system will retrieve and display the current server date.

External Statement Balance: The balance of the statement you have received from the bank. The value in this field will be interpreted in the currency that you have selected above in the *Currency* field.

Import From Excel File: Enter the path from where you want to import the statement. The statement should be in .xls or .xlsx format.

3.2.3.3 Performing Transaction Reconciliation

1. Open the *Transaction Reconciliation* dashboard.
2. Click the *+ Add Transaction* button to open *Transaction Reconciliation* screen.
3. Enter the reconciliation number in the *Reconciliation No* field.
4. Search and select the *Bank Accounts/GL Accounts/ Vendor/ Customer* in the field, as per your requirements.
5. Select the Currency:
 - a. Select the *Home Currency* option if the currency of both the statements to be verified are the same.
 - b. If you deal with foreign currency, then select *Foreign Currency*.





6. Select the date range for which you want to view the statement in the *From Date* and *To Date* fields, respectively.
7. Enter the balance amount to which you want to view the statement in the *External Statement Balance* field.
8. Select the path of the spreadsheet with which you want to run the reconciliation.
9. Click *Process* to view the statements to perform the reconciliation. The system will display the *Transaction Reconciliation* screen wherein you can select the transactions to reconcile.
10. On this screen, you can reconcile the statements of both records.
11. In order to insert a record in the *After Reconciliation* section, you need to click the record in the *Before Reconciliation* section. The system will move the record for the upper grid to the lower grid.
12. Identically click the specific row to move the row from the *After Reconciliation* section to the *Before Reconciliation* section.
13. Click *Process* to reconcile.

3.2.3.4 Special Functions



Excel Mapping: Use this screen to match and map the format of both statements.



Auto Reconcile: Enter details in this screen to let the system reconcile the statements automatically based on the selection you make here.



Bank Charges: Use this screen to add bank charges that you missed adding in the company's accounts.



Other Charges: Use this screen to add any miscellaneous charges that you missed adding in the company's accounts.



Interest Income: Use this screen to include income through interest in your statement that you missed adding in the company's accounts.



Other Income: Use this screen to include any miscellaneous income in your statement that you missed adding in the company's account books.



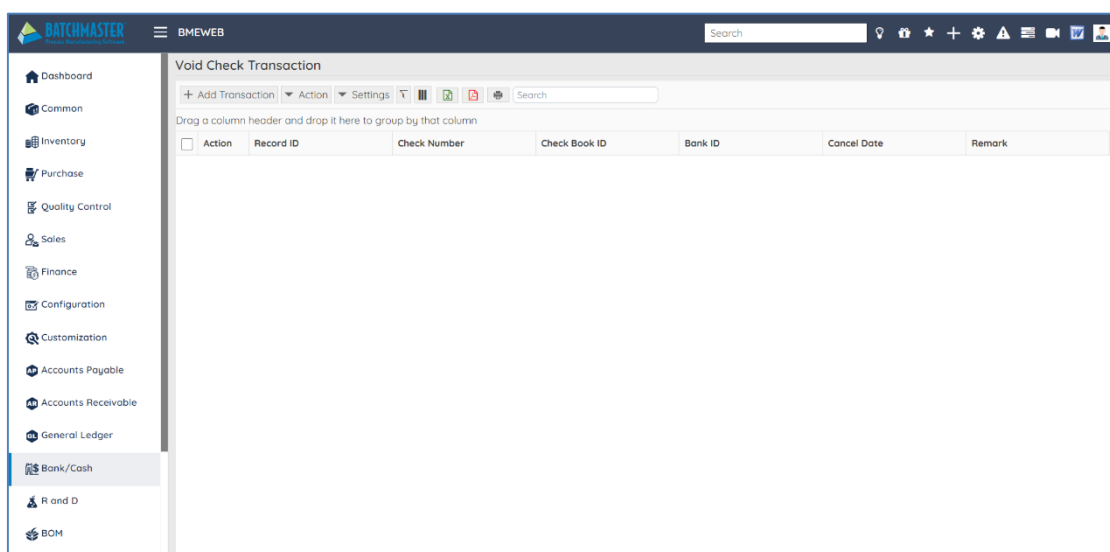
3.2.4 Void Check Transaction

Use this screen to perform transactions for converting checks into null and void.

Go To: Bank/Cash → Bank/Cash Transactions → Void Check Transaction.

3.2.4.1 Void Check Transaction – Dashboard

You can manage and create void check transactions from this dashboard. By default, the system displays all the existing void check transactions as maintained for your business/company. You can click on any of the record to view its details.

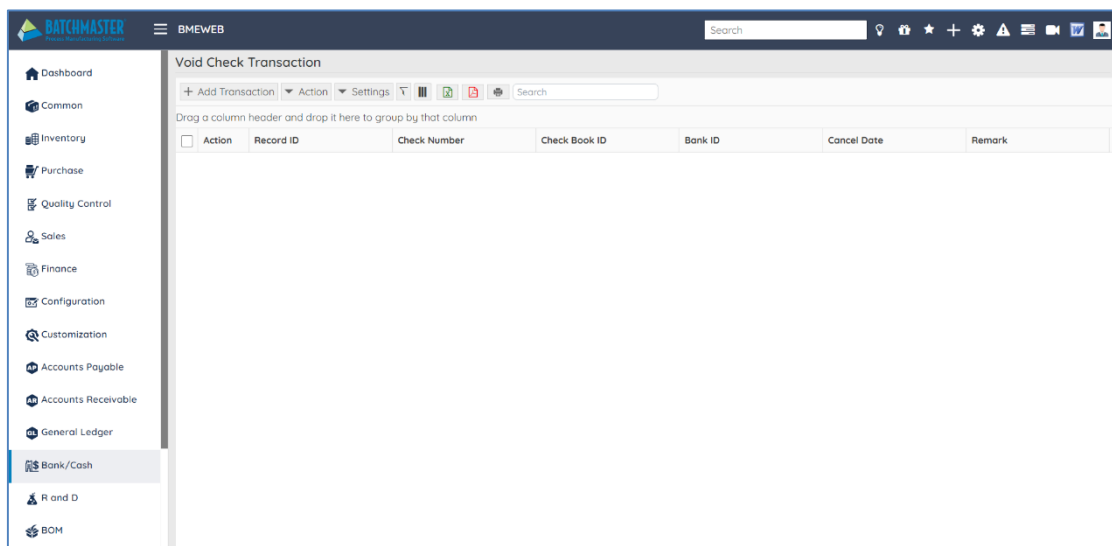


The *Void Check Transaction* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e. docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

Using the *Action* button from the dashboard you can:

- Print selected multiple records
- Copy an existing record to create new one
- Delete selected multiple records

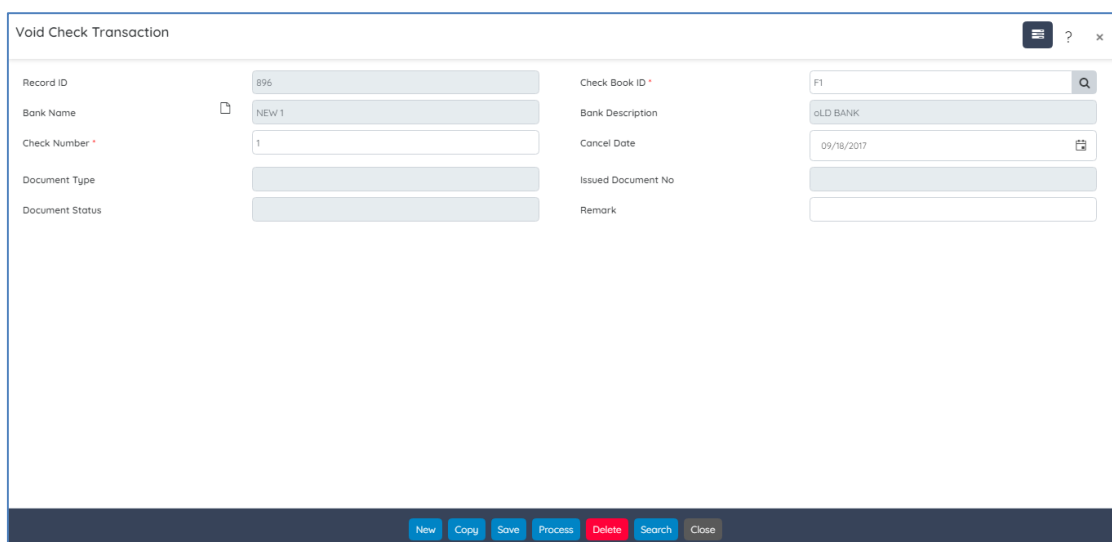
After you select all the columns of the *Void Check Transaction* dashboard, the middle grid displays the selected columns.



The *Void Check Transaction* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.

3.2.4.2 Void Check Transaction Screen – Add Mode

To add a new void check transaction record to your BatchMaster WEB database, click on the *+Add Transaction* button. The system displays the *Void Check Transaction* screen, where you can process the transaction.



Screen Fields:

Record ID: This is a system-generated number for maintaining the record.



Check Book ID: Search and select the check book number that you want to declare as void. This is a mandatory field.

Bank Name: Retrieves the name of the bank associated with the Check Book ID.

Bank Description: This field displays the description of the bank. This is a read-only field.

Check Number: Select the check number associated with the *Check Book ID*. This is a mandatory field.

Cancel Date: Select the date on which you want to cancel the check. By default, the system will retrieve and display the current server date.

Document Type: This field displays the source from which the payment has been processed. For example, *Payment Entry* or *Contra Entry* etc.

Issued Document No: This field displays the document number of the *Payment Entry*.

Document Status: This field displays the status of the *Payment Entry* as *NEW* or *POSTED*.

Remark: You can use this field to enter remarks for cancelling the check.

3.2.4.3 Performing Void Check Transaction

1. Open the *Void Check Transaction* dashboard.
2. Click the *+ Add Transaction button* to open *Void Check Transaction* screen.
3. Select the check book ID in the *Check Book ID* field. This auto-populates the *Bank Name* and *Check Number* (if there is only a single record of a check number) fields.
4. Select the date on which you want to cancel the check, in the *Cancel Date* field.
5. Enter remarks or notes if needed, in the *Remarks* field.
6. Click the *Process* button to process the record.
7. Click *Save* button to save the *Void Check Transaction*.



3.3 Bank Cash Reports

3.3.1 Bank Deposit Slip Report

Use this report to generate deposit slips needed to deposit funds into a bank account.

Go To: Bank Cash → Bank/Cash Report → Bank Deposit Slip.

Clicking on the *Bank Deposit Slip* option displays the *Bank Deposit Slip* window.

Receipt No.	Receipt Date	Receipt Account	Receipt From	Receipt Mode	Check No.	Date	Total Amount	Discount Amount	Net Amount	Status	Currency_Key
TRMARI70001	06/03/17	910300101000003	FHD	Check		06/03/17	5.00	0.00	5.00	POSTED	CAD
DETRMARI7018	08/03/17	910300101000003	TASTY BITE	Check		08/03/17	2.00	0.30	1.70	POSTED	YEN
FRXIT20003	13/04/17	910300101000003	LAX98	Check		13/04/17	645.00	0.00	645.00	POSTED	INR
FRXIT20004	13/04/17	910300101000003	LAX98	Check		13/04/17	12.00	0.00	12.00	POSTED	INR
DECIJUN17145	01/06/17	910300101000003	TASTY BITE	Check		01/06/17	10.00	0.00	10.00	POSTED	INR
DECIJUN17146	01/06/17	910300101000003	TASTY BITE	Check		01/06/17	10.00	0.00	10.00	POSTED	INR
DEDIALG20023	28/08/20	910300101000003	AMERICAN	Check		28/08/20	10.00	0.00	10.00	NEW	INR
DEINDV20019	09/11/20	910300101000003	AJ100	Check		09/11/20	100.00	0.00	100.00	NEW	INR
DEINDV20022	09/11/20	910300101000003	@R002	Check	111	09/11/20	16.00	0.00	16.00	HOLD	USD
8820010	20/11/20	910300101000003	@R002	Check		20/11/20	5550.00	0.00	5550.00	NEW	USD
8820011	20/11/20	910300101000003	@R002	Check		20/11/20	20.30	2.03	18.27	NEW	USD
8820012	25/11/20	910300101000003	@R002	Check		23/11/20	3529.00	352.90	4916.10	NEW	USD
8820016	25/11/20	910300101000003	@R002	Check		25/11/20	100.00	0.00	100.00	NEW	USD

3.3.1.1 Printing the Bank Deposit Slip

1. Open the *Bank Deposit Slip* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. In the *Bank Id* field, using the lookup, select the bank ID of the bank for which the deposit slips are to be generated.
4. Enter or select the receipt date range for which deposit slips are required in the *From Date* and *To Date* fields.
5. Enter the *No. Of Check Per Slip* as required.
6. Click the *Process* to display the data as per the defined filtering criteria.



Bank Deposit Slip

Parameter: [Search Icon] [Refresh Icon]

Bank Id: 100 Bank Name: State Bank of India

Bank Account No.: 144521498200

From Date: 01/01/18 To Date: 20/10/21

No. Of Check Per Slip: 1

Receipt No.	Receipt Date	Receipt Account	Receipt From	Receipt Mode	Check No	Date	Total Amount	Discount Amount	Net Amount	Status	Currency_Key
<input type="checkbox"/>	DE01AUG20023	28/08/20	91030010100003	AMERICAN	Check		10.00	0.00	10.00	NEW	INR
<input type="checkbox"/>	DE01NOV20019	09/11/20	91030010100003	AJ100	Check		100.00	0.00	100.00	NEW	INR
<input type="checkbox"/>	DE01NOV20022	09/11/20	91030010100003	@R002	Check	111	90.00	0.00	90.00	HOLD	USD
<input type="checkbox"/>	88200010	20/11/20	91030010100003	@R002	Check		5550.00	0.00	5550.00	NEW	USD
<input type="checkbox"/>	88200011	20/11/20	91030010100003	@R002	Check		20.30	2.03	18.27	NEW	USD
<input type="checkbox"/>	88200012	25/11/20	91030010100003	@R002	Check		5529.00	5529.00	4976.10	NEW	USD
<input type="checkbox"/>	88200016	25/11/20	91030010100003	@R002	Check		100.00	0.00	100.00		USD

Process Print Close

7. Select the record(s) from the grid to generate the deposit slips.

8. Finally, click the *Print* button to print the slips.

An example of a generated *Deposit Slip* is displayed below:

Bank Deposit Slip 1 / 13 93%

PAY-IN-SLIP State Bank of India

Branch: YN Road.1 Account No.: 144521498200 Date: 10/20/2021 Name: Food Corporation Pvt. Ltd.

Check No.	Amount	PaymentBank	PaymentBranch	CheckNo	Amount
	5.00				5.00
Total				Total	5.00

In Words: Five Only
Signature of the Depositor

3.3.2 Bank Statement

Use this screen to print the bank statement. The report includes the debit balance details, the check details if the amount is transacted through check, account number and its description, etc.

Go To: Bank Cash → Bank/Cash Report → Bank Statement.



Clicking on the *Bank Statement* option displays the *Bank Statement* window.

3.3.2.1 Printing Bank Statement

1. Open the *Bank Statement* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Enter the date range under which you want to print the report, in the respective fields.



Leaving the *From Date* and *To Date* fields blank has the same effect as selecting the first and last available values, respectively.

4. Enter the range of *Account Key* and *Bank IDs* that you want to print, in the respective fields.
5. Select *Home Currency*/*Bank Currency*.
6. Click the *Process* button to print the report.

An example of a generated Bank Statement report is provided below:



Bank Statement
Food Corporation Pvt. Ltd.

10-19-2022
13:36

From Date [2018-01-01] To [2022-10-19]
Bank ID 130
Account No. [9000000000013200]
Account Desc []
Currency Key CAD

Source	Date	Batch No	Check No	Acct Prd	Account Description	Description	Debit	Credit	Running Balance
AP	2020-07-07	AP0720024	7		[113322442200] Accrued - Commissions		0.00000	0.05000	0.05000 Cr
AP	2020-07-23	AP0720029	7		* [1133224421100] A/P Trade ABC		0.00000	12.50000	12.55000 Cr
AP	2020-07-23	AP0720030	7		[1133224422300] Accrued - ABC		0.00000	39.00000	51.55000 Cr
AS	2020-08-12	ASAUG2000011	8		[91030015508019] Rounding Off Expenses	Bank Charges	0.00000	1.00000	52.55000 Cr
AS	2020-08-12	ASAUG2000012	8		[91030015508019] Rounding Off Expenses	Bank Charges	0.00000	1.00000	53.55000 Cr
ES	2020-06-15	ES20010001	6		* [000000000080M] Bank of Maharashtra		2.00000	0.00000	51.55000 Cr
ES	2020-06-16	ES20010006	6		* [000000000080M] Bank of Maharashtra		0.00000	2.00000	53.55000 Cr
ES	2020-08-06	ES20010065	8		[1133224464000] Employee Benefit Program		0.00000	1.00000	54.55000 Cr
ES	2020-08-06	ES20010067	8		[1133224464000] Employee Benefit Program		1.00000	0.00000	53.55000 Cr
F	2020-08-12	F4R0820256	8		[91030015508019] Rounding Off Expenses	Bank Charges	0.00000	123.00000	176.55000 Cr
JE	2020-08-12	JE08200110	8		[91030015508019] Rounding Off Expenses	Bank Charges	0.00000	11.00000	187.55000 Cr
JE	2020-08-12	JE08200117	8		[91030015508019] Rounding Off Expenses	Bank Charges	0.00000	123.00000	310.55000 Cr
JJ	2020-08-12	JJOCT1613	8		[91030015508019] Rounding Off Expenses	Bank Charges	0.00000	122.00000	432.55000 Cr
JJ	2020-08-12	JJOCT1614	8		* [91030015508019] Rounding Off Expenses	Bank Charges	0.00000	123.00000	555.55000 Cr
JT	2020-08-12	JT@AUG2000015	8		[91030015508019] Rounding Off Expenses	Bank Charges	0.00000	12.00000	567.55000 Cr
JV	2020-08-12	JV012	8		[91030015508019] Rounding Off Expenses	Bank Charges	0.00000	13.00000	580.55000 Cr
MP	2021-03-12	MP210019	1		* [00000000000011] Test Default		744.41687	0.00000	163.86687 Dr

3.3.3 Book [Cash/Bank Summary] Report

Use *Book [Cash/Bank Summary]* report to generate the cash book and bank details report.

Go To: Bank/Cash → Bank/Cash Report → Book [Cash/Bank Summary].

Click the *Book [Cash/Bank Summary]* option to open the *Book [Cash/Bank Summary]* screen. On the *Book [Cash/Bank Summary]* screen, filtering parameters can be used to define the scope for processing the report.

Book [Cash/Bank Summary]

Parameter

As On Date

From Country

To Country

From Region

To Region

From State

To State

From Department

To Department

From Account Key

To Account Key

From Country Description

To Country Description

From Region Description

To Region Description

From State Description

To State Description

From Department Description

To Department Description

From Account Key Description

To Account Key Description

Print Close

3.3.3.1 Generating Book [Cash/Bank Summary] Report

1. Open the *Book [Cash/Bank Summary]* REPORT screen.



2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Specify the *As On Date*, as required.
4. Use the lookups next to the *From Country* and *To Country* fields to enter the lower and upper limits, respectively, for the range of country to be filtered on the *Book [Cash/Bank Summary]* report.
5. Use the lookups next to the *From Region* and *To Region* fields to enter the lower and upper limits, respectively, for the range of region to be filtered on the *Book [Cash/Bank Summary]* report.
6. Use the lookups next to the *From State* and *To State* fields to enter the lower and upper limits, respectively, of the range of state to be filtered on the *Book [Cash/Bank Summary]* report.
7. Use the lookups next to the *From Department* and *To Department* fields to enter the lower and upper limits, respectively, of the range of department to be filtered on the *Book [Cash/Bank Summary]* report.
8. Use the lookups next to the *From Account Key* and *To Account Key* fields to enter the lower and upper limits, respectively, of the range of accounts to be filtered on the *Book [Cash/Bank Summary]* report.
9. Click the *Print* button to generate the report.

An example of a generated Book [Cash/Bank] Summary Report is provided below:

Particulars	Debit	Credit
Cash Accounts	1,260,113,583.06000	
[11332224410200] CASH Debtors		1,024.10000
[113322244AS100] West Middle Operation Cash1	95.21010	
[61000000000001] Australia Cash Account	453,188,591.60000	
[66666666666666] Petty Cash Account	78,992.27920	
[91010010000001] Cash Account Home Branch		2,701,069.64000
[91030010100003] State Bank of India		10,377,369.90420
[91030015508009] Main Cash Account	5,855,257.97400	
[91030015508016] Inventory Control Account	980,439,084.42000	
[A105Cash000000] D Y1 D Y2 D Y3 AWSSW	6.00000	
[CCRRSSDDAAAA] USD Cash Account		166,368,980.78000
Bank Accounts		322,507,370.99580
[01000000000001] USA Default Cash Account	909,550.34140	
[01000000080002] American Chemicalsly		1,053,038.85130
[01000000080007] Global Suppliers		743,727.236.32810
[0133CAL0200000] USA West California Accounts		356,306,934.45060
[11111]	944.57400	
[1111111]	234.06700	
[11332224410100] CASH Operating Account	127.85000	
[11332224423100] Accrued - Rent	400.00000	
[113322244AS300] West Middle Operation Bank1		2,053.87870



3.3.4 Cash Flow

Cash Flow report provides information about the company's cash receipts and payments over a definitive period of time.

It records the amounts of cash and cash equivalents entering and leaving your company. It does not include depreciation. This makes it useful for determining the short-term viability of a company, particularly its ability to pay bills.

Go To: Bank Cash → Bank/Cash Report → Cash Flow.

Clicking on the *Cash Flow* option displays the *Cash Flow* window.

The screenshot shows a web application window titled "Cash Flow". The window has a search bar at the top right and a menu icon. Below the title bar, there are three input fields: "Parameter" (empty), "From Date" (2018/10/19), and "To Date" (2022/10/19). Each field has a small icon to its right. At the bottom of the window, there are two buttons: "Process" and "Close".

3.3.4.1 Generating Cash Flow Report

1. Open the *Cash Flow* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Use the lookups next to the *From Date* and *To Date* fields to enter the lower and upper limits, respectively, of the range of dates to be filtered and displayed on the *Cash Flow* report.
4. Click the *Process* button to generate the report.



An example of a generated *Cash Flow Report* is provided below:

Month	Year	In Flow	Out Flow	Net Flow
January	2019	2.00000	0.00000	2.00000
April	2019	24500.00000	24500.00000	0.00000
May	2019	325.00000	0.00000	325.00000
June	2019	676.80000	0.00000	676.80000
July	2019	62101.60500	8032.37000	54069.23500
August	2019	0.00000	20.50000	-20.50000
November	2019	200.00000	0.00000	200.00000
December	2019	65385.00000	18106.40000	63378.60000
January	2020	47386.92000	5855.00000	41531.92000
February	2020	23655.00000	3082121.35300	-3058466.35300
March	2020	154950.00000	4393.00000	150557.00000
April	2020	193523.91362	12359.61407	181164.29955
May	2020	333045.82000	542748.00626	-209702.18626
June	2020	8169561.64822	1736724431.47580	-1728554869.82758
July	2020	553615963738.32700	63358883727.86400	-79942919989.53690
August	2020	1112528951062.74000	2214511634772.90000	-1101982683710.16000
September	2020	386024112.02535	474275047.25316	-88250935.22782
October	2020	93393531.35000	22204065585.96830	-22110672054.61830
November	2020	238753.49000	93588797.67749	-93350044.18749
December	2020	143082980.46000	2377028602.74000	-2233945622.28000
January	2021	58698463779.71030	4261903817.34467	5443655962.36560
February	2021	437234.70000	383469.36000	53765.34000
March	2021	270512529.38455	27629615.53961	242882913.84494
April	2021	15008.94000	505861.72000	-490852.78000
May	2021	1713266.34000	6042842.09000	-4329575.75000
June	2021	481485.56576	2495142.08000	-2013656.51424
July	2021	323692367.80097	10571916.30395	313120451.49702

3.3.5 Cash Statement

Use this screen to print the cash statement. The report includes all the debits, the check details if the amount is transacted through cash, account number and its description, batch number, etc.

Go To: Bank Cash → Bank/Cash Report → Cash Statement.

Clicking on the *Cash Statement* option displays the *Cash Statement* window.

BMEWEB Search

Cash Statement

Parameter: [] [] []

From Date: 2018/01/01 []

To Date: 2022/10/19 []

From Account Key: 0000000000BOM [] Bank of Maharashtra

To Account Key: [] []

From Cash ID: 1 [] 00000000000

To Cash ID: [] []

Display In: Home Currency Cash Currency

[Process] [Close]



3.3.5.1 Printing Cash Statement

1. Open the *Cash Statement* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Enter the date range under which you want to print the report, in the respective fields.



Leaving the *From Date* and *To Date* fields blank has the same effect as selecting the first and last available values, respectively.

4. Enter the range of *Account Key* and *Cash IDs* that you want to print, in the respective fields.
5. Select *Home Currency /Cash Currency*.
6. Click the *Process* button to print the report.

An example of a generated *Cash Statement* report is provided below:

Source	Date	Batch No	Acct Prd	Account Description	Description	Debit	Credit	Running Balance
@1	2022-03-24	@103220001	3	[91030010100003] State Bank of India		1,000.00000	0.00000	1000.00000 Dr
@1	2022-03-24	@103220002	3	[91030010100003] State Bank of India		100.00000	0.00000	1100.00000 Dr
JY	2020-08-01	000645	8	[00000000000002]	Other Charges	154.00000	0.00000	1254.00000 Dr

3.3.6 Contra

Use this *Contra* report to generate the details of contra entries in BatchMaster WEB.

Go To: Bank Cash → Bank/Cash Report → Contra.



Contra - Selection Criteria

Parameter

Posted Unposted

Contra No. From Description

Contra No. To Description

3.3.6.1 Generating Contra Report

1. Open the *Contra – Selection Criteria* screen.
2. Specify the name in the *Parameter* field to save the selected Range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the report *Parameter* field dropdown.
3. Mark/unmark the *Posted* or *Unposted* checkboxes, as required.
4. Use the lookups next to the *Contra No. From* and *Contra No. To* fields to enter the lower and upper limits, respectively, of the range of contras to be filtered and displayed on the *Contra – Selection Criteria* dashboard.
5. Click the *Process* button. The system displays a *Contra Report* dashboard wherein you can :
 - a. Drill down to the specific record by clicking the hyperlink within the *Contra No* field.
 - b. Export the dashboard data in an Excel or PDF file formats.
 - c. Print and filter the dashboard data.
 - d. Search any character string using the *Search* textbox.

Contra Report

Contra No	Narration	By Account	Amount	Apply Date	Status
CA01170055	SSS	91010010000001	1.00000	2017/01/02	VOID
CA01170056	CA01170056 for test	55555555555555	1.00000	2017/01/03	VOID
CA01170057	frj	0100000018007	10.00000	2017/01/09	VOID



6. Click the *Close* button to close the screen.

3.3.7 Reconciliation Report

Use this report to view the entries that you have reconciled.

Go To: Bank/Cash → Bank/Cash Report → Reconciliation Report.

Click the *Reconciliation Report* option to open the *Reconciliation Report* window. On the *Reconciliation Report* window, filtering parameters can be used to define the scope for processing the report.

3.3.7.1 Printing the Reconciliation Report

1. Open the *Reconciliation Report* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Enter the values of *Bank Accounts /GL Accounts/Vendor/Customer* range that you want to print in the report in the *From* and *To* fields, respectively, after you have selected the appropriate category from the drop-down list.
4. Enter the range of Reconciliation numbers in the *From* and *To* fields, respectively.



Leaving the *From* and *To* fields blank has the same effect as selecting the first and last available values, respectively.

An example of a generated *Reconciliation Report* is displayed below:

RECONCILIATION REPORT			
Food Corporation Pvt. Ltd.			
05-19-2022 10:03			
Reconciliation Document No :	a1	Date From	01-07-20
Account Number	000000000444	To	26-07-20
Statement Ending Balance	0.0		
Outstanding Checks (-)	61,728,404,952.2		
Deposits in Tansit (+)	1,364.0		
Adjust Bank Balance	-61,728,403,588.2		
Book Balance as of	-30,864,686,567.1		
Cutoff Date	-92,593,090,155.3		
Type	Number	Date	Transaction Amount
UNRECONCILED RECORD			
CHECK	AP0720025	07-07-20	-1.0
DEP	CA07200160	05-07-20	44.0
DEP	CA07200162	30-06-20	44.0
DEP	CP1700022	04-07-20	462.0
DEP	CP1700025	01-07-20	44.0
DEP	CP1700027	30-06-20	44.0
DEP	CY0010	06-07-20	44.0

4 General Ledger

4.1 GL Transaction

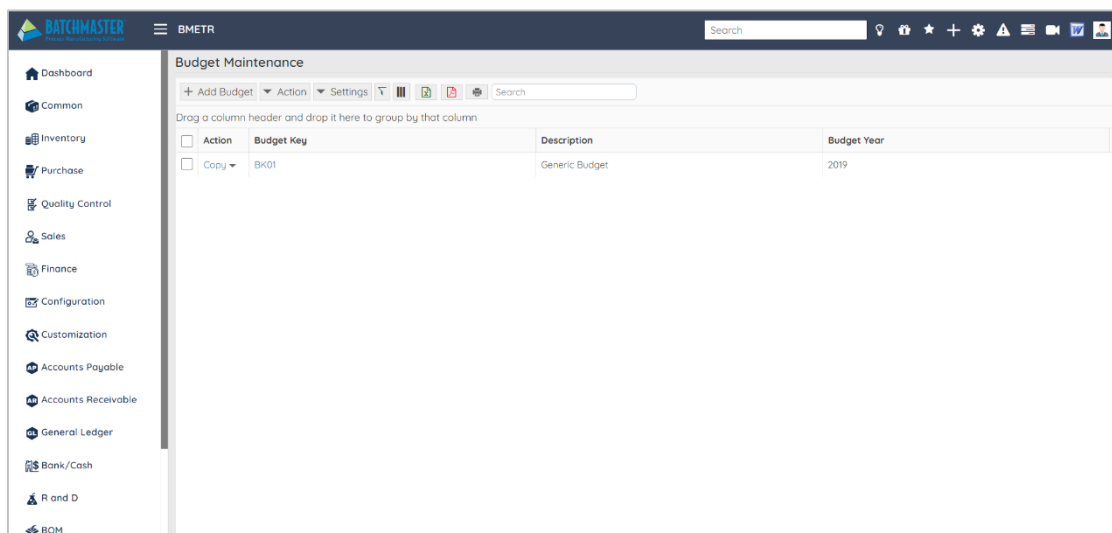
4.1.1 Budget Maintenance

Budget Maintenance screen lets you create a new budget or modify an existing budget. As a business need, the creation of a budget for expenses and incomes is required. Budget maintenance is needed where budgets are created automatically based on some given criteria. For example, the maximum annual budget is 50,000, and the actual budget can be compared with the planned budget.

Go To: General Ledger → GL Transaction → Budget Maintenance.

4.1.1.1 Budget Maintenance – Dashboard

You can manage budget maintenance entries from this dashboard. By default, the system displays all the existing budget entries as maintained for your business/company. You can click on any of the record to view its details.

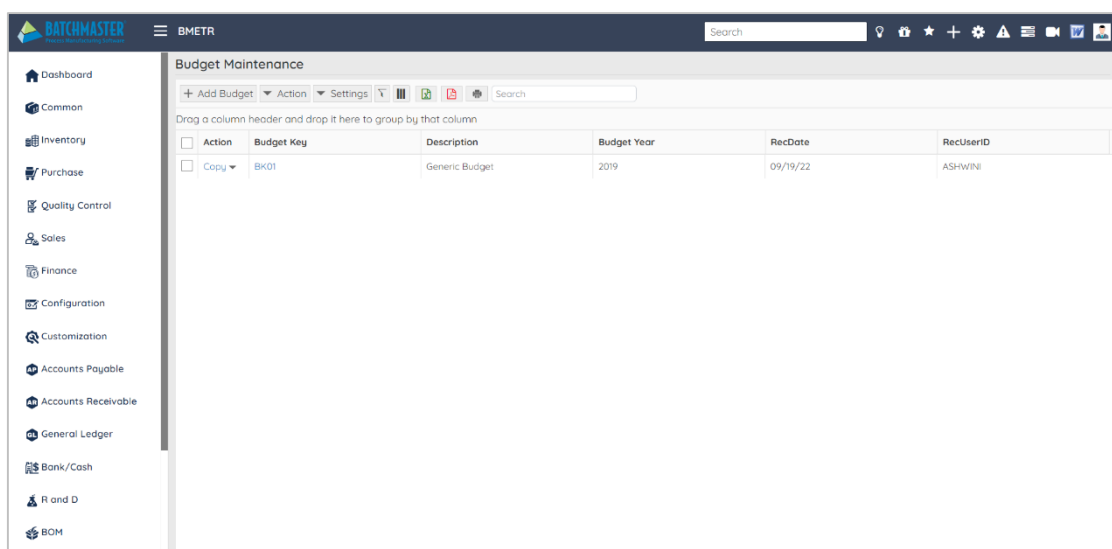


The *Budget Maintenance* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e. docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

Using the *Action* button from the dashboard you can:

- Copy an existing record to create new one
- Delete selected record(s)

After you select all the columns of the *Budget Maintenance* dashboard, the middle grid displays the selected columns.



The *Budget Maintenance* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.



4.1.1.2 Budget Maintenance Screen – Add Mode

To create and modify existing budget to your BatchMaster WEB database, click the *Budget Maintenance* option from the main menu. The system displays the *Budget Maintenance* dashboard, click the *+Add Budget* button the system displays the *Budget Maintenance* screen, where you can maintain the budget.

Action	Sub Key	Account Key	Description	Period 1	Period 2	Period 11	Period 12
<input type="checkbox"/>	H501	0000000000000000		100	200		

Screen Fields:

Budget Key: This field specifies the budget key for which you have maintained the budget. The maximum allowable alphanumeric characters are 100 characters.

Budget Description: This field specifies the budget key description or information associated with the above selected Budget Key. This is editable field. The maximum allowable alphanumeric characters are 200 characters.

Fiscal Year: This field specifies the year for which you want to maintain the budget entry. The system will let you select the fiscal year while creating a new budget entry. All the periods as defined on the *Period Date* screen will be defaulted for picking and maintaining the budget. Once selected, the field value is disabled. For a single fiscal year you can maintain multiple budget entries.

Grid Fields:

Add Line: Click the *Add Line* button to insert a row in the grid.

Import Excel File: Click this button to import budget entries from an excel sheet into this screen.

Action : Click this button to delete specific line from the grid.



Select All/Unselect All : Mark this checkbox to Select/Unselect all the entries at once.

Select/Unselect : Mark/Unmark the checkbox in the grid to select/unselect the budget entry row.

Sub Key: This field is used to enter sub key for the selected account key. This is user defined field with a maximum allowable alphanumeric characters are 100 characters.

Account Key: This field is used to specify the Account Key for the Budget when you add the account to the budget entry using the *Add Line* button. The lookup in the grid retrieves all the accounts maintained in the BatchMaster WEB database for selection. The selected account key is displayed in the *Account Key* field.

Description: This field specifies the description or information associated with the Account key. This is a read-only field.

Period 1 to 12: This field is used to specify the budget amount. The number of periods defaulted here are populated as maintained on the *Period Date* screen for the fiscal year. This field is editable and filled manually or using the *Fill Budget* button under special function.

4.1.1.3 Creating a Budget

1. Open the *Budget Maintenance* dashboard.
2. Click the *+Add Budget* button to open the *Budget Maintenance* screen.
3. Enter the budget key for which you want to maintain the budget in the *Budget Key* field.
4. Select the fiscal year for budget maintenance using the lookup next to the *Fiscal Year* field. The system will display the *Fiscal Year Lookup* window, select the fiscal year.
5. Enter any additional information in the *Budget Description* field.
6. Click the *Add Line* button to insert a line in the budget detail grid. Select the Account using the lookup. The lookup attached to the field will display a list of accounts maintained in the BatchMaster WEB database.
7. Enter the user defined key in the *Sub Key* field.



The entered sub key will be defaulted on *Fill Budget* screen.

8. Select the line record for which you need to enter the amount in the *Period* fields:
 - Enter the budget amount manually in the *Period* fields as required.



Select checkbox will work only when you change the amount manually without clicking the *Fill Budget* button.

- Click the *Fill Budget* button to open the *Fill Budget* screen.
 - a) Select a sub key using the dropdown next to the *Sub Key* field.
 - b) Select the *Set Amount* option and enter the budget amount in the *Set Amount* field.

The screenshot shows the 'Fill Budget' dialog box with the following fields and options:

- Budget Key:** BK01
- Fiscal Year:** 2019
- Sub Key:** All
- Historical Year:** Unselected
- Other Budget:** Unselected
- Set Amount:** Selected, value 10.00
- Yearly Budget Amount:** Unselected
- Current Budget:** Unselected
- Selected Line:** Unselected
- Increase/Decrease:** Increase selected, value 0.00

c) Click the *Process* button to fill the entered budget amount to all the *Periods* in the grid.

9. Click *Save* button to save the record.

4.1.1.4 Updating a Budget

4.1.1.5 Updating Budget by Historical Year

1. Open the *Budget Maintenance* dashboard.
2. Click the desired *Budget Key* field. The system will open the created budget on the *Budget Maintenance* screen.
3. Change the description, if required.
4. Click the *Fill Budget* button under special functions to open the *Fill Budget* screen.



5. The system will default the *Budget Key* from the above selected step and the *Fiscal Year* from the *Budget Maintenance* screen. Select a *Sub Key* using the dropdown. The dropdown lists all the maintained sub key(s) from the *Budget Maintenance* screen.
6. Select the *Historical Year* option to enable the lookup next to the field. Click the lookup to open the *Segment Lookup* and select a fiscal year.

- Click the *Process* button to copy the selected historical year period(s) amount in the grid without increasing or decreasing the amount.
- Select *Increase/Decrease* option and select *Amount/Percent* from the dropdown.
- Enter the amount in the field next to the dropdown.



- This will increase/decrease the entered amount by the amount or percentage based on the selection. Click the *Process* button to fill the entered budget by an increased/decreased amount to all the *Period(s)* fields in the grid.
7. Click the *Save* button to update the budget by historical year.

4.1.1.6 Updating Budget by Other Budget

1. Open the *Budget Maintenance* dashboard.
2. Click the desired *Budget Key* field. The system will open the created budget on the *Budget Maintenance* screen.
3. Change the description, if required.
4. Click the *Fill Budget* button under special functions to open the *Fill Budget* screen.
5. The system will default the *Budget Key* from the above selected step and *Fiscal Year* from the *Budget Maintenance* screen. Select *Sub Key* using the dropdown. The dropdown list all the maintained sub key(s) from *Budget Maintenance* screen.
6. Select the *Other Budget* option to enable the lookup next to the field. Click the lookup button to open the *Segment Lookup* and select a *Budget Key*.
 - Click the *Process* button to copy selected budget period(s) amount in the grid without increasing or decreasing the amount by amount or percentage.
 - Select an *Increase/Decrease* option and select *Amount/Percent* from the dropdown.
 - Enter the amount in the field next to the dropdown.
 - This will increase/decrease the entered amount by the amount or percentage based on the selection. Click the *Process* button to fill the entered budget by the increased/decreased amount to all the *Period(s)* fields in the grid.
7. Click the *Save* button to update the budget by other selected budget.

4.1.1.7 Updating Budget by a Set Amount

1. Open the *Budget Maintenance* dashboard.
2. Click the desired *Budget Key* field. The system will open the created budget on the *Budget Maintenance* screen.
3. Change the description, if required.



4. Click the *Fill Budget* button under special functions to open the *Fill Budget* screen.
5. The system will default the *Budget Key* from the above selected step and the *Fiscal Year* from *Budget Maintenance* screen. Select a *Sub Key* using the dropdown. The dropdown lists all the maintained sub key(s) from the *Budget Maintenance* screen.
6. Select the *Set Amount* option to enable the text box next to the option. Enter the amount to fill in all the *Period(s)* fields in the grid.
7. Click the *Process* button to copy the entered budget amount into the *Period(s)* fields on the grid.



Increase/Decrease amount functionality by amount or percentage is disabled for *Set Amount* option.

8. Click the *Save* button to update the budget by entered amount.

4.1.1.8 Updating Budget by Yearly Budget Amount

1. Open the *Budget Maintenance* dashboard.
2. Click the desired *Budget Key* field. The system will open the created budget on the *Budget Maintenance* screen.
3. Change the description, if required.
4. Click the *Fill Budget* button under special functions to open the *Fill Budget* screen.
5. The system will default the *Budget Key* from the above selected step and *Fiscal Year* from the *Budget Maintenance* screen. Select a *Sub Key* using the dropdown. The dropdown lists all the maintained sub key(s) from the *Budget Maintenance* screen.
6. Select the *Yearly Budget Amount* option to enable the text box next to the option. Enter the yearly budget amount to fill an equally divided amount in all the periods. For example, if 12000 is entered as budget amount, the system will equally distribute this amount in the maintained periods (12 periods) of 1000.
7. Click the *Process* button to copy the entered yearly budget amount equally divided in all *Period(s)* fields of the grid.



Increase/ Decrease amount functionality by amount or percentage is disabled for *Yearly Budget Amount* option.

8. Click the *Save* button to update the budget by Yearly Budget Amount.



4.1.1.9 Updating Budget by Current Budget

1. Open the *Budget Maintenance* dashboard.
2. Click the desired *Budget Key* field. The system will open the created budget on the *Budget Maintenance* screen.
3. Change the description, if required.
4. Click the *Fill Budget* button under special functions to open the *Fill Budget* screen.
5. The system will default the *Budget Key* from the above selected step and *Fiscal Year* from the *Budget Maintenance* screen. Select a *Sub Key* using the dropdown. The dropdown lists all the maintained sub key(s) from the *Budget Maintenance* screen.
6. Select the *Current Budget* option.
7. Select *Increase/Decrease* option and select *Amount/Percentage* from the dropdown. This will increase/decrease the entered amount (next to the dropdown field) by the amount or percentage based on the selection made.
8. Click the *Process* button to add the entered amount in all *Period(s)* fields on the grid.
9. Click the *Save* button to update the budget.

4.1.1.10 Updating Budget for Selected Line(s)

1. Open the *Budget Maintenance* dashboard.
2. Click the desired *Budget Key* field. The system will open the created budget on the *Budget Maintenance* screen.
3. Change the description, if required.
4. Mark the checkbox(s) to select the grid lines for changing the budget amount.
5. Click the *Fill Budget* button under special functions to open the *Fill Budget* screen.
6. The system will default the *Budget Key* from the above selected step and *Fiscal Year* from the *Budget Maintenance* screen. Select a *Sub Key* using the dropdown. The dropdown lists all the maintained sub key(s) from the *Budget Maintenance* screen.
7. Mark the *Selected Line* option to modify selected line(s) period amounts in the grid. Select the *Increase/ Decrease* option and select *Amount/Percentage* from the dropdown. This will increase/decrease the entered amount (next to the dropdown) by an amount or percentage.



8. Click the *Process* button to fill the entered budget by the increased/decreased amount to selected rows in the grid.
9. Click the *Save* button to update the budget for the selected lines.

4.1.1.11 Importing a Budget Entry

1. Open the *Budget Maintenance* dashboard.
2. Click the desired *Budget Key* field. The system will open the created budget on the *Budget Maintenance* screen.
3. The system will display the selected *Budget Key* details in the grid.
4. Click the *Import Excel File* button.
5. On the displayed window, locate the file to import.
6. Select the file and click the *Open* button.
7. The system will display the imported excel file data in the grid.

4.1.1.12 Special Function



Account Selection: Click this button to select the range of accounts, cost center, and department for which the budget needs to be created or modified. You can either select a sub-key or account range or both for the account selection. If both options are selected, only those accounts that fulfill both the criteria will be displayed.

- **Budget Key:** This field is defaulted from the *Budget Key* field as displayed on the *Budget Maintenance* screen. This is a read-only field.



- **Fiscal Year:** This field is defaulted from the *Fiscal Year* field as displayed on the *Budget Maintenance* screen. This is a read-only field.
- **Sub-key:** Enter the sub-key to assign for a selected range of accounts.
- **Account Group:** Mark the required checkbox from Assets, Income, Liabilities, Expenses, and Capital needed to create or modify the budget.
- **Account Key /Cost Center /Department Range:** Select the Account Key/Cost Center/Department range for which the budget needs to create or modify the budget.



Fill Budget: Click this button to fill a budget amount in the grid fields for all the periods. On clicking this button, the *Fill Budget* screen will pop-up where you can select one of the options from the following:

- **Historical Year:** Select the historical year for which the budget amount must be calculated based on the actual data of any of the previous years. The lookup attached to the field will display previous fiscal years.
- **Other Budget:** Select the other budget for which the budget amount has to be calculated based on an existing budget of any year. The lookup attached to the field will display already created budgets using *Budget Maintenance* Screen.
- **Set Amount:** Select this option to enter a budget amount in all *Period* fields of the grid. Increase/Decrease options are disabled when you select this option.
- **Yearly Budget Amount:** Select this option to enter a yearly budget amount which will be distributed equally amongst all the defined periods. *Increase/Decrease* options are disabled when you select this option.



- **Current Budget:** Select this option to increase or decrease the selected budget by a specified percentage or amount.
- **Selected Line:** Select this option to increase or decrease the selected lines of a selected budget by a specified percentage or amount.

Click the *Process* button after specifying the budget amount from one of the above options.



Export to Excel: Use this option to export the account details into an excel file. The system will copy the fields into the header section of the excel file and copy the corresponding details. In this excel sheet, you can modify the account details and can import the same using *Budget Entry* screen.

4.1.2 Consolidated GL

With a full history of detailed GL transactions held in BatchMaster WEB, many Finance executives choose to post consolidated data only to the actual GL accounts. Instead of having to do this via spreadsheets, BatchMaster WEB provides an easy way of performing the task with the *Consolidated GL* screen. This form allows you to consolidate your GL transactions within a specified date range.

You can establish the journal series and date range and view all the GL transactions lying within that range. You can then decide which GL transactions are to be consolidated. Only GL transactions destined for the same account can be consolidated. The system consolidates the selected transactions and displays them on the screen for validation. View the consolidated GLs or drill down to the lowest GL detail, as needed.

Go To: General Ledger → GL Transaction → Consolidated GL.

4.1.2.1 Consolidated GL Screen – Add Mode

To consolidate your GL transactions within in a specified date range, click the *Consolidated GL* option. The system displays the *Consolidate GL* screen.



Screen Fields:

Journal Batch Series: The series selected here determines the type of GL transactions to be consolidated. The available options in the dropdown are:

- OI – Journl Batch Series for Inventory
- OM – Journl Batch Series for Manufacturing
- OP – Journl Batch Series for Purchase
- OS – Journl Batch Series for Sales

You may choose to consolidate GL transactions generated from inventory or at the time of sales or purchase or manufacturing.

From and To: The range of GL transactions prefixed with the above selected series can be established here. The GL transactions falling in the specified range are displayed upon processing the record and hence are available for consolidation.

From Date: This field holds the lower limit of the range of apply dates of the GL to be used as a filter criterion.

To Date: This field holds the upper limit of the range of apply dates of the GL to be used as a filter criterion.

Upload To Finance: If this checkbox is marked, the consolidate GL transactions will be directly uploaded to finance upon clicking the *Post* button.



Apply: On clicking this button, all the GL transactions satisfying the filter criteria are displayed in the *GLs in Range* section.

GLs in Range Section:

GLs in Range ^		
<input type="checkbox"/>	Journal Batch No.	Journal
<input type="checkbox"/>	OI-2234	OI
<input type="checkbox"/>	OI-2235	OI
<input type="checkbox"/>	OI-2237	OI
<input type="checkbox"/>	OI-2238	OI
<input type="checkbox"/>	OI-2239	OI
<input type="checkbox"/>	OI-2240	OI
<input type="checkbox"/>	OI-2241	OI
<input type="checkbox"/>	OI-2242	OI
<input type="checkbox"/>	OI-2243	OI
<input type="checkbox"/>	OI-2244	OI
<input type="checkbox"/>	OI-2249	OI

Checkbox: Use this checkbox to select this GL line.

Journal Batch No.: This field holds the Batch Number of the GL Journal.

Journal: This field holds the GL series selected at the *Journal Batch Series* field.

Consolidated GL Details Section:

To view consolidated GL details, click the *View Consolidated GL* button at the bottom of the screen.

Consolidated GL Details ^			
Account	Amount	Description	Apply Date
91030015508016	-217,565,758.63	Journl Batch Series	22/02/21
91030015508017	217,370,158.63	Journl Batch Series	22/02/21
91030015508018	-4,000.00	Journl Batch Series	22/02/21
91030015508019	-400.00	Journl Batch Series	22/02/21

Account: This field displays the accounts that will be posted to by the consolidated GL. This is a read-only field.

Amount: This field holds the amount with which the account will be credited/debited. This is a read-only field.

Description: This is the description of the journal series. This description is editable.

Apply Date: This field holds the Apply date of the GLs. This date is modifiable.

Selected GL Details: On clicking this button the system displays the complete details and break down of the selected GL transactions in a popup window.



Show Detail of Consolidated GLs ✕

Journal Batch...	Account	Description	Apply Date	Amount	Item Key	Location	Accountla
OI-2234	9103001550801	F- CONT -Trn. C	18/02/22	4,000.00	F- CONT	BHP	INVENTOF
OI-2234	9103001550801	F- CONT -Trn. C	18/02/22	-4,000.00	F- CONT	BHP	TRANSAC
OI-2235	9103001550801	Std Cost Mod-#	21/02/22	217,369,908.63	#####-D	AGT	STANDARI
OI-2235	9103001550801	Std Cost Mod-#	21/02/22	-217,369,908.63	#####-D	AGT	INVENTOF
OI-2237	9103001550801	#####-D -Trn.	21/02/22	250.00	#####-D	AGT	STANDARI
OI-2237	9103001550801	#####-D -Trn.	21/02/22	150.00	#####-D	AGT	INVENTOF
OI-2237	9103001550801	#####-D -Trn.	21/02/22	-400.00	#####-D	AGT	TRANSAC

Close

View Consolidated GL: Before clicking the *View Consolidated GL* button, select the GL Journal Batches in the *GLs in Range* section. On clicking this button, the consolidated GL is displayed in the *Consolidated GL Details* section.

Consolidated GL Details ^

Account	Amount	Description	Apply Date
91030015508016	-217,365,758.63	Journal Batch Series	22/02/21
91030015508017	217,370,158.63	Journal Batch Series	22/02/21
91030015508018	-4,000.00	Journal Batch Series	22/02/21
91030015508019	-400.00	Journal Batch Series	22/02/21

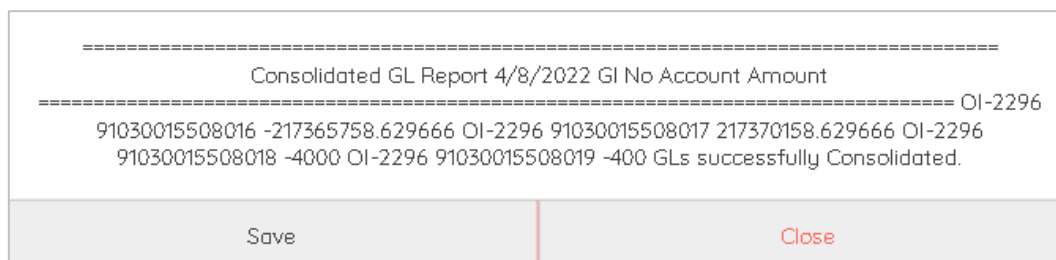
Post: On clicking this button on the tool bar, the selected consolidated GL is posted to the *Upload to Finance* screen from where it can be uploaded to finance. If the *Upload to Finance* option is checked on this screen, then clicking this button will upload the consolidated GL directly to finance.

4.1.2.2 Consolidating GLs

1. Open the *Consolidate GL* screen.
2. Select a series at the *Journal Batch Series* field.
3. Establish the range of journal batch numbers using the *From* and *To* fields.
4. Establish the required date range using the *From Date* and *To Date* fields.
5. Click the *Apply* button on the toolbar to display all GL transactions that satisfy the filter criteria in the *GLs in Range* grid.
6. Select the GL transactions that are to be consolidated.
7. Click the *View Consolidated GL* button to consolidate the selected GL transactions.



8. The consolidate GL transactions are displayed in the *Consolidated GL Details* grid.
9. Click the *Selected GL Details* to see an in-depth view of the transactions.
10. Click the *Post* button to post the consolidated GL transactions to the *Upload to Finance* screen. To upload the consolidated GL transactions directly to Finance, first check the *Upload to Finance* option and then click the *Post* button.



4.1.3 Customer Vendor GL

In the business world it's quite common that your vendor for certain goods or services is also your customer, purchasing different goods or services from you. In BatchMaster WEB Finance, to manage the account entries for customers who are also vendors, the *Customer Vendor GL* screen is used. With this screen you can record a payment as a consolidated amount for the difference between the accounts.

Go To: General Ledger → GL Transaction → Customer Vendor GL.

4.1.3.1 Customer Vendor GL– Dashboard

You can manage Customer Vendor GL records from this dashboard. By default, the system displays all the existing records maintained for your business/company. You can click any of the record to view its details.



Action	Journal No	Status	Date	Posting Date	RecDate	RecUserID
<input type="checkbox"/> Print	CV23010006	NEW	17/01/23	17/01/23	17/01/23	ASHWINI
<input type="checkbox"/> Print	CV23010001	NEW	02/01/23	02/01/23	02/01/23	HITESHI
<input type="checkbox"/> Print	CV23010002	HOLD	02/01/23	02/01/23	02/01/23	HITESHI
<input type="checkbox"/> Print	CV23010003	HOLD	02/01/23	02/01/23	02/01/23	HITESHI
<input type="checkbox"/> Print	CV23010004	NEW	02/01/23	02/01/23	02/01/23	HITESHI
<input type="checkbox"/> Print	CV23010005	VOID	02/01/23	02/01/23	02/01/23	HITESHI
<input type="checkbox"/> Print	CV22120103	NEW	21/12/22	21/12/22	21/12/22	MS
<input type="checkbox"/> Print	CV22120104	NEW	21/12/22	21/12/22	21/12/22	HITESHI
<input type="checkbox"/> Print	CV22120105	NEW	21/12/22	21/12/22	21/12/22	MS
<input type="checkbox"/> Print	CV22120107	NEW	21/12/22	21/12/22	21/12/22	MS
<input type="checkbox"/> Print	CV22120108	NEW	21/12/22	21/12/22	21/12/22	HITESHI
<input type="checkbox"/> Print	CV22120109	NEW	21/12/22	21/12/22	21/12/22	HITESHI
<input type="checkbox"/> Print	CV22120110	NEW	21/12/22	21/12/22	21/12/22	HITESHI
<input type="checkbox"/> Print	CV22120111	NEW	21/12/22	21/12/22	21/12/22	HITESHI
<input type="checkbox"/> Print	CV22120098	NEW	20/12/22	20/12/22	20/12/22	MS

The *Customer Vendor GL* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e. docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

Using the *Action* button from the dashboard you can:

- Copy an existing record to create new one
- Delete selected multiple records

After you select all the columns of the *Customer Vendor GL* dashboard, the middle grid displays the selected columns.



The *Customer Vendor GL* dashboard provides a clear vision of the created records in a read-only mode. You can view the defined Customer Vendor GL records as per the number of Items per page specified.

4.1.3.2 Customer Vendor GL – Add Mode

To create a new record, click the *Customer Vendor GL* option from the main menu. The system displays *Customer Vendor GL* screen.

Action	Type	Customer/Vendor	Name	Account No	Account Name	Description	Dr. Amount	Cr. Amount
	AR	009	Demo	00000000000001	Test Default De		0.00	1.00
	AR	009	Demo	00000000000001	Test Default De		1.00	0.00

Screen Fields:

Journal No.: Use this system generated field to view the sequence of the Customer Vendor GL entry.

Posted / Unposted: You can choose any option to view the related Customer Vendor GL entries. The lookup on the standard toolbar will obtain data as per the selection made - Posted / Unposted.

- **Posted:** Click this option to view the saved records of posted transactions.
- **Unposted:** Click this button to view the saved records of un-posted transactions.

Date: This field specifies the apply date of the customer vendor entry creation. Click the date picker next to the field to change the date if required.

Currency: This field specifies the currency against which you need to retrieve the account details. Click the lookup button next to the field to open the *Currency* window.

Currency Description: This field displays the description of the selected currency. This is a read-only field.



Narration: Use this field to write any additional information regarding the Customer Vendor GL Entry. The maximum allowable alphanumeric characters are 225 characters.

Status: This field specifies the status of the Customer Vendor GL Entry. The available options are:

- New
- Hold
- Post

Posting Date: This field specifies the date on which you will post the Customer Vendor GL Entry. The default value of this field is the current server date. You can change the date using the date picker next to the field.



You can Post the journal entry only on that date or a date greater than the specified date.

Grid fields:

Add Line: Click the add button to insert a row in the grid.

Export Entry: Use this option to export Customer Vendor GL details into an excel file. The system will copy the fields into the header section of the excel file and copy the corresponding details.


Import Entry: Use this option to import Customer Vendor GL data from an existing excel template file.

Difference: This field specifies the difference between the debit and credit entries.

Total Debit: This field specifies the sum of the debit entries in the grid.

Total Credit: This field specifies the sum of the credit entries in the grid.

Grid Fields:

Action  : Click this button to delete the row from the grid.

Type: Use this field to specify the type of GL Entry as one of:

- AR
- AP
- GL



Customer/Vendor: Based on the selection made in the type field specify the Vendor/Customer using the lookup provided. This field will be disabled for a GL Type.

Name: Displays the name of the Vendor/Customer selected.

Account No: This field specifies the account that needs adjustment. Click the lookup button next to the field to open the *Account* window. The system will display the accounts from the Account Master window. For a GL type you can select the miscellaneous account in this field.

Account Name: This field displays the name associated with the account number.

Description: This is the additional information of the account.

Dr. Amount: This field specifies the debit amount for the specified account.

Cr. Amount: This field specifies the credit amount for the specified account.



In order to adjust the Account entry, you can enter the field value in either the *Dr. Amount* or the *Cr. Amount* fields. The system will restrict you to enter values in both fields for a single account entry row.

4.1.3.3 Creating a Customer/Vendor GL Entry

1. Open the *Customer Vendor GL* dashboard.
2. Click the *+ Add Customer Vendor GL* button to open the *Customer Vendor GL* screen.
3. Click the *New* button to insert a new record.
4. Enter or select the date for the Customer/Vendor GL entry using the date picker next to the *Date* field.
5. Select the currency using the lookup next to the *Currency* field.
6. Enter a narration if required.
7. Enter or select the *Posting date* for the customer/vendor GL entry using the date picker next to the field.
8. Click the *Add Line* button to insert a line in the grid.
 - Select the type of transaction as one of AP or AR or GL.



- Specify the vendor/customer for whom the entry needs to be done using the lookup provided.
 - Enter or select the account using the lookup next to the field.
 - Enter any additional information in the *Description* field.
 - If the *Dr. Amount* field has an amount value then enter a *Cr. Amount* field value, or vice versa.
 - To add more account entries for adjustment, follow steps 7 a. to d.
9. Click *Save* to save the record. Once saved the status of the Customer/Vendor GL Entry is changed to *New*.



In order to save the customer/vendor GL entry, the *Dr. Amount* should be equal to the *Cr. Amount*.

4.1.3.4 Special Functions



Assign Dimension ID: Click this button to associate a dimension with the Customer Vendor GL. Clicking the button will display the assign dimension window with which you can choose the product. The system will obtain all the dimensions maintained via the *Dimension Setup* screen. If you have defined the dimension using this option, the system will default the value in the journal entry lines.



Post: Click this button to post the journal entries.



Hold: Click this button to hold the Customer Vendor GL Entry. Once clicked, the status of the Customer Vendor GL entry is changed to HOLD. Remember only journal entries with a status of *NEW* can be put on hold.



Release: Click this button to release a journal entry which is on HOLD. On releasing the entry, the status of the journal entry is changed to *NEW*.



Void Transaction: Click this button to declare the transaction as invalid.

4.1.4 Journal Entry

A journal entry is the logging of a transaction into account books.

For a balanced journal entry, the total credits must equal the total debits, else it is considered as unbalanced. Journal entries directly impact the account balances in the general ledger.



If the dimensions defined on the *Multi-Dimensional Setup* screen are set to active, then the defined dimensions can be applied to a *Journal Entry* at the line level. The grid automatically appends the projects defined with the dimension as separate columns, so you can manage the account entries individually in relation to the projects.

Go To: General Ledger → GL Transaction → Journal Entry.

4.1.4.1 Journal Entry – Dashboard

You can manage and enter journal entries from this dashboard. By default, the system displays all the existing journal entries as maintained for your business/company. You can click on any of the record to view its details.

Action	Journal No	Status	Date	Posting Date	Narration
<input type="checkbox"/>	ASOCT2000001	NEW	10/01/20	10/01/20	
<input type="checkbox"/>	JE08190088	NEW	08/09/19	08/09/19	
<input type="checkbox"/>	F-IR0218252	NEW	02/01/18	02/01/18	
<input type="checkbox"/>	JE0180085	NEW	01/08/18	01/08/18	
<input type="checkbox"/>	000035	NEW	10/04/17	10/04/17	
<input type="checkbox"/>	000036	NEW	10/02/17	10/05/17	
<input type="checkbox"/>	000033	NEW	08/21/17	08/21/17	
<input type="checkbox"/>	ASALUG1700003	NEW	08/17/17	08/17/17	
<input type="checkbox"/>	000032	NEW	08/17/17	08/17/17	
<input type="checkbox"/>	JE08170083	NEW	08/02/17	08/02/17	
<input type="checkbox"/>	000029	NEW	07/12/17	07/12/17	
<input type="checkbox"/>	000021	NEW	03/07/17	03/07/17	
<input type="checkbox"/>	000020	NEW	02/21/17	02/21/17	
<input type="checkbox"/>	000019	NEW	02/27/17	02/27/17	
<input type="checkbox"/>	000018	NEW	02/27/17	02/27/17	

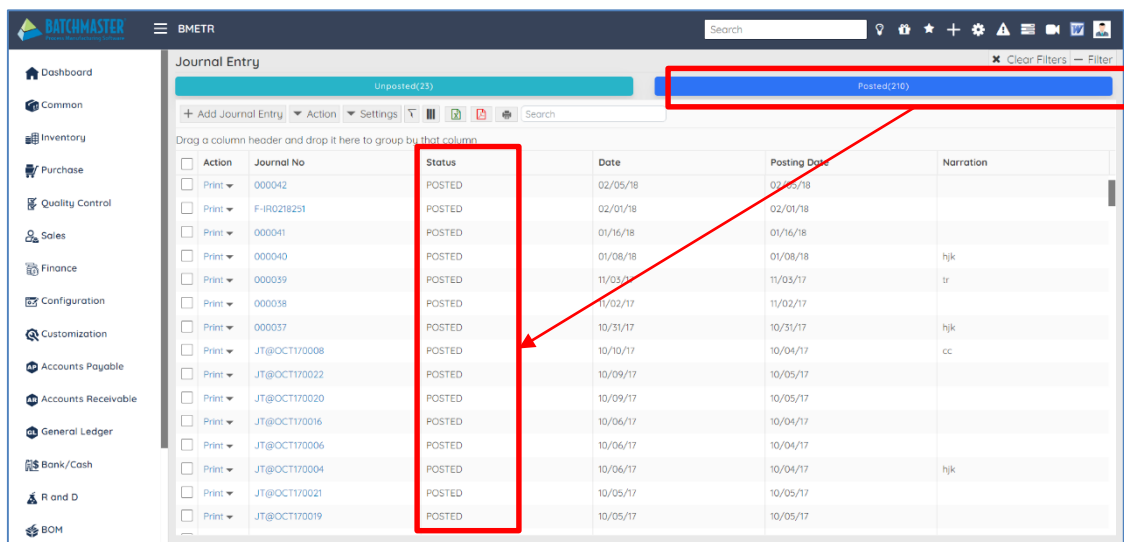
The *Journal Entry* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e. docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

Using the *Action* button from the dashboard you can:

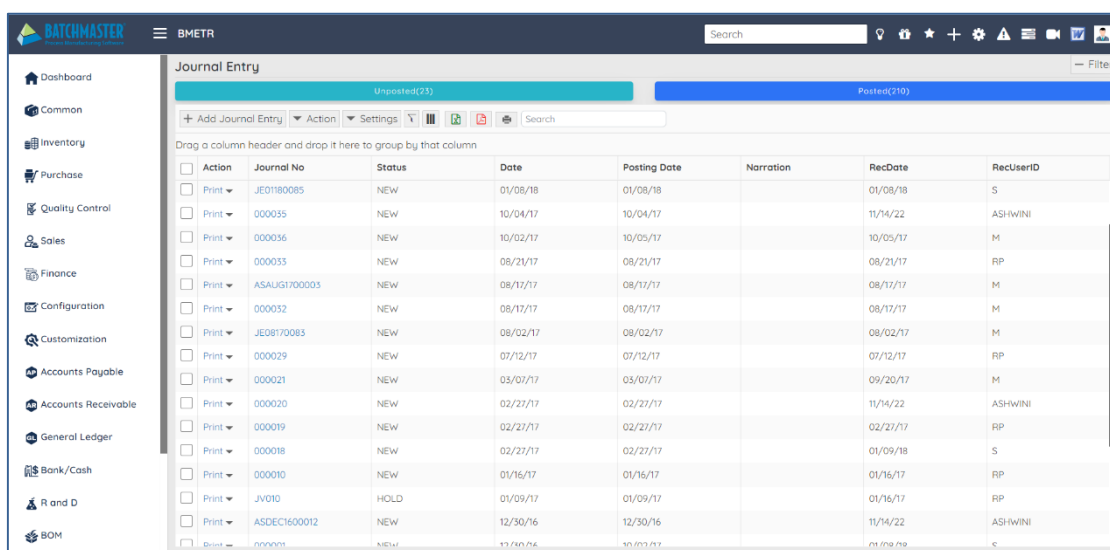
- Copy an existing record to create new one
- Print selected record(s)
- Release selected record(s)
- Hold selected record(s)
- Post selected record(s)
- Delete selected record(s)



You can choose the *Unposted/Posted* option to view the related Journal Entry. Clicking the option will obtain the data as per the selection made for the *Posted/Unposted* option. By default this dashboard displays all status journal entry records. You can click on one of the *Posted/Unposted* buttons to filter the records accordingly.



After you select all the columns of the *Journal Entry* dashboard, the middle grid displays the selected columns.



The *Journal Entry* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.

4.1.4.2 Journal Entry Screen – Add Mode

To add a new Journal Entry to your BatchMaster WEB database, click the + *Add Journal Entry* button. The system displays the *Journal Entry* screen, where you can create new journal entry records.



Screen Fields:

Journal No: Use this system generated field to view the sequence of the journal entry. This is a mandatory field.

Status: This field specifies the status of the journal entry. The available options are:

- NEW
- HOLD
- POST

Date: This field specifies the apply date of journal entry creation. Click the date picker next to the field to change the date if required. This field value will be used when you want to print the GL transactions, or any report.

Posting Date: This field specifies the date on which you will post the journal entry. The default value of this field is the current server date. You can change the date using the date picker next to the field.



You can *POST* the journal entry only on that date or a date greater than the specified date.

Currency: This field specifies the currency against which you need to retrieve the account details. Click the lookup next to the field to open the *Currency Lookup* window.

Currency Description: This field displays the description of the currency key. This is a read-only field.

Generate Reverse GL: Check this option to reverse a journal entry made for any reason.

Reverse GL Date: Select this date to process the reverse GL entry.



Narration: Use this field to write any additional information regarding the journal entry. The maximum allowable alphanumeric characters are 225 characters.

Grid Fields:

Add Line: Click the *Add Line* button to insert a new row in the grid.

Export Entry: Click this button to export the journal entries into an excel sheet.

Import Entry: Click this button to import journal entries from an excel sheet into this screen. You can change an amount in existing template and update journal entries by importing.

Difference: This field specifies the difference of the debit and credit entries.

Total Debit: This field specifies the sum of the debit entries in the grid.

Total Credit: This field specifies the sum of the credit entries in the grid.

Action : Click this button to delete a specific row from the grid.

Account No: This field specifies the account that needs adjustment. Click the lookup next to the field to open the *Account No Lookup* window. The system will display the accounts from the *Account Master* window.

Account Name: This field specifies the name of the account as specified in the *Account Master* screen.

Description: This is the additional information of the account. The maximum allowable limit is 50 characters.

Dr. Amount: This field specifies the debit amount for the specified account.

Cr. Amount: This field specifies the credit amount for the specified account.

4.1.4.3 Creating a Journal Entry

1. Open the *Journal Entry* dashboard.
2. Click the *+ Add Journal Entry* button to open the *Journal Entry* screen.
3. Select the journal number using the lookup next to the *Journal No* field.
4. Enter or select the date for the journal entry using the date picker next to the *Date* field.
5. Select the currency using the lookup next to the *Currency* field.



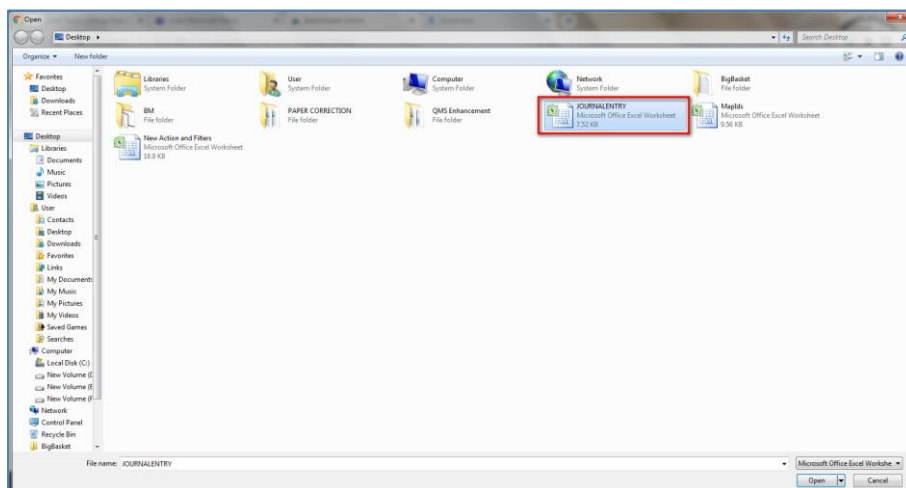
6. Enter a narration if required.
7. Enter or select the *Posting Date* for the journal entry using the date picker next to the field.
8. Click the *Add Line* button to insert a line in the grid.
 - a. Enter or select the account using the lookup next to the *Account No* field.
 - b. Enter any additional information in the *Description* field.
 - c. If the *Dr. Amount* field has an amount value then enter a *Cr. Amount* field value, or vice versa.
 - d. Click the *Assign Dimension ID* button under the special function.
 - e. Enter the value for the defined dimensions.
 - f. To add more account entries for adjustment follow steps 7 a. to 7e.
9. Click the *Save* button to save the record. Once saved the status of the journal entry is changed to *NEW*.



In order to save the journal entry, the *Dr. Amount* should be equal to the *Cr. Amount*. Otherwise, the system displays a warning message.

4.1.4.4 Importing Balance

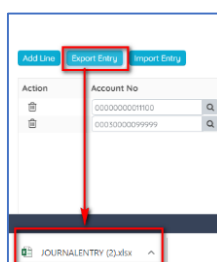
1. Open the *Journal Entry* Dashboard.
2. Click the *+ Add Journal Entry* button to open the *Journal Entry* screen.
3. Select the finance series using the lookup next to the *Journal No* field.
4. If you have your opening balance details in excel format, you can import the account balances using the *Import Entry* button. On clicking the *Import Entry* button, the system displays a window to locate the *Excel* file.
5. Click the *Open* button.



6. The system will import the balances and default them on the grid.
7. Click the *Save* button to save the record.

4.1.4.5 Exporting Accounts

1. Open the *Journal Entry* Dashboard.
2. Click on the desired record available in the dashboard. The system displays *Journal Entry* screen.
3. To export the accounts for debit and credit amount entries for your General Ledger functions, click the *Export Entry* button.
4. The system will export the Account Number, Account Name details to an Excel file where you can enter the amount against each individual account, and then import it again.



4.1.4.6 Special Functions



Assign Dimension ID: Click this button to associate a dimension with the Journal Entry.

Clicking the button will display the assign dimension window with which you can choose the product. The system will obtain all the dimensions maintained via the *Dimension Setup* screen. If you have defined the dimension using this option, the system will default the value in the journal entry lines.



Hold: Click this button to hold a new journal entry. Once clicked, the status of the journal entry is changed to *HOLD*. Remember only journal entries with a status of *NEW* can be put on hold.



Release: Click this button to release a journal entry which is on *HOLD*. On releasing the entry, the status of the journal entry is changed to *NEW*.



Void Transaction: Click this button to declare the transaction as invalid.



Edit Posted Transaction: Click this button to open the *Posted Journal Lookup* window. Select *JrnIBtchNo* using the lookup to edit posted transaction.

Post: Click this button to post the journal entries. After posting, the status of the journal entries is changed to *POSTED*. Note that to post a journal entry the posting date must be less than or equal to the server date.

4.1.5 Journal Posting

The *Journal Posting* screen lets you simultaneously post several consecutive GL Entries. You can post those journal entries created via the *Journal Entry* screen with a status of *NEW*. The system will default all the field values from the created entries.



- c. You are not allowed to post a journal entry for an account which is on *HOLD*.
- d. The Posting date for the entries should be less than or equal to the server date.

Once you post the entry the system will update the Accounts accordingly.

Go To: General Ledger → GL Transaction → Journal Posting.

4.1.5.1 Journal Posting Screen – Add Mode

To simultaneously post several consecutive GL Entries, click the *Journal Posting* option from the main menu. On clicking the *Journal Posting* option, the system displays the *Journal Posting* screen where you can post journal entries.



Journal Posting

Transaction Type: Voucher

From Transaction: VCI21616

To Transaction: VO-263

Start Date: 09/07/23

End Date: 09/07/23

Process Post Close

Screen Fields:

Transaction Type: This field specifies the various transactions for Journal posting:

- Voucher
- Invoice
- Debit Memo
- Credit Memo
- Inventory Transaction
- Opening Balance
- Journal Entry
- Salary And Advances
- Banking GL Entry

From Transaction: The lower limit of the transaction range used to filter journal details for posting.

To Transaction: The upper limit of the transaction range used to filter journal details for posting.

Start Date: The lower limit of the date range used to filter journal details for posting.

End Date: The upper limit of the date range used to filter journal details for posting.

Grid Details:



Checkbox: Click this checkbox to select all the entries at once. Again click this checkbox to remove the selection of all entries at once.

JrnlBtchNo: This field specifies the journal entry number generated while saving the journal entry record.

DocNo: This field specifies the document number of the journal entry record.

ApplDate: This field specifies the apply date of the document.

Acct: This field specifies the Account Number for which you have done the adjustment (debit or credit amount).

Description: This field specifies the name of the Account Number.

Amount: This field specifies the total amount of the journal entry for adjustment.

4.1.5.2 Processing a Journal Posting

1. Open the *Journal Posting* screen.
2. In the *Transaction Type* field select the transaction type for which you want to process records for the specified period.
3. In the *From Transaction* and *To Transaction* fields, enter the lower and upper limits, respectively, of the range of transactions to be used to filter entries for posting.
4. In the *Start Date* and *End Date* fields, enter the lower and upper limits, respectively, of the range of journal entry dates to be used to filter entries for posting.
5. Click the *Process* button. The system will retrieve the journal entries satisfying the filter criteria and display them in the grid.
6. Mark the row(s) to post.
7. Click the *Post* button.
8. The system will post the entries and display the report as shown below:

Journal No.	Status
VO-265	Updated Successfully
Finance Batch Number --	VO-265
VO-264	Updated Successfully
Finance Batch Number --	VO-264

Close



4.1.6 Opening Balance Entry

This screen details the steps in entering or editing opening balances in BatchMaster WEB. You can import the balances of your company or can add an account balance individually as required. It is the first entry in your company's accounts.

If the dimensions defined on the *Multi-Dimensional Setup* screen are set to active, then the defined dimensions can be applied to a *Journal Entry* at the line level. The grid automatically appends the projects defined with the dimension as separate columns so you can manage the account entries individually in relation to the projects.

Go To: General Ledger → GL Transaction → Opening Balance Enquiry.

4.1.6.1 Opening Balance Entry – Dashboard

You can manage and enter opening balance entries from this dashboard. By default, the system displays all the existing journal entries as maintained for your business/company. You can click on any of the records to view its details.

Action	Journal No	Status	Date	Posting Date
<input type="checkbox"/>	OB-149	NEW	03/25/20	03/25/20
<input type="checkbox"/>	OB-122	NEW	07/12/17	07/12/17
<input type="checkbox"/>	OB-153	NEW	07/12/17	07/12/17
<input type="checkbox"/>	OB-150	NEW	07/12/17	07/12/17
<input type="checkbox"/>	OB-154	HOLD	07/12/17	07/12/17
<input type="checkbox"/>	OB-151	HOLD	07/12/17	07/12/17
<input type="checkbox"/>	OB-156	NEW	07/12/17	07/12/17
<input type="checkbox"/>	OB-165	NEW	07/12/17	07/12/17
<input type="checkbox"/>	OB-154	NEW	07/12/17	07/12/17
<input type="checkbox"/>	OB-163	NEW	07/12/17	07/12/17

The *Opening Balance Entry* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e. docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

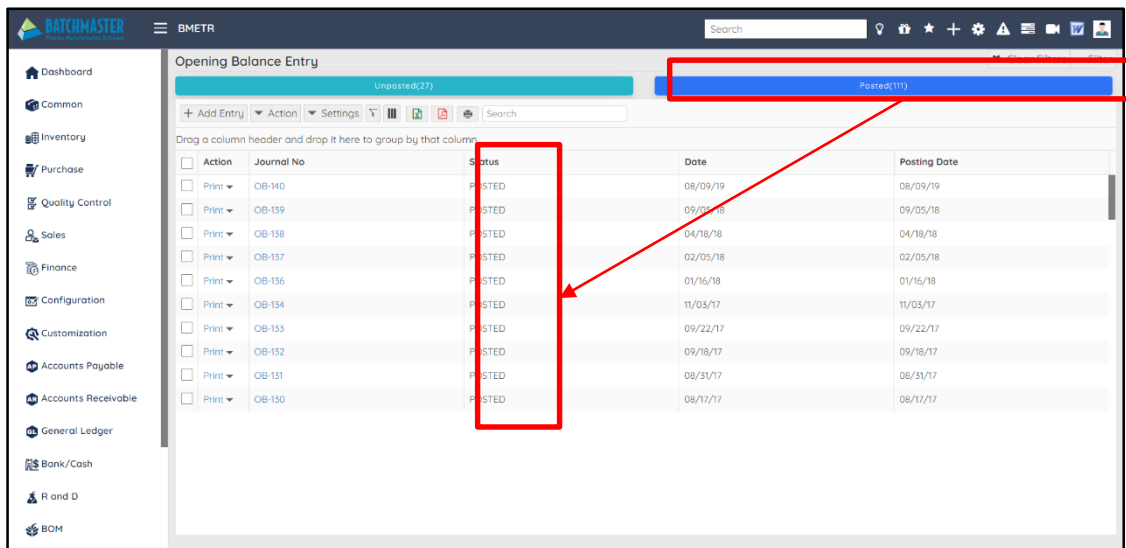
Using the *Action* button from the dashboard you can:

- Copy an existing record to create new one
- Print selected record(s)

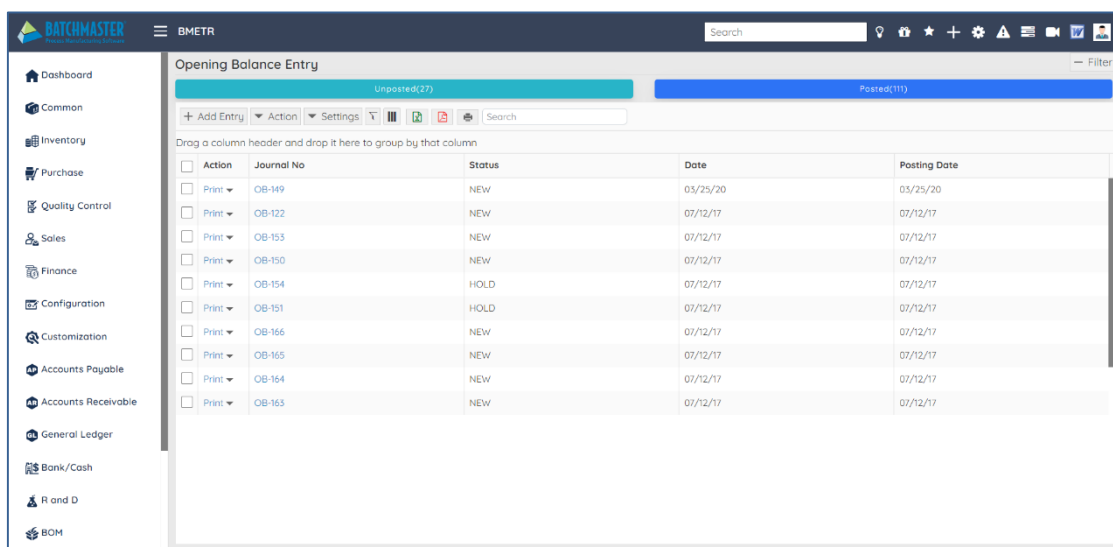


- Delete selected record(s)

By default, this dashboard displays all status journal entry records. You can click on any of the *Unposted Entry / Posted Entry* buttons to filter the records accordingly.



After you select all the columns of the *Opening Balance Entry* dashboard, the middle grid displays the selected columns.



The *Opening Balance Entry* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.

4.1.6.2 Opening Balance Entry Screen– Add Mode



To add a new Opening Balance to your BatchMaster WEB database, click the + *Add Entry* button. The system displays the *Opening Balance Entry* screen, where you can create new opening balance entry records.

Action	Account No	Account Name	Description	Dr. Amount	Cr. Amount	Project	Work Center	OptiPro	BMM	GMM	Doc No.
	→ 000000000	datujrjtjdfriktjdjktj		150.00	0.00						
	→ 000000000	Bank of Maharashtra		0.00	150.00						

Screen Fields:

Journal No	OB-123	Status	NEW
Date	07/12/2017	Posting Date	07/12/2017
Currency	INR	Currency Description	Indian Rupee
Narration			

Journal No: This field displays the unique group identification code for the opening balance entry. It is an auto generated number that is incremented each time you save a new opening balance record.

Status: This field specifies the status of the Opening Balance Entry. The available options are:

- **NEW:** The status indicates that the entry is new and is ready to post. A *NEW* status entry can be transferred to hold if required.
- **HOLD:** This status means that an entry is not available for posting. Holds are placed on entries for business reasons. No changes can be made to an entry that is on hold. An entry will stay on hold until released by you. Your business rules should address how long a hold can be left in place.
- **POST:** This status means that the entry has been posted to accounts.

Date: This field specifies the date of entry. By default, the system displays the current server date that can be edited using the date picker next to the field.

Posting Date: This field specifies the date on which you want to post the entry. The default value of this field is the current server date. You can change the date using the date picker next to the field.



Currency: This field specifies the home currency of the company.

Currency Description: This field displays the description of the currency key. This is a read-only field.

Narration: Use this option to define any additional information with the opening balance entry.

Grid Fields:

This grid also helps you to drill down to the specific record with the attached link arrow present with the *Account No* field.

Add Line: Click the *Add Line* button to insert a row in the grid.


Export Accounts: Select one of the options using the dropdown:

- **Export Accounts:** Click this option to export the accounts into an excel sheet that you can import further if required.
- **Import Balance:** Click this option to import account balances from an excel sheet into this screen.
- **Export GL, AP, AR Template:** Click this option to export the GL, AP, AR Account in an excel sheet to fill various account balances manually.
- **Import GL, AP, AR Balance:** Click this option to import the GL, AP, AR Account from an excel sheet to update GL, AP, AR Accounts. The imported excel sheet contains manually entered account balances in the GL, AP, AR template.

Difference: This field specifies the difference of the debit and credit entries.

Total Debit: This field specifies the sum of the debit entries in the grid.

Total Credit: This field specifies the sum of the credit entries in the grid.

Action : Click this button to delete a row from the grid.

Account No: This field specifies the Account Number for which you have done the adjustment (debit or credit amount).

Account Name: This field specifies the name of the Account Number.



Description: This field specifies the description for the Account Number.

Dr. Amount: This field specifies the debit amount for the specified account.

Cr. Amount: This field specifies the credit amount for the specified account.

Dimension1...5: This field caption is obtained from the description defined for the dimension on the *Multi-Dimension Setup* screen. The lookup attached to the field obtains the information defined as the sub-projects for individual dimensions defined on the *Dimension Setup* Screen. Sub-projects configured in the line provide Vendor/Customers with multiple views of an expense and revenue analysis.

Doc No.: This field specifies the document number as specified in the template of the existing open Invoice/Voucher. The value in this field is editable and you can change it as per the business scenario. The value in this field is defaulted according to the values as specified in the excel template file for importing the opening balance data.

Vendor-Customer: This field specifies the Vendor name against AP or Customer name against AR values as specified in the excel template file for importing the opening balance data.

Doc Date: This field specifies the document date as specified in the template of the existing open Invoice/Voucher. The value in this field is editable and you can change it as per the business scenario. The value in this field is defaulted according to the values as specified in the excel template file for importing the opening balance data.

4.1.6.3 Entering Opening Balance

1. Open the *Opening Balance Entry* dashboard.
2. Click the *+ Add Entry* button to open the *Opening Balance Entry* screen.
3. Enter or select the date for the journal entry using the date picker next to the *Date* field.
4. Select the currency using the lookup next to the *Currency* field.
5. Enter a narration if required.
6. Enter or select the posting date for the journal entry using the date picker next to the *Posting Date* field.
7. Click the *Add Line* button to insert a row in the grid.
 - a. In the *Account No* field click the lookup to select the account. The system will display all the accounts maintained in BatchMaster WEB.



- b. On selecting the Account, the account name details are defaulted to the *Account Name* field.
 - c. Enter any additional information in the *Description* field.
 - d. Enter the Debit / Credit amount in the respective *Dr. Amount* and *Cr. Amount* field.
 - e. Based on the debit and the credit entry along with defined accounts, the system will calculate and display the difference and total amount that has been credited or debited in their respective fields.
 - f. Enter the value for the defined dimensions (the fields will be displayed only if you have any active multi-dimension.)
 - g. Enter the document number if not defaulted from the excel template sheet.
 - h. Enter the vendor/customer name if not defaulted from the excel template sheet.
 - i. Enter the document date in the *Doc Date* field if not defaulted from the excel template sheet.
8. Click *Save* button to save the record.



In order to save the opening balance entry, the *Dr. Amount* must be equal to the *Cr. Amount*.

4.1.6.4 Importing Balance

1. Open the *Opening Balance Entry* screen.
2. If you have your opening balance details in excel format, you can import the account balances using the *Import Balance* button.
3. Click the *Import Balance* button.
4. Locate the *Excel* file on the displayed window.
5. The system will import the balances and display them on the grid section.
6. Click *Save* button to save the record.

4.1.6.5 Exporting Accounts

1. Open the *Opening Balance Entry* screen.
2. To export the accounts for debit and credit amount entries for your General Ledger functions, click the *Export Accounts* button.



3. On the *Save* window, enter the file name and click *Save*.
4. The system displays a confirmation message.
5. The system exports the Account name details to an Excel file where you can enter the amount against each individual account, and then import it again.

4.1.6.6 Special Functions



Assign Dimension ID: Click this button to associate a dimension with the Journal Entry.

Clicking the button will display the *Assign Dimension ID* window with which you can choose the product. The system will obtain all the dimensions maintained via the *Dimension Setup* screen. If you have defined the dimension using this option, the system will default the value in the journal entry lines.



Hold: Click this button to hold a new Opening Balance entry. Once clicked, the status of the entry changes to Hold. Remember that only entries with a *NEW* status can be put on *HOLD*.



Release: Click this button to release the entry which is on *HOLD*.



Void Transaction: Click this button to declare the transaction as invalid.

Post: Click this button to post the Opening Balance entries. Once posted the status of the opening balance entry is changed to *POSTED*.

4.1.7 POST To GL

BatchMaster WEB transactions, which have not yet been posted to finance, can be uploaded manually from this screen.

Go To: General Ledger → GL Transaction → POST to GL.

4.1.7.1 POST To GL screen

To manually upload BatchMaster WEB transactions, click the *POST to GL* option from the main menu. The system displays the *POST To GL* screen.



Post To GL

Transaction Type: Voucher

From Transaction: [Search]

To Transaction: [Search]

Start Date: 01/01/22

End Date: 07/09/23

<input type="checkbox"/>	Voucher No.	Vendor Key	Vendor Name	Voucher Date	Terms Key	Discount	PO No.	Voucher Total
<input type="checkbox"/>	1100819	DEMO_H	Hello	22/08/22		0		400
<input type="checkbox"/>	1100821	*VEN_SAN	VEN_SAN	22/08/22	P10	0		13,26
<input type="checkbox"/>	1100847	MAC D	Mac Donald	15/12/22		0	00000011	700
<input type="checkbox"/>	1100848	MAC D	Mac Donald	15/12/22		0	00000011	700
<input type="checkbox"/>	1100849	#100	American11	16/12/22	P10	0		700
<input type="checkbox"/>	1100855	MAC D	Mac Donald	30/01/23		0	00000011	120
<input type="checkbox"/>	1100856	_VAN_SAN	VEN_SAN	30/01/23	P10	0		90
<input type="checkbox"/>	1100857	MAC D	Mac Donald	01/04/22		0	00000011	660
<input type="checkbox"/>	1100862	DEMO_H	Hello	03/02/23		0		800
<input type="checkbox"/>	1100864	*VEN_SAN	VEN_SAN	10/02/23	P10	0	KA007881	440
<input type="checkbox"/>	1100886	RAJPMAD1	Raj Vendor 01	23/02/23	P10	0		10000
<input type="checkbox"/>	1100898	#100	American11	10/03/23	P10	0		1
<input type="checkbox"/>	1100900	#100	American11	16/03/23	P10	0		16,9
<input type="checkbox"/>	1100901	#100	American11	23/03/23	P10	0		1
<input type="checkbox"/>	1100902	_VAN_SAN	VEN_SAN	29/03/23	P10	0		516,9
<input type="checkbox"/>	1100905	RAJPMAD1	Raj Vendor 01	29/03/23	P10	0	00000011	75

Process Post Close

Screen Fields:

Transaction Type: This field specifies the type of transaction that you want to update as one of:

- Voucher
- Invoice
- Debit Note
- Credit Note

From Transaction: The lower limit of the transaction number range used to filter transactions for posting.

To Transaction: The upper limit of the transaction number range used to filter transactions for posting.

Start Date: The lower limit of the date range used to filter transactions for posting.

End Date: The upper limit of the date range used to filter transactions for posting.

4.1.7.2 Updating Selected Transaction(s)

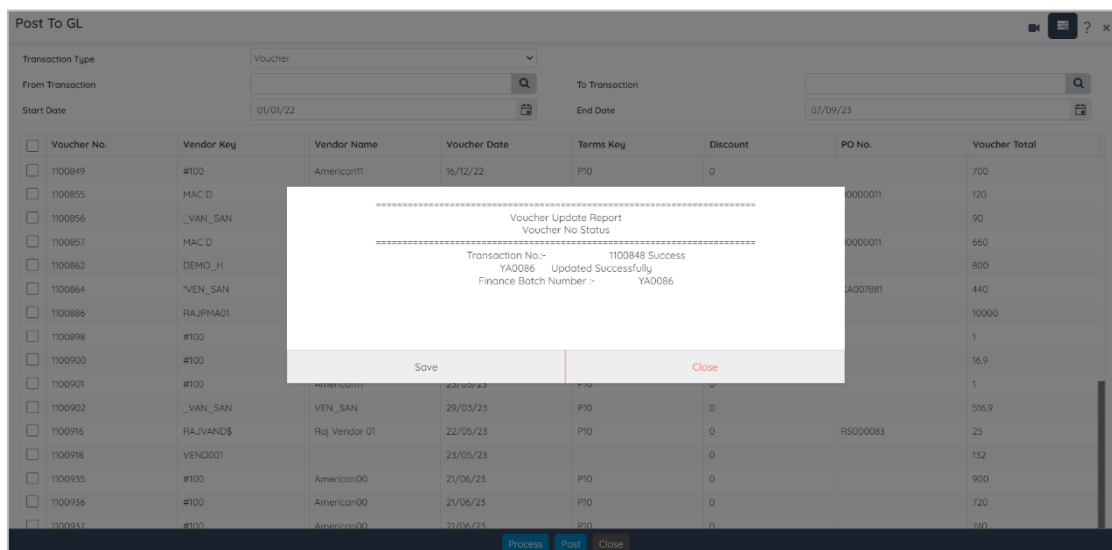
1. Open the *POST To GL* screen.
2. Select the type of transaction as one of:
 - Invoice
 - Voucher



- Debit Note
 - Credit Note
3. In the *From Transaction* and *To Transaction* fields, enter the lower and upper limits, respectively, of the transactions for which you need to update finance entries.
 4. In the *Start Date* and *End Date* fields, enter the lower and upper limits, respectively, of the date range for which you need to update finance entries.
 5. Click the *Process* button to get the list based on the selected filter criteria, the system displays records in the grid.

<input type="checkbox"/>	Voucher No.	Vendor Key	Vendor Name	Voucher Date	Terms Key	Discount	PO No.	Voucher Total
<input type="checkbox"/>	1100849	#100	American11	16/12/22	P10	0		700
<input type="checkbox"/>	1100855	MAC D	Mac Donald	30/01/23		0	00000011	120
<input type="checkbox"/>	1100856	_VAN_SAN	VEN_SAN	30/01/23	P10	0		90
<input type="checkbox"/>	1100857	MAC D	Mac Donald	01/04/22		0	00000011	660
<input type="checkbox"/>	1100862	DEMO_H	Hello	03/02/23		0		800
<input type="checkbox"/>	1100864	^VEN_SAN	VEN_SAN	10/02/23	P10	0	KA007881	440
<input type="checkbox"/>	1100886	RAJPMAD1	Raj Vendor 01	23/02/23	P10	0		10000
<input type="checkbox"/>	1100898	#100	American11	10/03/23	P10	0		1
<input type="checkbox"/>	1100900	#100	American11	16/03/23	P10	0		16.9
<input type="checkbox"/>	1100901	#100	American11	23/03/23	P10	0		1
<input type="checkbox"/>	1100902	_VAN_SAN	VEN_SAN	29/03/23	P10	0		516.9
<input type="checkbox"/>	1100916	RAJVAND\$	Raj Vendor 01	22/05/23	P10	0	RS000083	25
<input type="checkbox"/>	1100918	VEND001		23/05/23		0		132
<input type="checkbox"/>	1100935	#100	American00	21/06/23	P10	0		900
<input type="checkbox"/>	1100936	#100	American00	21/06/23	P10	0		720
<input type="checkbox"/>	1100937	#100	American00	21/06/23	P10	0		240

6. Select the desired record(s) to post the GL transactions.
7. Click the *Post* button. After successful posting of GL transaction, the system displays a message as shown below:



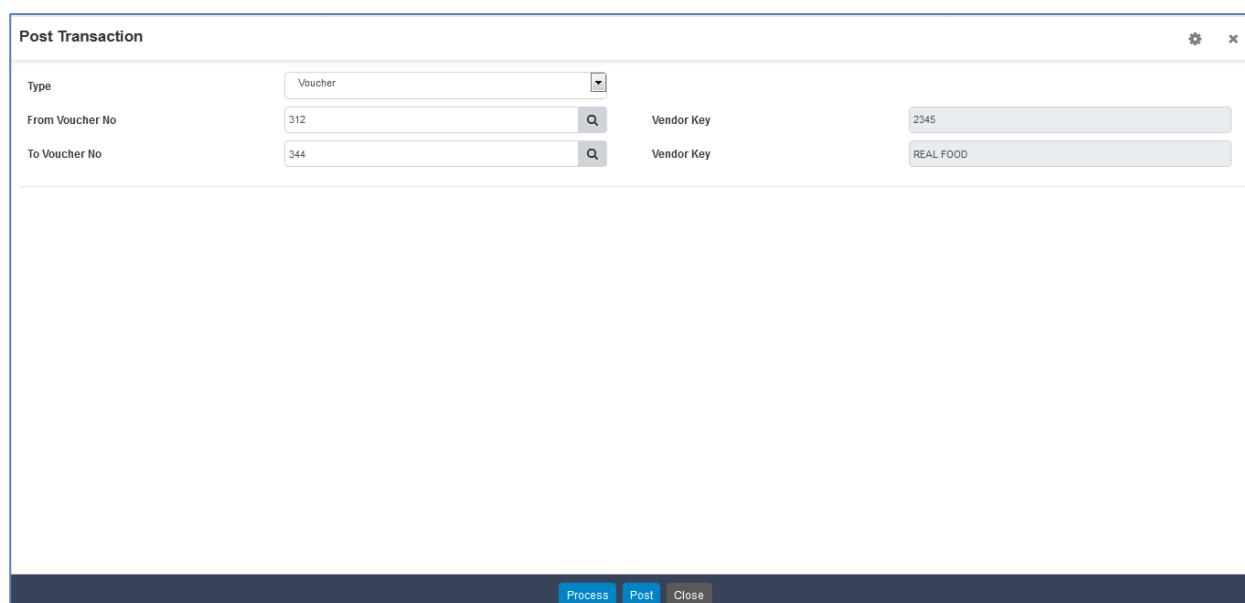
4.1.8 Post Transaction

BatchMaster WEB transactions, which have not yet been posted to finance, can be uploaded manually from this screen.

Go To: General Ledger → GL Master → Post Transaction.

4.1.8.1 Post Transaction Screen– Add Mode

To post transactions manually to your BatchMaster database, click on the *Post Transaction* option from the main menu. The system displays the *Post Transaction* screen, where you can upload the transaction.





Type: This field specifies the type of transaction that you want to update as one of:

- a. Voucher
- b. Invoice
- c. Debit Note
- d. Credit Note

Voucher is selected in the *Type* field:

Type	Voucher			
From Voucher No	274	Q	Vendor Key	#100
To Voucher No	344	Q	Vendor Key	REAL FOOD

From Voucher No: The lower limit of the voucher range used to filter transactions for posting.

Vendor Key: This field displays the associated vendor key. This is a read-only field.

To Voucher No: The upper limit of the voucher range used to filter transactions for posting.

Vendor Key: This field displays the associated vendor key. This is a read-only field.

Invoice is selected in the *Type* field:

Type	Invoice			
From Tran No	118	Q	Customer Key	LAXMI
To Tran No	204	Q	Customer Key	WALMART

From Tran No: The lower limit of the transaction range used to filter transactions for posting.

Customer Key: This field displays the associated customer key. This is a read-only field.

To Tran No: The lower limit of the transaction range used to filter transactions for posting.

Customer Key: This field displays the associated customer key. This is a read-only field.

Debit Note is selected in the *Type* field:

Type	Debit Note			
From Voucher No		Q	Vendor Key	
To Voucher No		Q	Vendor Key	

From Voucher No: The lower limit of the voucher range used to filter transactions for posting.

Vendor Key: This field displays the associated vendor key. This is a read-only field.

To Voucher No: The lower limit of the voucher range used to filter transactions for posting.

Vendor Key: This field displays the associated vendor key. This is a read-only field.



Credit Note is selected in the *Type* field:

Type	Credit Note		
From Tran No	15	Customer Key	TASTY BITE
To Tran No	128	Customer Key	Laxmi Enterprises

From Tran No: The lower limit of the transaction range used to filter transactions for posting.

Customer Key: This field displays the associated customer key. This is a read-only field.

To Tran No: The lower limit of the transaction range used to filter transactions for posting.

Customer Key: This field displays the associated customer key. This is a read-only field.

4.1.8.2 Posting Voucher / Invoice / Debit Memo / Credit Memo

1. Open the *Post Transaction* screen.
2. Select the transaction type that you want to update as one of:
 - a. Voucher
 - b. Invoice
 - c. Debit Note
 - d. Credit Note
3. Depending upon the above selected option in the *Type* field, specify the Voucher/Transaction Number range using the lookup next to their respective fields.
4. Click the *Process* button. The system displays records as per the above selected range.
5. Select the desired row(s) in the grid.



Post Transaction [Menu] [?] [X]

Type: Invoice

From Tran No: 40 [Q] Customer Key: HOME CORP

To Tran No: 62 [Q] Customer Key: STARS

<input type="checkbox"/>	TranNo	CustKey	Custname	InvDate	Ship To	Taxinvtot	Freightamt	DocTot	TotalTax	FinTranNo	POSTTF
<input checked="" type="checkbox"/>	40	HOME CORP	Home Corporations	06/27/18			0	4000	0		CAD
<input checked="" type="checkbox"/>	41	HOME CORP	Home Corporations	06/27/18			0	5000	0		CAD
<input checked="" type="checkbox"/>	62	STARS	Stars Corporations	02/20/20			0	1606.06	0		USD

[Process] [Post] [Close]

6. Click on the *Post* button to post the entries.

4.1.9 Process Year End

Use this screen to move the Income and Expense for the period into the retained earnings account.

Go To: General Ledger → GL Transaction → Process Year End.

4.1.9.1 Process Year End Screen – Add Mode

To move the Income and Expense for the period into the retained earnings account to your BatchMaster Web database, click the *Process Year End* option from the main menu. The system displays the *Process Year End* screen, where you can process the transaction.

Process Year End [Menu] [?] [X]

Fiscal Year: [Field] [Q]

Process Mode: Trial

Retain Earning Accounts

<input type="checkbox"/>	Account Key	Description
<input type="checkbox"/>	99999000000	Retained Earning

[Process] [Close]



Screen Fields:

Fiscal Year: This field specifies the year for which you want to process the year end.

Process Mode: Select any option to process the year end. If *Trial* is selected, the system will not update the account entries, whereas for *Final* the system will update the *Retain Earning Accounts*.

Retain Earning Accounts Section

Select: Mark / Unmark the checkbox to select the *Retain Earning Account* row.

Account Key: This field specifies the account number of the retained earnings account.

Description: This field specifies the name of the account number.

4.1.9.2 Processing a Year Ending

1. Open the *Process Year End* screen.
2. Select the year for which you want to process year end, in the *Fiscal Year* field. The lookup attached to the field will retrieve all periods maintained in BatchMaster Web.

FiscalYear	FiscYearStartDate	FiscYearEndDate
2020	01/01/20	31/12/20
2021	01/01/21	31/12/21
2022	01/01/22	31/12/22
2023	01/07/22	30/06/23
2025	01/01/25	31/12/25

3. On selecting the fiscal year, the system will list all the *Retain Earning Accounts* details in the grid.
4. Select the row and click the *Process* button. The system will process the year end and display the report as shown below:



Fiscal Year * 2017

Process Mode

Retain Earning Accounts

Account Key 9999900000

Fiscal Year 2017 Process Mode Trial

Batch No	From Account	Account Description	Amount
Retain Earning Account	9999900000	Account Description	Retained Earning YE-1 6000100010
for C1 and	6,060.00 Dr. YE-1	7050020020	Rent for Cost Center 02 3,100.00 Dr. YE-1 4030020000
REVENUE - Sales Account for Cost Ck	45,400.00 Cr. YE-1	6000200020	Interest Expense 1,000.00 Cr. YE-1
7050010000	Repairs Expense 1,000.00 Dr. YE-1	9400200010	Meals and Entertainment for C2 and
30,000.00 Dr. YE-1	5020010000	COGS) Accrued Std Cost Variance Ac	2,890.00 Cr. YE-1 4030010000
REVENUE - Sales Account for Cost Ck	606,169.54 Dr. YE-1	6000010010	Write Off Account 165.48 Cr. YE-1
4000100020	Office Expense for C1 and C2	32,091.00 Dr. YE-1	5030010010
Account	68,710.00 Dr. YE-1	8850000020	Office Expense for C3 and C2
4200110000	Bank Charges 265.00 Dr. YE-1	6010010000	Advertising Expense 5,950.00
Dr. YE-1	6950020010	Office Expense for C1 and C1	19,500.00 Dr. YE-1
for Account Dept	8,850.00 Dr. YE-1	6950020030	Office Expense for C2 and C3
4000200010	Meals and Entertainment for C2 and	6,854.00 Dr. YE-1	6000010030
2,110.00 Dr. YE-1	5030010000	EXP) Expense Account	9,981.00 Cr. YE-1
Standard Cost Variance Accou	205,661.47 Cr. YE-1	6700010000	Freight 52,941.00 Dr. YE-1
5040010000	Cost of Goods Sold for Cost Center	821,426.89 Dr. YE-1	7050010000
01	5,000.00 Dr. YE-1	7150010000	Salaries Expense 1,200.00 Dr. YE-1
and Entertainment for C2 and	7,590.00 Dr. YE-1	6000100030	Meals and Entertainment for C1 and
7050020010	Rent for Cost Center 02	3,600.00 Dr. YE-1	5040020000
80,160.00 Dr. YE-1	6050010010	Office Expense for C1 and D1	23,300.00 Dr. YE-1
and Labor for Admin Dept	1,668.00 Dr. YE-1	7200100000	Supplies Expense 2,171.00 Cr. YE-1
6850030030	Office Expense for C3 and C3	6,438.00 Dr. YE-1	6850030010
40,306.00 Dr. YE-1	6050010020	Office Expense for Cost Center 01 at	1,904.00 Dr. YE-1
7200100000	Taxes - FTT Expense	1,244.56 Dr. YE-1	6020010000
			Variance Account

Process Close

4.2 GL Reports

4.2.1 Account Master Report

Use the *Account Master Report* to list the details of existing accounts in BatchMaster WEB.

Go To: General Ledger → GL Reports → Account Master Report.

Click the *Account Master Report* option from the main menu, the system displays the *Account Master Report* window.

Account Master Report

Parameter	<input type="text"/>		
From Country	01		From Country Description
To Country	<input type="text"/>		To Country Description
From Region	00		From Region Description
To Region	<input type="text"/>		To Region Description
From State	002		From State Description
To State	<input type="text"/>		To State Description
From Department	00		From Department Description
To Department	<input type="text"/>		To Department Description
From Account Key	00003		From Account Key Description
To Account Key	<input type="text"/>		To Account Key Description
			Bank Account

Process Print Close



The screen will display labels in accordance with the segments created. You can choose the lower and upper limit of the fields for which you want to print the report.

4.2.1.1 Generating an Account Master Report



1. Open the *Account Master Report* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. In the *From Country* and *To Country* fields, enter the lower and upper limits of the cost center respectively, for which account details should be displayed on the report.
4. In the *From Region* and *To Region* fields, enter the lower and upper limits of the cost center respectively, for which account details should be displayed on the report.
5. In the *From State* and *To State* fields, enter the lower and upper limits of the cost center respectively, for which account details should be displayed on the report.
6. In the *From Department* and *To Department* fields, enter the lower and upper limits of the departments respectively, for which account details should be displayed on the report.
7. In the *From Account Key* and *To Account Key* fields, enter the lower and upper limits, respectively, of the accounts for which account details should be displayed on the report.
 - Click the *Process* button to view the *Account Master Report - Detail*.

Account Key	Account Description	Account Group	Account Type
0100002Y401221	USA Default Delhi Default	Cash And Bank	Assets
0103003Y4CASH1		Indirect Expenses	Expenses
0133CAL021111		Other Receivables	Assets
11020030410200	USA Bank Charges	Indirect Expenses	Expenses
11111	CASH Debtors	Indirect Expenses	Expenses
111111		Indirect Expenses	Expenses
1133224410100	CASH Operating Account	Indirect Expenses	Expenses
1133224410200	CASH Debtors	Indirect Expenses	Expenses
1133224410300	CASH Petty Cash	Indirect Expenses	Expenses
1133224411100	Bank Account	Other Receivables	Assets
1133224412100	A/REC Trade	Receivables	Assets
1133224412200	A/REC Trade Notes Receivable	Receivables	Assets
1133224412300	A/REC Installment Receivables	Receivables	Assets
1133224412400	A/REC Retainage Withheld	Receivables	Assets
1133224412500	A/REC Allowance for Uncollectible Accounts	Receivables	Assets
1133224413100	INV - Reserved	Inventory	Assets
1133224413200	INV - Work-in-Progress	Inventory	Assets
1133224413300	INV - Finished Goods	Inventory	Assets
1133224413400	INV - Unbilled Cost & Fees	Inventory	Assets
1133224413500	INV - Reserve for Obsolescence	Inventory	Assets
1133224414100	PREPAID - Insurance	Other Current Assets	Assets
1133224414200	PREPAID - Real Estate Taxes	Other Current Assets	Assets
1133224414300	PREPAID - Repairs & Maintenance	Other Current Assets	Assets
1133224414400	PREPAID - Rent	Other Current Assets	Assets
1133224414500	PREPAID - Deposits	Other Current Assets	Assets
1133224414600	BOE - Deposits	Other Current Assets	Assets

- Click the *Print* button to generate the report.



AccountKey	Description	Account Group	Account Type
0100002Y401221	USA Default Delhi Default	Cash And Bank	Assets
0103003Y4CASH1		Indirect Expenses	Expenses
0133CAL0211111	USA Bank Charges	Other Receivables	Assets
11020030410200	CASH Debtors	Indirect Expenses	Expenses
111111		Indirect Expenses	Expenses
1111111		Indirect Expenses	Expenses
11332224410100	CASH Operating Account	Indirect Expenses	Expenses
11332224410200	CASH Debtors	Indirect Expenses	Expenses
11332224410300	CASH Petty Cash	Indirect Expenses	Expenses
11332224411100	Bank Account	Other Receivables	Assets
11332224412100	A/REC Trade	Receivables	Assets
11332224412200	A/REC Trade Notes Receivable	Receivables	Assets
11332224412300	A/REC Installment Receivables	Receivables	Assets
11332224412400	A/REC Retainage Withheld	Receivables	Assets
11332224412500	A/REC Allowance for Uncollectible Accounts	Receivables	Assets
11332224413100	INV - Reserved	Inventory	Assets
11332224413200	INV - Work-in-Progress	Inventory	Assets
11332224413300	INV - Finished Goods	Inventory	Assets
11332224413400	INV - Unbilled Cost & Fees	Inventory	Assets
11332224413500	INV - Reserve for Obsolescence	Inventory	Assets
11332224414100	PREPAID - Insurance	Other Current Assets	Assets
11332224414200	PREPAID - Real Estate Taxes	Other Current Assets	Assets
11332224414300	PREPAID - Repairs & Maintenance	Other Current Assets	Assets

4.2.2 Accounts Where Used Report

If an account has been used anywhere in BatchMaster WEB (on Masters or in generating GL transactions), this report will show that.

Go To: General Ledger → GL Reports → Account Where Used Report.

Click the *Accounts Where Used Report* option from the main menu, the system displays the *Accounts Where Used Report* window.

Parameter:

Accounts From:

Accounts To:

Master Screens:

Transaction Screens:

Date From:

Date To:

Buttons: Process, Close

4.2.2.1 Generating an Accounts Where Used Report



1. Open the *Accounts Where Used Report* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Use the lookup next to the *Accounts From* and *Accounts To* fields to enter the lower and upper limits, respectively, of the range of accounts to be filtered and displayed on the *Accounts Where Used Report*.
4. Select the *Master* screen name using the drop down next to the field.
5. Select the *Transaction* screen name using the drop down provided next to the field.
6. Use the lookup next to the *Date From* and *Date To* fields to enter the lower and upper limits, respectively, of the range of dates to be filtered and displayed on the *Accounts Where Used Report*.
7. Click the *Process* button to generate the report.

An example of a generated *Accounts Where Used Report* is provided below:

The screenshot shows a web application interface with a sidebar on the left containing three numbered thumbnails (1, 2, 3). The main content area displays the 'Accounts Where Used Report' for the date 04-01-2022 at 18:26. The report is organized into sections based on account keys.

Account Key	JnlBtchNo	RecordPr
GeneralLedger (Account)		
0600000000013200	GP-1781	2
	GP-1780	4
	GP-1778	3
	GP-1778	6
	GP-1779	5
	GP-1779	10
	GP-1791	2
	GP-1792	2
	GP-1780	2
GeneralLedgerHistory (Account)		
	VCO321298	3
	ES20010001	3
	VG-268	3
	FAA173	3
	F-4R0820256	2
	JE08200117	2
	VG-332	2
	GI-714	1
	GI-488	18
	AP0720024	2
	AP0720030	2
	VG-301	2
	JV012	2
	ES20010065	2
	AP0720029	2
	JE08200110	2
	JJOCT1614	2
	VG-276	3
	GI-204	2

4.2.3 Balance Sheet

Use *Balance Sheet* report to generate a statement / summary of financial balances with previous one year or two years comparison.

Go To: General Ledger → GL Reports → Balance Sheet.




Click the *Balance Sheet* option to open the *Balance Sheet* window. On the *Balance Sheet* window, filtering parameters can be used to define the scope for processing the report.

The screenshot shows the 'Balance Sheet' window with the following fields and values:

Field	Value
Parameter	
As On Date	2022/01/01
From Country	01
To Country	
From Region	00
To Region	
From State	001
To State	
From Department	Y4
To Department	
Comparison	No Comparison
From Country Description	USA
From Region Description	Default
From State Description	MP
From Department Description	



The *From* and *To* field captions are dependent on the segments defined for the company using the *Account Segment Setup* screen available under the *Setup*  *Finance Setup* section. Here we have defined four segments as *Country, Region, State and Department*.

4.2.3.1 Generating Balance Sheet Report


1. Open the *Balance Sheet* window.
2. Enter a name in the *Parameter* field to save the selected Range into a database so that it can be reused later. Next time, to print the report, you can select the saved parameter using the dropdown next to the field.
3. Select the date in the *As On Date* field using the date picker next to the field.
4. Select one of the options from *Previous One Year* or *Previous Two Year* as report printing criteria in the *Comparison* field using the dropdown next to the field.





By default the selected option is *No Comparison*. You can print the report without changing the default criteria (if required).

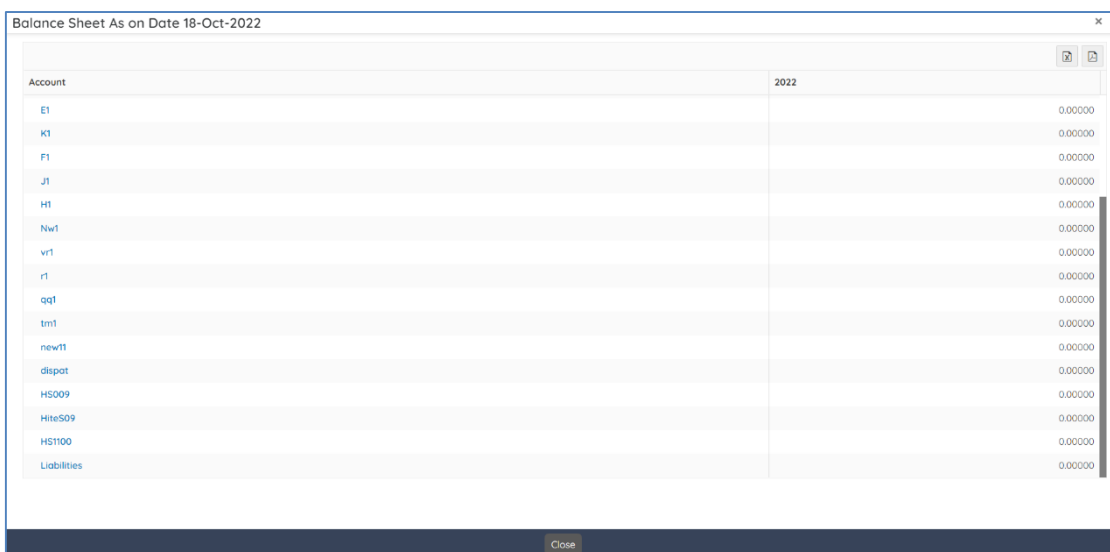
5. Use the lookups next to the *From Country* and *To Country* fields to enter the lower and upper limits, respectively, of the range of countries to be filtered and displayed on the *Balance Sheet* report.



The system will obtain the values (*Country, Region, State, and Department*) as defined on the *Account Segment Setup* screen available under the *Setup*  *Finance Setup* section.

6. Use the lookups next to the *From Region* and *To Region* fields to enter the lower and upper limits, respectively, of the range of regions to be filtered and displayed on the Balance Sheet report.
7. Use the lookups next to the *From State* and *To State* fields to enter the lower and upper limits, respectively, of the range of states to be filtered and displayed on the Balance Sheet report.
8. Use the lookups next to the *From Department* and *To Department* fields to enter the lower and upper limits, respectively, of the range of departments to be filtered and displayed on the *Balance Sheet* report.
9. Click the *Process* button to generate the report.

An example of a generated *Balance Sheet* report is presented below. You can export the displayed data in an excel sheet/PDF file by clicking the *Export to Excel*  / *Export to PDF*  icons.



Account	2022	
E1		0.00000
K1		0.00000
F1		0.00000
J1		0.00000
H1		0.00000
Nw1		0.00000
vr1		0.00000
r1		0.00000
qq1		0.00000
tm1		0.00000
new11		0.00000
dispat		0.00000
HS009		0.00000
HiteS09		0.00000
HST100		0.00000
Liabilities		0.00000

4.2.4 Budget Dashboard

Use this dashboard to view budget data that will be filtered and displayed according to the selected criteria. This dashboard is provided to view the actual values against the budgeted values with their respective variances and variance percentages. The data is displayed on the dashboard for selected periods.



Go To: General Ledger → GL Reports → Budget Dashboard.

4.2.4.1 Retrieving Data on Budget Dashboard

1. Open the *Budget Dashboard* window.
2. Enter a name in the *Parameter* field to save the selected range into a database so that it can be reused later. Next time, to retrieve the Budget Dashboard data, you can select the saved parameter using the dropdown next to the field.
3. Use the lookup next to the *Budget Key* field to enter the budget key for which budget data is to be displayed on the dashboard.
4. The system defaults the fiscal year associated with the budget key in the *Fiscal Year* field. This is a read-only field.
5. Click the *Period Selection* button to select Sub Key and period(s). The system displays the *Period Selection* screen.



Period Selection

Sub Key

<input type="checkbox"/>	Period No.	Begin Date	End Date
<input checked="" type="checkbox"/>	1	01/01/22	31/01/22
<input checked="" type="checkbox"/>	2	01/08/22	31/08/22
<input checked="" type="checkbox"/>	3	01/09/22	30/09/22
<input checked="" type="checkbox"/>	4	01/10/22	31/10/22
<input checked="" type="checkbox"/>	5	01/11/22	30/11/22
<input checked="" type="checkbox"/>	6	01/12/22	31/12/22
<input checked="" type="checkbox"/>	7	01/01/23	31/01/23
<input checked="" type="checkbox"/>	8	01/02/23	28/02/23
<input checked="" type="checkbox"/>	9	01/03/23	31/03/23
<input checked="" type="checkbox"/>	10	01/04/23	30/04/23
<input checked="" type="checkbox"/>	11	01/05/23	31/05/23
<input checked="" type="checkbox"/>	12	01/06/23	30/06/23

OK Close

6. Select sub key using the lookup next to the *Sub Key* field. Lookup attached to this field will display all the subkeys maintained on *Sub Key* field of the *Budget Maintenance* screen. Leaving this field blank has the same effect as selecting all available values, respectively.



You can either select a sub-key, an account range, or both. In case you select both, then only those accounts that fulfill both criteria will be displayed.

- Select the periods using the *Select* checkbox.
 - Click *Select All/UnSelectAll* button to mark/unmark all checkboxes for period selection.
7. Click *OK* button.
 8. Use the lookups next to the *From Country and To Country* fields to enter the lower and upper limits, respectively, of the range of countries to be filtered and displayed on the budget dashboard. Leaving this field blank has the same effect as selecting the first and last available values, respectively.
 9. Use the lookups next to the *From Region and To Region* fields to enter the lower and upper limits, respectively, of the region of accounts to be filtered and displayed on the budget dashboard. Leaving this field blank has the same effect as selecting the first and last available values, respectively.
 10. Use the lookups next to the *From State and To State* fields to enter the lower and upper limits, respectively, of the range of states to be filtered and displayed on the budget dashboard. Leaving this field blank has the same effect as selecting the first and last available values, respectively.



11. Use the lookups next to the *From Department and To Department* fields to enter the lower and upper limits, respectively, of the range of accounts to be filtered and displayed on the budget dashboard. Leaving this field blank has the same effect as selecting the first and last available values, respectively.
12. Use the lookups next to the *From Account Key and To Account Key* fields to enter the lower and upper limits, respectively, of the range of accounts to be filtered and displayed on the budget dashboard. Leaving this field blank has the same effect as selecting the first and last available values, respectively.
13. Click the *Process* button to view comparison data in the grid fields.

An example of generated data on the *Budget Dashboard* is shown below:

SubKey	Acct	Description	BudgetKey	SeqNum	P1 BudgetAmount	P1 ActualAmount	P1 Variance	P1 Variance%	P2 BudgetAmount	P2 ActualAmount	P2 Variance	P2 Variance%	P3 BudgetAmount	P3 ActualAmount	P3 Variance
	0000000000000001	Test Default Default Default	2020-1	2	12	0	12	100	12	0	12	100	12	0	

4.2.5 Dimensions Report

Use this report to view created dimensions using *Dimensions Setup* Screen and processed transaction with dimension ID.

Go To: General Ledger → GL Reports → Dimensions Report.

Click the *Dimensions Report* option to open the *Dimensions Report* window. On the *Dimensions Report* window, filtering parameters can be used to define the scope for processing the report.



Parameter		
Multi-Dimensional ID	Dimension Five	Dimension 5
From Dimension ID	3	05
To Dimension ID		
From Apply Date	2017/01/01	
To Apply Date	2022/10/19	

4.2.5.1 Generating Dimensions Report

1. Open the *Dimensions Report* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Use the lookup next to the *Multi-Dimensional ID* field to enter multi-dimensional id.
4. Use the lookups next to the *From Dimension ID* and *To Dimension ID* fields to enter the lower and upper limits, respectively, of the range of dimension IDs to be filtered and displayed on the report.
5. Enter the apply date range for filtering the data in the *From Apply Date* and *To Apply Date* field.
6. Click the *Process* button to generate the report.

An example of a generated *Dimension Report* is provided below.



Dimension Report							05-19-2022	9.58
Food Corporation Pvt. Ltd.								
MultiDimension Key	Dimension ID	Description	Expenses	Revenue	Assets	Liability	Total	
Dimension Five	BME Online	BME Project	0.00	140.00	-6,692.98	0.00	-6,552.98	
Selection Criteria :								
Multi-Dimensional ID	Dimension 5							
From Dimension ID	3							
To Dimension ID	BME Online							
From Posting Date	01-01-18	To Posting Date	01-01-18					

4.2.6 Income Statement Report

Use this report to generate the income statement for a selected period with previous one year or two years comparison.

Go To: General Ledger → GL Reports → Income Statement.

Click the *Income Statement* option to open the *Income Statement* window. On the *Income Statement Report* window, filtering parameters can be used to define the scope for processing the report.

Income Statement

Parameter

From Date: 2018/01/01 To Date: 2022/10/18

Comparison: No Comparison

From Country: 01 To Country: []

From Region: 01 To Region: []

From State: ACTFIN To State: []

From Department: Y4 To Department: []

Show groups with zero balance:

Process Close



The *From* and *To* field captions are dependent on the segments defined for the company using the *Account Segment Setup* screen available under the *Setup* → *Finance Setup* section. Here we have defined four segments as *Country, Region, State and Department*.

4.2.6.1 Generating an Income Statement Report

1. Open the *Income Statement Report* screen.




2. Enter a name in the *Parameter* field to save the selected Range into a database so that it can be reused later. Next time, to print the report, you can select the saved parameter using the dropdown next to the field.
3. Use the lookups next to the *From Date* and *To* fields to enter the lower and upper limits, respectively, of the range of dates to be filtered and displayed on the *Income Statement* report.
4. Select one of the options from *Previous One Year* or *Previous Two Year* as report printing criteria in the *Comparison* field using the dropdown next to the field.



By default the selected option is *No Comparison*. You can print the report without changing the default criteria (if required).

5. Use the lookups next to the *From Country* and *To Country* fields to enter the lower and upper limits, respectively, of the range of countries to be filtered and displayed on the *Income Statement* report.



The system will obtain the values (*Country, Region, State, and Department*) as defined on the *Account Segment Setup* screen available under the *Setup*  *Finance Setup* section.

6. Use the lookups next to the *From Region* and *To Region* fields to enter the lower and upper limits, respectively, of the range of regions to be filtered and displayed on the *Income Statement* report.
7. Use the lookups next to the *From State* and *To State* fields to enter the lower and upper limits, respectively, of the range of states to be filtered and displayed on the *Income Statement* report.
8. Use the lookups next to the *From Department* and *To Department* fields to enter the lower and upper limits, respectively, of the range of departments to be filtered and displayed on the *Income Statement* report.
9. Check the box *Show groups with zero balance* to include all account groups in the report even if they have a zero balance. Leave it unchecked to exclude Groups with zero balances from the report.
10. Click the *Process* button to generate the report.

An example of a generated *Income Statement* report is presented below.



Income Statement			
Particulars	Amount	Particulars	Amount
Direct Expenses	0.00000	lkl test hhh	0.00000
Suspense Ac	0.00000	Sales Accounts	0.00000
COGS	0.00000	c	0.00000
Purchase Accounts	0.00000		

4.2.7 Journal Enquiry

Use this *Journal Enquiry* report to view posted transactions against any Vendor or Customer.

Go To: General Ledger → GL Reports → Journal Enquiry.

Click the *Journal Enquiry* option from the main menu, the system displays the *Journal Enquiry* window.

Journal Enquiry						
Journal Batch Series	@1	Filter	Posted			
Journal No	@103220001	Status	Posted			
Date	2022/03/24	Posting Date	2022/03/24			
Currency	INR	Narration				
Total Credit	1000.00000	Total Debit	1000.00000			
Account No	Account Name	Description	Dr Amount	Cr Amount	Doc No	Vendor/Customer Key
000000020000BQ4	Bank of Maharashtra	INDOREVENDOR,Against Ref:1000550	1000.00000	0.00000	@103220001	INDOREVENDOR
91030010100003	State Bank of India	Check_@103220001,3/24/2022 7:01:20 PM	0.00000	1000.00000	@103220001	INDOREVENDOR

4.2.7.1 Generating a Journal Enquiry

Select the *Journal Batch Series* using the lookup next to the field to view a specific record. All the other fields will be defaulted with data from that record.



4.2.8 Journal Register

The *Journal Register* report displays all the journal vouchers that have been posted.

Go To: General Ledger → GL Reports → Journal Register.

Clicking on the *Journal Register* option from the main menu, the system displays the *Journal Register* window.

The screenshot shows the 'Journal Register' window in the BMEWEB system. The window has a dark blue header with the text 'BMEWEB' and a search bar. Below the header, the title 'Journal Register' is displayed. The main area contains several input fields: 'Parameter' (empty), 'From Date' (2022/07/01), 'To Date' (2022/10/19), 'From Account Key' (000000000000003), and 'To Account Key' (empty). There are search icons next to the date and account key fields. At the bottom, there are 'Process' and 'Close' buttons.

4.2.8.1 Generating a Journal Register Report

1. Open the *Journal Register* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. In the *From Date* and *To Date* fields, enter the lower and upper limits, respectively, of the date for which journal details should be displayed on the report.
4. In the *From Account Key* and *To Account Key* fields, enter the lower and upper limits, respectively, of the account for which account details should be displayed on the report.
5. Click the *Process* button to generate the report.

An example of a generated *Journal Register* is displayed below:



6771b8f9-e255-485f-9ffe-43371fba966 100 / 1060 100% + -

Journal Register
Food Corporation Pvt. Ltd. 04-01-2022 18:16

From Date: [01-01-18] To [01-04-22]
Account No: [0000000012100]
Account Desc: [AREC Trade]

Date	Particulars	Source	Batch No	Debit	Credit	Running Balance
10-09-20	[91030015508021] Expense Account	FV	FVAP118	12.50	0.00	109509219594.55 Cr
10-09-20	[91030015508001] Revenue Account	AR	AR#0620074	308.00	0.00	109509219286.55 Cr
10-09-20	[91030015508001] Revenue Account	AR	AR#0620075	125.00	0.00	109509219161.55 Cr
10-11-20	[0000000012100] AREC Trade	88	88200006	0.00	20.00	109509219181.55 Cr
10-12-20	[0000000012100] Bank Account	IN	IN-619	70.00	0.00	109509219111.55 Cr
11-03-22	[0000000012100] AREC Trade	TR	TRMAR220007	0.00	400,000.00	109509619111.55 Cr
11-07-20	[91030015508016] Inventory Control Account	OM	OM-687	0.00	0.00	109509619111.55 Cr
11-07-20	PL-INT 2-7-217-1734					
11-07-20	[91030015508016] Inventory Control Account	OM	OM-687	12.00	0.00	109509619099.55 Cr
11-07-20	PL-RP-FG-7-217-1734					
11-07-20	[91030015508016] Inventory Control Account	OM	OM-687	0.00	12.00	109509619111.55 Cr
11-07-20	PR-RP-ASSEMBLY-7-217-1734					
11-07-20	[91030015508016] Inventory Control Account	OM	OM-688	0.00	0.00	109509619111.55 Cr
11-07-20	PL-INT 2-7-217-1735					
11-07-20	[91030015508016] Inventory Control Account	OM	OM-688	12.00	0.00	109509619099.55 Cr
11-07-20	PL-RP-FG-7-217-1735					
11-07-20	[91030015508016] Inventory Control Account	OM	OM-688	0.00	12.00	109509619111.55 Cr

4.2.9 Ledger

Ledgers are the primary books or files for recording and totaling economic transactions measured in terms of a financial unit of account by account type, with debits and credits.

Using this Ledger report you can see the overall details of the credits and debits of the specified accounts.

Go To: General Ledger → GL Reports → Ledger.

Click the *Ledger* option from the main menu, the system displays the *Ledger* window.

Ledger [Menu] [Help] [Close]

Account Group	1	Group Description	Assets
From Account Key	00000000000015200	Account Description	
To Account Key		Account Description	
From Date	12/01/2021	To Date	12/30/2021
Duration	Detail		
From Project	BME	To Project	
From Work Center	Dev	To Work Center	
From OptiPro	Coke	To OptiPro	

[Process] [Close]

4.2.9.1 Generating Ledger Report

1. Open the *Ledger* window.



2. Enter the group in the *Account Group* field.
3. Use the lookups next to the *From Account Key* and *To Account Key* fields, enter the lower and upper limits, respectively, of the range of Accounts to be filtered and displayed on the ledger report.
4. Use the lookups next to the *From Date* and *To Date* fields to enter the lower and upper limits, respectively, of the range of dates to be filtered and displayed on the ledger report.
5. Select the desired option using the dropdown next to the *Duration* field.
6. As per the specified dimensions defined within the database, use the lookups next to the *From* and *To* fields to enter the lower and upper limits, respectively, of the range to be filtered and displayed on the ledger report.
7. Click the *Process* button to generate the report.

An example of a generated *Ledger Report* is displayed below:

Account
+ 00000000000013200
+ 00000000000067500
+ 000000000000A2
+ 000000000000INTASSE
+ 000000000000LABOUR
+ 000000000000WIP
+ 000000000000BOM
+ 000000000000UCO
+ 0000000000004444
+ 000000000000CASH
+ 000000000000TEST
+ 0000000000001000
+ 0000000000001100
+ 0000000000001111

4.2.10 Transaction Journal Report

Use this report to view transactions (Posted / Un-posted / Both).

Go To: General Ledger → GL Reports → Transaction Journal.

Click the *Transaction Journal* option from the main menu, the system displays the *Transaction Journal Report* window.



Transaction Journal Report

Parameter

Posted Unposted

Apply Date From Apply Date To

Transaction No. From Transaction No. To

Process Close

Generating a Transaction Journal Report

1. Open the *Transaction Journal Report* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Mark the type of transaction as *Posted/Unposted* for which you want to generate the data on the *Transaction Journal Report* dashboard.
4. In the *Apply Date From* and *Apply Date To* fields, enter the lower and upper limits, respectively, of the date for which transaction details should be displayed on the report.
5. In the *Transaction No. From* and *Transaction No. To* fields, search and select the lower and upper limits, respectively, of the transaction for which journal details should be filtered on the *Transaction Journal Report* dashboard.
6. Click the *Process* button. The system displays a *Transaction Journal Report* dashboard wherein you can :
 - a. Drill down to the specific transaction record by clicking the hyperlink within the *Transaction No* field.
 - b. Export the dashboard data in an Excel and PDF formats.
 - c. Print and filter the dashboard data.
 - d. Search any character string using the *Search* textbox.



Transaction Journal Report

Total Debit: 35467262.71 Total Credit: 35467262.71

Date	Transaction No	Account Key	Description	Debit	Credit	Creator	Status
01/02/2018	F-IR-84	1133224458000	Inventory Adjustmen...	100000.00	0.00	M	NEW
01/02/2018	F-IR-84	00000000010100	CASH Operating Acc...	0.00	100000.00	M	NEW
01/02/2018	F-IR-85	1133224458000	Inventory Adjustmen...	40.00	0.00	M	NEW
01/02/2018	F-IR-85	00000000010100	CASH Operating Acc...	0.00	40.00	M	NEW
01/02/2018	F-PR-774	00000000010100	CASH Operating Acc...	2.00	0.00	R	NEW
01/02/2018	F-PR-774	00000000055555	CASH 2	0.00	2.00	R	NEW
01/02/2018	F-PR-775	00000000010100	CASH Operating Acc...	6.00	0.00	R	NEW
01/02/2018	F-PR-775	00000000055555	CASH 2	0.00	6.00	R	NEW
01/02/2018	F-PR-778	00000000010100	CASH Operating Acc...	2.00	0.00	R	NEW
01/02/2018	F-PR-778	00000000055555	CASH 2	0.00	2.00	R	NEW
01/02/2018	F-SR-878	00000000010100	CASH Operating Acc...	0.00	1.45	R	NEW
01/02/2018	F-SR-878	00000000010100	CASH Operating Acc...	1.45	0.00	R	NEW
01/02/2018	FAAP100075	00000000055555	CASH 2	2.00	0.00	RP	POSTED
01/02/2018	FAAP100075	00000000011100	Bank Account	0.00	2.00	RP	POSTED
01/03/2018	F-IR-63	00000000011100	Bank Account	2727.27	0.00	R	NEW
01/03/2018	F-IR-63	91030015508019	Rounding Off Expens...	0.00	2727.27	R	NEW

Close

7. Click the *Close* button to close the *Transaction Journal Report* dashboard.

4.2.11 Transaction Report by Dimensions

Use this report to view processed transaction with Dimension ID.

Go To: General Ledger → GL Reports → Transaction Report by Dimensions.

Click the *Transaction Report by Dimensions* option system displays the *Transaction Report by Dimensions* screen. On the *Transaction Report by Dimensions* screen, filtering parameters can be used to define the scope for processing the report.

BMEWEB

Search

Transaction Report by Dimensions

Parameter

Multi-Dimensional ID: Dimension Five

From Dimension ID: BME Online

To Dimension ID:

From Apply Date: 2019/01/01

To Apply Date: 2022/10/19

Process Close



4.2.11.1 Generating Transaction Report by Dimensions

1. Open the *Transaction Reports by Dimensions* report window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Use the lookup next to the *Multi-Dimensional ID* field to enter multi-dimensional id.
4. Use the lookups next to the *From Dimension ID* and *To Dimension ID* fields to enter the lower and upper limits, respectively, of the range of dimension IDs to be filtered and displayed on the report.
5. Enter the apply date range for filtering the data in the *From Apply Date* and *To Apply Date* fields.
6. Click the *Process* button to generate the report.

4.2.12 Trial Balance

Use this *Trial Balance* report to generate a report of all the general ledger accounts contained in BatchMaster WEB.

Go To: General Ledger → GL Reports → Trial Balance.

Click the *Trial Balance* option from the main menu, the system displays the *Trial Balance* window.

Parameter	<input type="text"/>	<input type="text"/>	To Date	<input type="text"/>
From Date	<input type="text" value="2022/10/01"/>	<input type="text"/>	Account Description	<input type="text" value="Sales Accounts"/>
Account Group	<input type="text" value="2"/>	<input type="text"/>	To Country	<input type="text"/>
From Country	<input type="text" value="01"/>	<input type="text"/>	To Region	<input type="text"/>
From Region	<input type="text" value="00"/>	<input type="text"/>	To State	<input type="text"/>
From State	<input type="text" value="001"/>	<input type="text"/>	To Department	<input type="text"/>
From Department	<input type="text" value="Y4"/>	<input type="text"/>	To Account Key	<input type="text"/>
From Account Key	<input type="text" value="00003"/>	<input type="text"/>		





The *From* and *To* fields captions are dependent on the segments defined for the company using the *Account Segment Setup* screen.

4.2.12.1 Generating a Trial Balance Report

1. Open the *Trial Balance* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Use the lookups next to the *From Date* and *To Date* fields to enter the lower and upper limits, respectively, of the range of dates to be filtered and displayed on the *Trial Balance* report.
4. Use the lookup next to the *Account Group* field to enter the account group for which the *Trial Balance* report is to be generated.
5. As per the specified *Account Segments* defined within the database, use the lookups next to the *From* and *To* fields to enter the lower and upper limits, respectively, of the range to be filtered and displayed on the *Trial Balance* report.
6. Click the *Process* button to generate the report.

An example of a generated *Trial Balance* report is displayed below:

Trial Balance							
Total Debit		42,099,333.05		Total Credit		42,099,333.05	
Group Name	Account No	Account Description	Opening Balance	Debit	Credit	Closing Bal..	
Assets - Cash in Hand	01000000000001	USA Default Cash Account	897,897.94	142,975.00	143,010.00	754,887.94	
Income - Direct Income - sdsds	01000000001010	USA Default Default Default Test	2,573.66	4.66	9.32	2,569.00	
Income - Direct Income - Revenue	01000000008001	US Revenue Account	-70,377.06	103,309.09	87,514.48	-54,582.46	
Assets - Receivables	01000000008002	American Chemicalsly	-1,001,248.22	80,953.90	90,205.98	-1,022,842.50	
Liabilities - Payables	01000000008007	Global Suppliers	-743,727,133.50	0.00	0.00	-743,727,133.50	
Expenses - COGS	01000000008011	USA Accrued AP	28,492,694.57	16,310,821.92	32,600,406.82	12,203,109.67	
Assets - Reserves & Surplus	01000000008023	USA Accrued Inventory Account	30.00	0.00	0.00	30.00	
Expenses - Indirect Expenses	01000000008043	USA Write-off Account	-5,976.45	9,013.87	18,027.73	-14,990.31	
Assets - Receivables	01000000018002	Walmart Inc.	-1,159,683,045,718.41	1,300.35	8,429.00	-1,159,683,052,847.06	
Liabilities - Payables	01000000018007	Mac Donald	-4,331,505.71	30,928.69	89,960.95	-4,390,446.78	
Assets	01040000000000	USA Cent Default Default	-1.00	0.00	0.00	-1.00	
Assets - Bank Account	0133CAL0200000	USA West California Accounts	-306,920.79	0.00	0.00	-306,920.79	
Assets - Bank Account	0133CAL021111	USA Bank Charges	100.65	0.00	0.00	100.65	
Assets - Cash in Hand	111111		945.57	0.00	0.00	945.57	
Assets - Cash in Hand	111111		234.07	0.00	0.00	234.07	
Assets - Cash in Hand	11332224410100	CASH Operating Account	147.85	0.00	0.00	147.85	
Assets - Cash in Hand	11332224410200	CASH Debtors	-1,016.45	0.00	0.00	-1,016.45	
Assets - Bank Account	11332224411100	Bank Account	-12,345,678.00	0.00	0.00	-12,345,678.00	



4.2.13 Update Report

Via the *Update Report*, you can view in BatchMaster WEB the details of what has been:

- Updated to Finance
- Not updated to Finance



Prerequisite: Vouchers, Invoices, or GLs should be generated.

Go To: General Ledger → GL Reports → Update Report.

Click the *Update Report* option from the main menu, the system displays the *Update Report* window.

Update Report

Parameter

GL/Voucher/Invoice Invoice Entry Voucher Entry GL Entry

Updated To Finance

Start Date 05/09/2022

End Date 05/09/2022

Journal Batch Series ALL

From

To

Process Close

4.2.13.1 Generating an Update Report

1. Open the *Update Report* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Select an option (*Invoice Entry*, *Voucher Entry*, or *GL Entry*).
4. To see the records that have already been uploaded to Finance, select the *Updated To Finance* checkbox. Alternatively, to see pending records that have not been uploaded to Finance, leave this checkbox unselected.
5. Enter a date range.



6. Specify *Journal Batch Series* using the dropdown next to the field.
7. Enter a range for the records to be viewed.
 - If the selected option is *GL Entry*, then select a Transaction Series. Enter a range for the Transaction Series by typing or using the associated lookup.
 - To view all GL entries generated during the selected date range, select *All* under the *Journal Batch Series* dropdown.
8. Click the *Process* button to generate an *Update Report*.

4.2.14 Void Transaction Report

Use this *Void Transaction Report* to view the void transactions processed from the following screens:

- *Receipt Entry*
- *Journal Entry*
- *Debit Note*
- *Payment Entry*
- *Opening Balance Entry*
- *Credit Note*
- *Contra Entry*

Go To: General Ledger → GL Reports → Void Transaction Report.

Click the *Void Transaction Report* option from the main menu, the system displays the *Void Transaction Report* window.



4.2.14.1 Generating a Void Transaction Report

1. Open the *Void Transaction Report* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Mark the screens in the *Filter Options* section from which transactions processed as void need to be reported.
4. Enter the transaction date range for filtering the data in the *Transaction Date From* and *Transaction Date To* fields.
5. Select the batch number range for which the report needs to be generated in the *Batch No. From* and *Batch No. To* fields.
6. Click the *Process* button to generate the report. The system generates the *Void Transaction Report*.

Batch No	Account Key	Account Description	Type	Description	Apply Date	Debit	Credit	Void No.	Void Date
AP0117008	0100000008007	Global Suppliers	Payment GL	ABC-New Ref:PO0000010	1/9/2017 12:00:01	110.00000		VG-112	1/9/2017 5:55
AP0117008	0100000008007	Mac Donald	Payment GL	Check-AP0117008,1/9/2017 5:55:32	1/9/2017 12:00:01		110.00000	VG-112	1/9/2017 5:55
				PM					
AP0117015	0100000008007	Global Suppliers	Payment GL	GLOBAL.SU.PP.LIER,New Ref:PO000001	1/11/2017 12:00	660.00000		VG-119	1/11/2017 8:3
AP0117015	6666666666666	Petty Cash Account	Payment GL	AP0117015,17/01/11 8:38:01 PM	1/11/2017 12:00		660.00000	VG-119	1/11/2017 8:3
AP0217025	0100000008007	Global Suppliers	Payment GL	GLOBAL.SU.PP.LIER,Advance	2/15/2017 12:00	300.00000		VG-134	2/15/2017 2:1
AP0217025	5555555555555	Bank Accounts	Payment GL	Check, AP0117015,2/15/2017 2:15:11 PM	2/15/2017 12:00		300.00000	VG-134	2/15/2017 2:1
AP0217027	0100000008007	Global Suppliers	Payment GL	GLOBAL.SU.PP.LIER,Advance	2/20/2017 12:00	60.00000		VG-135	2/20/2017 2:4
AP0217027	91030010200003	Bank Account	Payment GL	Check,AP0217027,2/20/2017 2:42:52 PM	2/20/2017 12:00		60.00000	VG-135	2/20/2017 2:4



4.3 Payroll

4.3.1 Employee Master

The *Employee Master Details* screen lets you create and maintain an employee's basic information, which is useful for the company's HR payroll system. A unique employee code is created, attached to an employee's bank account number and its department. You can specify an employee record status as active or inactive. Employees' records having an *Active* status indicates they are currently working, the system processes payroll activities for active employee records.

Go To: General Ledger → Payroll → Employee Master.

Mandatory Inputs:

Data should be maintained on the following screens before creating an employee master record:

- *Department Master*
- *Account Master*

4.3.1.1 Employee Master – Dashboard

You can create and maintain employee's basic information from this dashboard. By default, the system displays all the existing employee records as maintained for your business/company. You can click on any of the record to view its details.

	Action	Employee Code	Employee Name	Department	Account Key	Active
<input type="checkbox"/>	Copy	2	Mahesh Anjana	PUR	11332224464000	InActive
<input type="checkbox"/>	Copy	EC090	J Shukla	PLA	000000000000WIP	Active
<input type="checkbox"/>	Copy	EMP001	Mahesh Anjana	PUR	11332224464000	Active
<input type="checkbox"/>	Copy	EMP002	Abhaju	PUR	11332224464000	Active



The *Employee Master* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e., docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

Using the *Action* button from the dashboard you can:

- Copy an existing record to create new one
- Delete selected record(s)

After you select all the columns of the *Employee Master* dashboard, the middle grid displays the selected columns.

Action	Employee Code	Employee Name	Department	Account Key	Active	RecUserId
Copy	2	Mahesh Anjona	PUR	11332224464000	InActive	DEMO
Copy	EC090	J Shukla	PLA	000000000000WIP	Active	ASH/WINI
Copy	EMP001	Mahesh Anjona	PUR	11332224464000	Active	DEMO
Copy	EMP002	Abhraj	PUR	11332224464000	Active	AZ

The *Employee Master* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.

4.3.1.2 Employee Master Details Screen – Add Mode

To add a new Employee Details record to your BatchMaster WEB database, click the *+Add Employee* button. The system displays the *Employee Master Details* screen, where you can create a new record.



Employee Code *	EMP001	Employee Name *	Mahesh Anjana
Account Key *	11332224464000	Account Description	Employee Benefit Program
Department	PUR	Department Description	Purchase
Active	<input checked="" type="checkbox"/>		

Screen Fields:

Employee Code: This field specifies the unique identifier code of an employee. This is a mandatory field.

Employee Name: This field specifies the employee's name. This is a mandatory field.

Account Key: This field specifies the employee's account number entered by typing or selecting via the associated lookup. This is a mandatory field.

Account Description: This field displays the description associated with the account key. This is a read-only field.

Department: This field specifies the department of an employee. Use the lookup provided next to the field to select the department. The lookup window list all the department records which are maintained via the *Department Master* screen.

Department Description: This field displays the description associated with the department. This is a read-only field.

Active: Mark/Unmark *Active* checkbox, to set the status of an employee as *Active/Inactive*.

4.3.1.3 Creating an Employee Record

1. Open the *Employee Master* dashboard.
2. Click the *+ Add Employee* button, the system displays *Employee Master Details* screen.
3. Enter the unique employee identifier code of the employee in the *Employee Code* field. This is a mandatory field.



4. Enter the complete name of the employee in the *Employee Name* field. This is a mandatory field.
5. Select the account key by using the lookup next to the *Account Key* field. This is a mandatory field.
6. Select the employee's department by using the lookup next to the *Department* field.
7. Mark/Unmark the *Active* checkbox, to set the status of an employee as *Active/Inactive*.
8. Click the *Save* button to save the record.

4.3.2 Salary And Advances

The *Salary and Advances* screen lets you manage employee advance/salaries and disburse their advance/salary to their bank accounts. Using this screen, you can process un-posted salary records and generate reverse GLs, if required. You can post only those GL entries for which the employee records are processed.

The employee related journal entries can be saved on a system local drive/ network at specific location, by exporting them to an Excel[®] sheet. The saved Excel[®] sheet is editable, you can make the changes and also enter new employee related journal entries, which can then be imported to the *Salary and Advances* screen if needed. After successfully importing an excel sheet to the *Salary and Advances* screen, on posting it the system will accordingly update the BatchMaster WEB database.

If the dimensions defined on the *Multi-Dimensional Setup* screen are set to active then the defined dimensions can be applied with *Journal Entry* at line level. The grid automatically appends the projects defined with the dimension as separate columns so you can manage the account entries individually in relation to the projects.

Go To: General Ledger → Payroll → Salary and Advances.

Mandatory Inputs:

Data should be maintained on the following screens before processing Salary and Advances.

- *Finance Series*
- *Currency Master* (Currency conversion should be defined for the used currency)
- *Employee Master*

4.3.2.1 Salary And Advances – Dashboard



You can manage employee advance/salaries and disburse their advance/salary to their bank accounts. from this dashboard. By default, the system displays all the existing records as maintained for your business/company. You can click on any of the record to view its details.

Action	Journal No	Date	Posting Date	Status	Narration
<input type="checkbox"/> Print	ES20010087	2021/01/02	2021/01/02	POSTED	888
<input type="checkbox"/> Print	ES20010089	2021/01/02	2021/01/02	POSTED	123g
<input type="checkbox"/> Print	ES20010099	2021/01/02	2021/01/02	POSTED	d18;
<input type="checkbox"/> Print	ES20010101	2021/01/02	2021/01/02	POSTED	123
<input type="checkbox"/> Print	ES20010100	2021/01/02	2021/01/02	POSTED	123
<input type="checkbox"/> Print	ES21010001	2021/01/11	2021/01/11	POSTED	sd
<input type="checkbox"/> Print	ES20010102	2020/12/03	2020/12/03	POSTED	12
<input type="checkbox"/> Print	ES20010078	2020/11/12	2020/11/30	POSTED	123
<input type="checkbox"/> Print	ES20010098	2020/11/12	2020/11/30	POSTED	123
<input type="checkbox"/> Print	ES20010086	2020/10/29	2020/10/29	POSTED	
<input type="checkbox"/> Print	ES20010085	2020/10/29	2020/10/29	POSTED	
<input type="checkbox"/> Print	ES20010083	2020/10/22	2020/10/22	POSTED	123
<input type="checkbox"/> Print	ES20010081	2020/10/16	2020/10/16	POSTED	123
<input type="checkbox"/> Print	ES20010082	2020/10/16	2020/10/16	POSTED	123
<input type="checkbox"/> Print	ES20010077	2020/10/09	2020/10/09	POSTED	
<input type="checkbox"/> Print	ES20010076	2020/10/07	2020/10/07	POSTED	

The *Salary & Advances* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e., docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

Using the *Action* button from the dashboard you can:

- Copy an existing record to create new one
- Print selected record(s)
- Delete selected record(s)

By default, this dashboard displays *NEW* status records. You can click on any of the *Posted Entry/ Unposted Entry* buttons to filter the records accordingly.



Action	Journal No	Date	Posting Date	Status	Narration
<input type="checkbox"/>	ES20010087	2021/01/02	2021/01/02	POSTED	888
<input type="checkbox"/>	ES20010089	2021/01/02	2021/01/02	POSTED	123g
<input type="checkbox"/>	ES20010099	2021/01/02	2021/01/02	POSTED	d18,
<input type="checkbox"/>	ES20010101	2021/01/02	2021/01/02	POSTED	123
<input type="checkbox"/>	ES20010100	2021/01/02	2021/01/02	POSTED	123
<input type="checkbox"/>	ES21010001	2021/01/11	2021/01/11	POSTED	sd
<input type="checkbox"/>	ES20010102	2020/12/03	2020/12/03	POSTED	12
<input type="checkbox"/>	ES20010078	2020/11/12	2020/11/30	POSTED	123
<input type="checkbox"/>	ES20010098	2020/11/12	2020/11/30	POSTED	123
<input type="checkbox"/>	ES20010086	2020/10/29	2020/10/29	POSTED	
<input type="checkbox"/>	ES20010085	2020/10/29	2020/10/29	POSTED	
<input type="checkbox"/>	ES20010083	2020/10/22	2020/10/22	POSTED	123
<input type="checkbox"/>	ES20010081	2020/10/16	2020/10/16	POSTED	123
<input type="checkbox"/>	ES20010082	2020/10/16	2020/10/16	POSTED	123
<input type="checkbox"/>	ES20010077	2020/10/09	2020/10/09	POSTED	
<input type="checkbox"/>	ES20010076	2020/10/07	2020/10/07	POSTED	

After you select all the columns of the *Salary And Advances* dashboard, the middle grid displays the selected columns.

Action	Journal No	Date	Posting Date	Status	Narration	RecDate	RecUserID
<input type="checkbox"/>	ES20010061	2020/07/24	2020/08/05	POSTED		2020/08/05	RD
<input type="checkbox"/>	ES20010058	2020/07/24	2020/08/05	POSTED		2020/08/05	RD
<input type="checkbox"/>	ES20010057	2020/07/24	2020/08/05	POSTED		2020/08/05	RD
<input type="checkbox"/>	ES20010054	2020/07/24	2020/08/05	POSTED		2020/08/05	RD
<input type="checkbox"/>	ES20010055	2020/07/24	2020/08/05	POSTED		2020/08/05	RD
<input type="checkbox"/>	ES20010049	2020/07/24	2020/08/05	POSTED		2020/08/05	RD
<input type="checkbox"/>	ES20010048	2020/07/24	2020/08/05	POSTED		2020/08/05	RD
<input type="checkbox"/>	ES20010045	2020/07/24	2020/07/23	POSTED		2020/08/05	RD
<input type="checkbox"/>	ES20010034	2020/07/24	2020/07/24	POSTED		2020/07/24	RD
<input type="checkbox"/>	ES20010040	2020/07/24	2020/07/24	POSTED		2020/07/24	RD
<input type="checkbox"/>	ES20010032	2020/07/24	2020/07/24	POSTED		2020/07/24	RD
<input type="checkbox"/>	ES20010044	2020/07/24	2020/07/14	POSTED		2020/08/05	RD
<input type="checkbox"/>	ES20010038	2020/07/24	2020/07/24	POSTED		2020/07/24	RD
<input type="checkbox"/>	ES20010035	2020/07/23	2020/07/23	POSTED		2020/08/05	RD
<input type="checkbox"/>	ES20010039	2020/07/23	2020/07/14	POSTED		2020/07/24	RD
<input type="checkbox"/>	ES20010034	2020/07/23	2020/07/23	POSTED		2020/07/24	RD

The *Salary And Advances* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.

4.3.2.2 Salary And Advances Screen – Add Mode

To add a new salary and advances record to your BatchMaster WEB database, click the *+Add Salary And Advances* button. The system displays the *Salary And Advances* screen, where you can process un-posted salary records and generate reverse GLs, if required.



Action	Employee ID	Employee Name	Account No.	Account Name	Description	Dr. Amount	Cr. Amount	Project	Row 2	row 3	Row 2	Dimension Five
	EMP001	Mahesh Anjana	1133224464	Employee Bene		0.00	10.00					
	EMP002	Abhaya	1133224464	Employee Bene		10.00	0.00					

Screen Fields:

Journal No: Use this system generated field to view the sequence of Salary and Advances payments. Each newly created record is assigned a new record number generated on saving the record. The generated number depends upon the series as defined on the *Finance Series* screen for *Salary and Advances* type. It is an auto generated number that is incremented each time you save a new record. The next generated number is the next free number available for the series.

Status: This field specifies the status of the *Salary and Advances* screen. The available options are:

- **NEW:** The status indicates that the entered journal entries are new and are ready to post. A new status entry can be transferred to hold if required.
- **HOLD:** This status means that journal entries are not available for posting. Holds are placed on journal entries for business reasons. No changes can be made to a journal entry that is on hold. An entry will stay on hold until released by you. Your business rules should address how long a hold can be left in place.
- **POSTED:** This status means that the journal entries have been posted to accounts.
 - For a payment to an employee, the system will post to the Salary Expenses Accounts.

Date: This field specifies the date on which you have created employee related entry information. The default value of this field is the current server date. You can change the date using the date picker provided next to the field.



Posting Date: This field specifies the date on which you want to post the account entries. The default value of this field is the current server date. You can change the date using the date picker provided next to the field. This is a mandatory field.

Currency: Use this option to define the currency in which the employee salary/advance is posted. The lookup attached to the field will retrieve the currencies maintained in BatchMaster WEB. This is a mandatory field.



It is mandatory to define currency conversions if you want to select any other currency.

Currency Description: This field displays additional information for associated Currency.

Generate Reverse GL: Check this option to reverse a journal entry made for any reason.

Reverse GL Date: Select this date to process the reverse GL entry.

Narration: Use this option to enter any additional information with the transaction.

Grid Fields:

This grid helps you to drill down to the specific record with the attached link arrow present within the *Employee ID* field.

Action	Employee ID	Employee Na...	Account No.	Account Name	Description	Dr. Amount	Cr. Amount	Project	Row 2	row 3	Row 2	Dimension f
	→ EMP001	Mahesh Anjana	1133224464	Employee Bene		28.00	0.00					
	→ EMP002	Abhaju	1133224464	Employee Bene		0.00	32.00					
	→ BSFADS	asdfa	00000000	Test Default De		1.90	0.00					
	→ ABHAY KL	Abhaju Kumar P	1133224464	Employee Bene		2.10	0.00					

Add Line: Click the *Add Line* button to insert a row in the journal entry grid.

Export Template: Click this button to export the employee journal entries to an excel sheet to fill various journal details manually or to save the records on a drive. The system will save the exported excel sheet at the specified location i.e. the location on the hard drive/network where you want to save the excel file and displays following message:



Difference: This field specifies the difference of the debit and credit entries. The system will not post the journal entries if there exist any entry in this field.

Total Debit: This field specifies the sum of the debit entries in the journal entry grid.

Total Credit: This field specifies the sum of the credit entries in the journal entry grid.



Actions : Click the *Delete* button to delete a row from the journal entry grid.

Employee ID: This field specifies the Employee ID that needs to be paid (Salary/Advance). Use the lookup provided next to the field to select the Employee ID. The system will list all the Employee IDs as maintained on the *Employee Master* screen.

Employee Name: This field specifies the employee name associated with the above selected Employee ID. This is a read only field and defaulted as you select and tab out the *Employee ID* field.

Account No.: This field specifies the account number associated with the above selected Employee ID. This is a read only field and defaulted as you select and tab out the *Employee ID* field.

Account Name: This field specifies the name of account associated with the account number. This is read only field and defaulted as you select and tab out the *Employee ID* field.

Description: This field specifies additional comments for the line record.

Dr. Amount: This field specifies the debit entries in the specified currency as defined above.

Cr. Amount: This field specifies the credit entries in the specified currency as defined above.

Dimension1...5: This field caption is obtained from the description defined for the dimension at the *Multi-Dimension Setup* screen. The lookup attached to the field obtains the information defined as the sub-projects for individual dimension defined at the *Dimension Setup* Screen. A sub-project configured in the line provide Vendor/Customers with multiple views of an expense and revenue analysis.

4.3.2.3 Maintaining Salary And Advances

1. Open the *Salary And Advances* dashboard.
2. To add a new record, click the *+Add Salary And Advances* button.
3. The system displays the *Salary And Advances* screen.
4. Select the series using the lookup provided next to the *Journal No* field.
5. Enter or select the date using the date picker provided next to the *Date* field.
6. Enter or select the posting date using the date picker provided next to the *Posting Date* field.
7. If required change the currency using the lookup provided next to the *Currency* field.
8. Enter any additional information in *Narration* field.
9. Click the *Add Line* button to add a new line to the grid.



10. Select the employee using the lookup provided next to the *Employee ID* field.
11. Enter or select the account in the *Account No.* field.
12. Enter the debit amount against the selected employee in the *Dr. Amount* field.
13. Enter the credit amount against the selected account in the *Cr. Amount* field.
14. Enter the value for the defined dimensions (the fields will be displayed only if you have any active multi-dimension.)
15. Repeat the above steps to add more lines in the grid.
16. Click *Save* button to save the record.
17. Click *Post* to process the transaction and to update the entries in the company database.

4.3.2.4 Special Functions



Assign Dimension ID: Click this button to associate a dimension with the Salary and Advances. Clicking the button will display the *Assign Dimension ID* window with which you can choose the product. The system will display all the dimensions maintained via the *Dimension Setup* screen. If you have defined the dimension using this option, the system will default the value in the journal entry lines.



Hold: Click this button to place a new journal entry on hold. Once clicked the status of the journal entry is changed to *HOLD*.



Release: Click this button to release a journal entry which is on *HOLD*.



Void Transaction: Click this button to declare the transaction as invalid.



Edit Posted Transaction: Click this button to open the *Posted Journal Lookup*. Select the Journal Batch No using the lookup to edit a posted transaction.

Post: Click this button to post the journal entries. After posting the status of the Salary and Advances screen is changed to *POSTED*.

4.4 Payroll Reports

4.4.1 Employee Statement



Use this screen to print salary statements for the selected employees. The system prints the report with details about the credit amount, debit amount, and the running balance of the employee related journal entries.

Go To: General Ledger → Payroll Reports → Employee Statement.

Click the *Employee Statement* option from the main menu, the system displays the *Employee Statement* window.

The screenshot shows the 'Employee Statement' window in the BMEWEB system. The window has a dark blue header with the text 'BMEWEB' and a search bar. Below the header, the title 'Employee Statement' is displayed. The main area contains several input fields: 'Parameter' (with a dropdown arrow), 'Employee From' (with a search icon), 'Employee To' (with a search icon), 'From Date' (with a calendar icon and value '2022/10/15'), and 'To Date' (with a calendar icon and value '2022/10/17'). At the bottom, there are 'Process' and 'Close' buttons.

4.4.1.1 Printing the Employee Statement

1. Open the *Employee Statement* window.
2. Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the *Parameter* field dropdown.
3. Select the range of employees in the *Employee From* and *Employee To* fields, respectively.
4. In the *From Date* and *To Date* fields, enter or select the lower and upper date limits, for which the employee details is required.
5. Click the *Process* button to print the employee statement.

An example of a generated *Employee Statement* is displayed below:



Date	Jrnl Batch No.	Narration	Debit	Credit	Running Balance
31-03-22		Opening Balance	0.00	50,068.00	50068.00 Cr

5 Finance

5.1 Finance Interface

5.1.1 Download Finance Data

Several masters that are used in BatchMaster WEB may be downloaded from Finance to BatchMaster WEB via this screen.



This utility does not validate any of the Masters downloaded from Finance to BatchMaster WEB. For example, this utility will not prevent the download of a Customer Master whose customer class is not available in BatchMaster WEB.

Before downloading data from Finance, you need to set the following parameters at the *Finance Setup* screen:

- **AP Finance Interface.** This parameter decides whether the BatchMaster WEB *Purchase* module is interfaced with the Finance package.
- **AR Finance Interface.** This parameter decides whether the BatchMaster WEB *Sales* module is interfaced with the Finance package.



Prerequisites:

For download from MS Dynamics GP to BatchMaster WEB, the following data should be maintained in Great Plains:

- Purchase: Vendor and Payment details.
- Sales: Customer, Salesperson, Territory, and Shipping details.



For download from Sage 300 ERP to BatchMaster WEB, the following data should be maintained in Sage 300 ERP:

- Purchase: Vendor and Payment details.
- Sales: Customer, Salesperson, Territory and Shipping details.
- **Go To: Finance → Finance Interface → Download From Finance.**

5.1.1.1 Download Finance Data Screen – Add Mode

To download several masters from Finance to BatchMaster WEB, click the *Download From Finance* option from the main menu. The system displays the *Download Finance Data* form.

Screen Fields:

Master Type: This dropdown is used to select the type of master for which the finance data needs to be downloaded.

The available options are:

- Vendor Master
- Vendor Class
- AP Terms
- Branch
- Customer Master
- Customer Class



- Sales Person
- Territory
- AR FOB
- AR Ship Via
- AR Ship To
- AR Terms
- Account

From/To: Use the *From* and *To* fields to specify the upper and lower criteria for the selected *Master Type*.

From/To Description: This field specify the description of the criteria selected on the *From* and *To* fields.

5.1.1.2 Downloading Selected Masters from Finance

1. Open the *Download Finance Data* screen.
2. Select one of the *Master Type* to select them for downloading.
3. Enter a range for the selected type of record(s) to be downloaded.
4. Click the *Process* button to display records that satisfy the above filter criteria in a grid. To select a line, mark the desired checkbox for that line. The *Select All/Unselect All* button may be clicked to select/unselect all the lines, respectively.
5. Click the *Download* button to download the selected data from finance.

5.1.2 Finance Mapping

This screen is used to map the currency, purchase, and sales tax rate keys created in BatchMaster WEB to the corresponding currency, purchase, and sales tax rate keys of the Finance company.

- If the Finance package is MS Dynamics SOL or Sage 300 ERP, the BatchMaster WEB home currency (as defined in BatchMaster ERP Company Information) must be mapped to the Base currency of Solomon or Sage 300 ERP, respectively.



- If the Finance package is MS Dynamics GP, then the BatchMaster WEB home currency (as defined in BatchMaster WEB Company Information) must be mapped to the Functional currency of Great Plains.

Before mapping, you need to maintain the following parameters on the *Finance Setup* screen:

- **AP Finance Interface:** This parameter decides whether the BatchMaster WEB *Purchase* module is interfaced with the Finance package.
- **AR Finance Interface:** This parameter decides whether the BatchMaster WEB *Sales* module is interfaced with the Finance package.



Prerequisite: Records maintained on the following screens can be mapped to finance:

- *Currency Master*.
- *Tax Rate* (for AP and AR).

Go To: Finance → Finance Interface → Finance Mapping

5.1.2.1 Finance Mapping Screen – Add Mode

To map the currency, purchase, and sales tax rate keys created in BatchMaster WEB to the corresponding currency, purchase, and sales tax rate keys of the Finance company, click the *Finance Mapping* option from the main menu. The system displays the *Finance Mapping* form.

Action	From Key (BME)	To Key (Finance)
	AA3	


Screen Fields:

Select Module: This field refers to the BatchMaster WEB modules as *Currency*, *Sales Tax* or *Purchase Tax* for mapping.



Add Line Button: Use this button to add new lines to the grid.

Grid Fields:

Action : Click this button to delete the selected line.

From Key (BME): This field refers to the BatchMaster WEB key to be mapped.

To Key (Finance): This field refers to the Finance Key to be mapped.

5.1.2.2 Creating a Finance Mapping

1. Click the *Finance Mapping* option from the main menu. The system displays the *Finance Mapping* screen.
2. Select a BatchMaster WEB module (*Currency, Sales Tax, or Purchase Tax*) for mapping.
3. Click the *Add Line* button.
4. On the new grid line, click on the lookup under the *From Key (BME)* field.
5. Select a *To Key (Finance)* to be mapped.
6. Click the *Save* button to save the record.

5.1.3 General Ledger Report

Use this report to view the related general ledger transactions. General Ledger includes many standard reports to help you produce and view the information you need quickly and easily. Reports in the general ledger are valuable tools for monitoring, evaluating, and distributing information about your Transaction, Ledger, Trial Balance, Balance Sheet, Income Statement, Journal Inquiry, etc.

- **Go To: Finance → Finance Interface → General Ledger Report.**



5.1.4 QuickBooks Online Connection Details

Use this screen to specify and maintain the QuickBooks Online Connection details necessary for seamlessly integrating the BatchMaster WEB Company with QuickBooks.

Go To: Finance → Finance Interface → QuickBooks Online Connection Details.

5.1.4.1 QuickBooks Online Connection Details – Add Mode

To maintain the connection details, click on the *QuickBooks Online Connection Details* option from the Finance Menu. The system displays the *QuickBooks Online Connection Details* form where you can specify an SQL Query for initiating the connection.

Screen Fields:



Select the desired Environment, and fill in the *Base URL*, *Discovery URL*, *Redirect URL*, *Client ID*, *Client Secret*, etc. in the appropriate fields. All the displayed fields under the *QuickBooks Online Connection Details* section are mandatory fields:

Environment: Select one of the option using the dropdown next to the field. The available options in the dropdown are:

- Sandbox
- Production

Base URL: Enter the following Base URL in the *Base URL* field:

<https://sandbox-quickbooks.api.intuit.com>

Discovery URL: Enter the following Discovery URL in the *Discovery URL* field:

https://developer.intuit.com/.wellknown/openid_configuration/

Redirect URL: The value in this field is defaulted from the Redirect URL's page *Redirect URL* field.

Client ID: The value in this field is defaulted from the Production Keys page. You can copy the id from this production key page using the *Show* button.

Client Secret: The value in this field is defaulted from the Production Keys page. You can copy the id from this Production Key page using the *Show* button.

Discovery Authority: If required, you can change the default value by entering a new Discovery Authority.

Token End Point: Enter the following Tokenendpoint URL:

<https://oauth.platform.intuit.com/oauth2/v1/tokens/bearer>

Memo Field SQL Section:

To retrieve the desired information on the *Memo* field of an Invoice, refer to the *Memo Field SQL* section.

To retrieve the desired information on the *Memo* field of an *Invoice*, *Voucher*, *Invoice Return*, *Voucher return*, *GL Credit* and *GL Debit Entry* screens, enter the SQL query for each row.

Points to be remember before executing the SQL Query:

- ? in SQL will be automatically replaced by key value.



- Note: Do not split SQL, whole query in single line.

Invoice: This field is used to write the SQL Query. For example:

SQL Query: select cast(Tranno as nvarchar(max))+ ';' + Custname from arhdr where tranno=?

Voucher: This field is used to write the SQL Query. For example:

SQL Query: select 'BME Voucher: ' + cast(vouchno as nvarchar(100))+ ' PO: '+ Pono from aphdr where vouchno=?

Invoice Return: This field is used to write the SQL Query. For example:

SQL Query: select 'CreditMemo;' + cast(Tranno as nvarchar(max))+ ';' + Custname
from arhdr where tranno=?

Voucher Return: This field is used to write the SQL Query. For example:

SQL Query: select 'BME Return Voucher: ' + cast(vouchno as nvarchar(100))+ ' PO: '+ Pono from
aphdr where vouchno=?

GL Credit: This field is used to write the SQL Query. For example:

SQL Query: select 'GL Cr Desc.: ' + [Description] from mmtdist where JrnlBtchNo=?

GL Debit: This field is used to write the SQL Query. For example:

SQL Query: select 'GL Dr Desc.: ' + [Description] from mmtdist where JrnlBtchNo=?

Age Bracket Delay Time Section:

Delay Time (1000 = 1 Sec): Entering a value here implies that you need to retrieve the age bracket data of Vendors and Customers from QuickBooks Online to BatchMaster WEB. For this, you need to run the "Fetch_Cust_Vend_Inv_Data.exe ". QuickBooks Online Connection Details Setting allows automatic running of this executable as per your designated time. If you enter the Age Bracket Delay Time, initially you need to run the executable file ("Fetch_Cust_Vend_Inv_Data.exe") and then include it in the Startup. The system then automatically runs the executable on your next login.

5.1.4.2 Entering QuickBooks Online Connection Details

1. Open the *QuickBooks Online Connection Details* screen.
2. Enter the SQL Query in the fields to retrieve the data.
3. Enter the *Age Bracket Delay Time*.



4. Click *Save* button to save the record.

5.1.5 Upload and Download Defaults

Use *Upload and Download Defaults* screen to specify default values while downloading data from a Finance Package. These values are mandatory inputs in BatchMaster Web, but are not maintained in Finance. While downloading a vendor or a customer, the mandatory field values are obtained from this screen.

Go To: Finance → Finance Interface → Upload and Download Defaults.

5.1.5.1 Upload and Download Defaults Screen – Add Mode

To specify download and upload default values, click the *Upload and Download Defaults* option from the main menu. The system opens the *Upload and Download Defaults* screen.

Field Name	Value
Default Vendor Class	GVM
Default Expense Account	0000000001100
Default Customer Class	ACHEM
Vendor Class Description	Global Supplier
Account Description	Bank Account
Customer Class Description	American Chemicals12

Screen Fields:

Download Default Tab

Default Vendor Class: Use this field to specify the default vendor class. The lookup here lists all the Vendor Classes maintained via the *Vendor Class* screen.

Vendor Class Description: This field displays the description of the selected vendor class. This is a read-only field.

Default Expense Account: Use this field to specify the default expense account.

Account Description: This field displays the description of the selected default expense account. This is a read-only field.



Default Customer Class: Use this field to specify the default customer class. The lookup here lists all the Customer Classes maintained via the *Customer Class* screen.

Customer Class Description: This field displays the description of the selected default customer class. This is a read-only field.

Upload Default Tab

Upload and Download Defaults

Download Default Upload Default

Override Vendor Address on Update

Add Vendor Name in Address 1

Override Customer Address on Update

Add Customer Name in Address 1

Override BatchMaster Invoice No. with QuickBooks Online Invoice No.

Populate QuickBooks Online Ref No. with Voucher

Save Close

Override Vendor Address on Update: If you want the changes made to the Vendor Address in the *Vendor Master* of BatchMaster Web to be reflected in QuickBooks Online upon upload, mark the *Override Vendor Address on Update* checkbox.

Add Vendor Name in Address1: Mark this checkbox to update the vendor name in the address.

Override Customer Address on Update: If you want the changes made to the Customer Address in the *Customer Master* of BatchMaster Web to be reflected in QuickBooks Online upon upload, mark the *Override Customer Address on Update* checkbox.

Add Customer Name in Address1: Mark this checkbox to update the customer name in the address.

Override BatchMaster Invoice No. with QuickBooks Online Invoice No.: Mark this checkbox to override the BatchMaster Invoice No. with the QuickBooks Online Invoice No. while uploading invoices.

Populate QuickBooks Online Ref No. with Voucher: While generating a Voucher, the system offers a number of combinations to print the reference number. The various options are:

- **Invoice No.:** The system will print the Invoice Number generated in BatchMaster Web as the reference number in QuickBooks Online.



- **Purchase Order No.:** The system will print the Purchase Order Number generated in BatchMaster Web as the reference number in QuickBooks Online.
- **Voucher No.:** The system will print the Voucher Number generated in BatchMaster Web as the reference number in QuickBooks Online.
- **Invoice No. + Voucher No.:** The system will print the Invoice Number and Voucher Number generated in BatchMaster Web as the reference number in QuickBooks Online.
- **Purchase Order No. + Voucher No.:** The system will print the Purchase Order Number and Voucher Number generated in BatchMaster Web as the reference number in QuickBooks Online.

5.1.5.2 Maintaining Upload and Download Defaults

1. Open the *Upload and Download Defaults* screen.
2. By default the system displays the *Download Default* Tab. Under the *Download Defaults* Tab, set the *Default Vendor Class*, *Default Expense Account* and *Default Customer Class*. These default values will be used while downloading data from the Finance Package.
3. Switch to the *Upload Default* Tab,
 - a. Mark the desired option(s) as required.
 - b. Select one of the options using the dropdown next to the *Populate QuickBooks Online Ref No. with Voucher* field.
4. Click the *Save* button to save the record.

5.1.6 Upload to Finance

BatchMaster WEB data that has not been uploaded to Finance can be uploaded manually from this screen. When a BatchMaster WEB Company is interfaced to a finance package, Accounts Payable and Accounts Receivable are duplicated in both the BatchMaster WEB and Finance databases. You must enter the records in one of these databases; the *Upload to Finance* and *Download from Finance* options will populate the records in the other database. The upload option also allows the update of transactions where the online dates have been turned off.

Before you can upload data to Finance, the following parameters must be maintained at the *Finance Setup* screen:

- **AP Finance Interface:** This parameter decides whether or not the *Purchase* module of BatchMaster WEB is interfaced with a finance package.



- **AR Finance Interface:** This parameter decides whether or not the *Sales* module of BatchMaster WEB is interfaced with a finance package.
- **GL Finance Interface:** This parameter decides whether or not the General Ledger of BatchMaster WEB is interfaced with the finance package.
- **GL Series for Mfg. Transaction:** This parameter stores the GL Series for all the financial transactions that will be posted from the BatchMaster WEB. The GL Series stored here should also be maintained in the finance package.
- **GL Series for Purchase Transaction:** This parameter stores the GL Series for all the financial transactions that will be posted from the *Purchase* module. The GL Series stored here should also be maintained in the finance package.
- **GL Series for Sales Transaction:** This parameter stores the GL Series for all the financial transactions that will be posted in the *Sales* module. The GL Series stored here should also be maintained in the finance package.
- **GL Series for Inventory Transaction:** This parameter stores the GL Series for all the financial transactions that will be posted from the *Inventory* module. The GL Series stored here should also be maintained on the finance package.
- **Transfer Invoice in Great Plains To:** This option is available to a BatchMaster WEB Company only if it is interfaced with the MS Dynamics GP finance package. This parameter decides whether an Invoice from BatchMaster WEB data should be uploaded to the *Invoice Entry* screen or the *Sales Transaction* screen of MS Dynamics GP.



Prerequisite: For upload to Great Plains, data should be maintained on the following screens in BatchMaster WEB:

- *Vendor Master*
- *Vendor Class*
- *Terms*
- *Customer Master*
- *Customer Class*
- *Salesperson*
- *Territory*
- *Ship To*
- *Ship Via*

For a Sage 300 Interfaced Company, the following Masters should be uploaded:



- *Vendor Master*
 - *Vendor Class*
 - *Terms*
 - *Customer Master*
 - *Customer Class*
 - *Salesperson*
 - *Territory*
 - *Ship To*
- **Go To: Finance → Finance Interface → Upload To Finance.**

5.1.6.1 Upload Finance Data Screen – Add Mode

To upload BatchMaster WEB data to Finance, click the *Upload to Finance* option from the main menu. The system displays the *Upload Finance Data* form where you can upload BatchMaster WEB data to Finance.

Upload Finance Data

Transaction/Master Type: Vendor Master

From: 2345

To: AMERICAN TOURIS

From Description: Global Suppliers

To Description: American Touristor

Process Upload Close

Screen Fields:

Transaction/Master Type: This dropdown is used to select the type of transaction for which the finance data needs to be uploaded. The available options are:

- Vendor Master
- Vendor Class



- Branch
- AP Terms
- Customer Master
- Customer Class
- Sales Person
- AR FOB
- AR Ship Via
- AR Ship To
- AR Terms
- Invoice
- Voucher
- GL Entries

From/To: Use the *From* and *To* field to specify the upper and lower criteria for the selected *Transaction/Master Type*.

From/To Description: This field specify the description of the criteria selected on the *From* and *To* fields.

5.1.6.2 Uploading Selected Masters to Finance, Vouchers, Invoices, GLs to Finance

1. Open the *Upload Finance Data* screen.
2. Select one of the *Transaction/Master Type* to select them for uploading.
3. Enter a range for the selected type of record(s) to be uploaded.
4. Click the *Process* button to display records that satisfy the above filter criteria in a grid. To select a line, mark the checkbox for that line. The *Select All/Unselect All* button may be clicked to select/unselect all the lines, respectively.



Upload Finance Data

Transaction/Master Type: Vendor Master

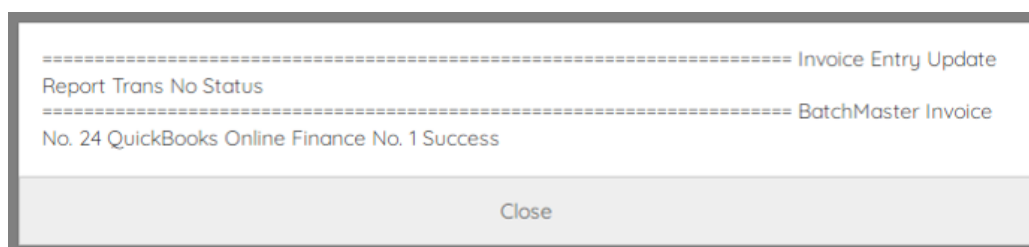
From: 2345 From Description: Global Suppliers

To: AMERICAN TOURIS To Description: American Tourator

<input type="checkbox"/>	Vendor_Key	Vendor_Name	FinVendor_Key	Address_1	Address_2	Address_3	City	State	Zip	Country
<input type="checkbox"/>	A200	A200		Line1						
<input type="checkbox"/>	2345	Global Suppliers		Leck View			New Jersey	LA		
<input type="checkbox"/>	ABC	Global Suppliers		Leck View			New Jersey	LA		USA
<input type="checkbox"/>	A100	A100		Line1						
<input type="checkbox"/>	AMERICAN TOURIS	American Tourator								USA
<input type="checkbox"/>	AI									

Process Upload Close

5. Click the *Upload* button to upload the selected data to Finance. The system displays the following message as shown below:



6 Setup

6.1 Finance Setup

6.1.1 1099 Type Setup

Using the *1099 Type Setup* screen you can define the minimum 1099 amount for various 1099 type masters.

The *1099 Type Setup* screen is divided in two grids. On the top grid the 1099 types are listed, wherein you can add or delete 1099 types.

On the second grid the 1099 boxes of the selected 1099 type are listed. By default, the screen provides the following pre-defined data. If needed you add, delete or modify it.

1099 Types:

1. Dividend
2. Interest



3. Miscellaneous

1099 Boxes & Box Description:

For Dividend:

1	01a	Total Ordinary Dividends
2.	01b	Qualified Dividends
3.	02a	Total Capital Gain Distribution
4.	02b	Unrecap. Sec 1250 gain
5.	02c	Section 1202 gain
6.	02d	Collectibles (28%) gain
7.	03	Nondividend Distributions
8.	04	Federal Income Tax Withheld
9.	05	Investment expenses
10.	06	Foreign tax paid
11.	07	Foreign country or U.S. possession
12.	08	Cash liquidation distributions
13.	09	Noncash liquidation distributions

For Interest:

1.	01	Interest income not included in box 3
2.	02	Early withdrawal penalty
3.	03	Interest on US savings bonds and treas. obligations
4.	04	Federal income tax withheld
5.	05	Investment expenses
6.	06	Foreign tax paid
7.	07	Foreign country or U.S. possession




For Miscellaneous:

1.	01	Rents
2.	02	Royalties
3.	03	Other income
4.	04	Federal income tax withheld
5.	05	Fishing boat proceeds
6.	06	Medical and health care payments
7.	07	Nonemployee compensation
8.	08	Substitute payments in lieu of dividends or interest
9.	09	Direct Sales
10.	10	Crop insurance proceeds
11.	13	Excess golden parachute payments
12.	14	Gross proceeds to an attorney
13.	15a	Section 409A deferrals
14.	15b	Section 409A income
15.	16	State tax withheld
16.	17	State/Payer's state no.
17.	18	State income

Go To: Setup  → Finance Setup → 1099 Setup

6.1.1.1 1099 Type Setup Screen – Add Mode

To define the minimum 1099 amount for various 1099 type masters, click the *1099 Setup* option from the Setup  menu. The system displays the *1099 Type Setup* screen.



Action	Select	1099 Type Key	1099 Type
	<input type="radio"/>	1	Dividend And
	<input type="radio"/>	2	Interest
	<input type="radio"/>	3	Miscellaneous Income
	<input type="radio"/>	6	ASI
	<input type="radio"/>	10	Annuity 1099

Action	Sr.No.	1099 Box	Box Description	Minimum 1099 Amount
	2	1A	D I B	20


Screen Fields:

1099 Type

By default, *1099 Type* grid displays all the 1099 Types Masters.

Add Line: Clicking this button inserts a new line wherein you can define a new 1099 Type Master record.

Grid Fields:

Action : Click this button to delete a row from the upper grid.

Select: Mark this radio button to select a row.

1099 Type Key: This field value is auto generated by the system and displays the sequence number.

1099 Type: Specifies the 1099 Type as defined on the 1099 Type Master.

1099 Box

Add Line: Click this button to add a row in the grid.

Grid Fields:

Action : Click this button to delete a row from the lower grid.

Sr.No.: This field value is auto generated by the system and displays the sequence number.

1099 Box: This field is used to specify the 1099 Box value.



Box Description: This field is used to specify the description for 1099 Box.


Minimum 1099 Amount: This field is used to specify the applicable minimum 1099 amount for the 1099 Box.

6.1.1.2 Maintaining 1099 Type


1. Click the *1099 Setup* option to open the *1099 Type Setup* screen.
2. Click the *Add Line* button to insert a row in the upper grid.
3. Enter the related description at the *1099 Type* field.
4. Click the *Add Line* button of the *1099 Box* field and enter the information for *1099 Box*, *Box Description*, and *Minimum 1099 Amount* in the respective fields.
5. Click the *Save* button to save the record.

6.1.2 Account Group Sequence Setup

Use the *Account Group Sequence Setup* screen to define the sequence in which the account groups will be displayed in the financial statement(s). The system will use this sequence when printing the Balance Sheet and Income Statement.

Go To: Setup  → Finance Setup → Account Group Sequence Setup.

6.1.2.1 Account Group Sequence Setup Screen – Add Mode

To define the sequence for the Accounts Group, click the *Account Group Sequence Setup* option from the Setup  menu. The system displays the *Account Group Sequence Setup* screen.



Account Group Sequence Setup

Group Type: Liabilities

Group ID	Group Name	Parent ID	Parent Group Tree	Level	Seq. No.
3	Liabilities	0		0	5
11	Duties & Taxes	3		1	1
14	Loan (Liability)	3		1	2
16	Provisions	3		1	3
22	Payables	3		1	4
36	Accrued Liabilities	3		1	5
37	Accrued Expenses	3		1	6
38	Accrued Taxes	3		1	7
39	Deferred Taxes	3		1	8
40	Long-term Debt	3		1	9
41	Inter-company Payables	3		1	10

Save Close

Screen Fields:

Group Type: Specify the Group Type. Use this dropdown to filter records for a given account set.

Available options are:

- *Assets*
- *Income*
- *Liabilities*
- *Expenses*
- *Capital*

Selecting the option would display the respective groups under the grid.

Grid Fields:

Expand [>]: The feature allows you to easily move from the summary data of group to greater levels of detail. Indicated by (>/v) sign beside the Group ID section.

Group ID: Field specifies the account group identification number.

Group Name: Field specifies the account name.


Parent ID: This field specifies the parental value of the Group as 1, 2, 3, and so on.

Level: This field specifies the hierarchical value of the Group as 1, 2, 3, and so on.



Seq. No.: This field specifies the sequence of accounts within the group for displaying it in the financial statements as of Profit and Loss Account. This is an editable field so you can enter any numeric value for sequencing.

6.1.2.2 Specifying Account Group Sequence Setup

1. Open the *Account Group Sequence Setup* screen.
2. Specify the type of the group in the *Group Type* field. The system will default the group details in hierarchical order in the grid.
3. Click the *Expand*  option to view the group details. This will give you an exploded view of the selected group type.
4. Enter the sequence of the Group type as required in the *Seq. No.* field.
5. Click *Save* button to save the record.


6.1.3 Account Segment Setup

Use the *Account Segment Setup* screen to define account segments. You can define the portion of an account that you can use to represent a specific aspect of a business. For example, you can define the account segment as business, location, division or centers etc. The screen allows you to create account segments that can be combined to form accounts. The maximum number of segment limit is 5 i.e. Segment (1), Segment (2), Segment (3), Segment (4) and Segment (5). The fifth segment is hard coded and is treated as *Account Key*, whereas the other segments are optional for use.

After defining the segment once you maintain the chart of accounts with *Account Master* Screen, the screen turns to read only. So that, no further modification would be allowed once the accounts have been defined by you.

Go To: Setup  → Finance Setup → Account Segment Setup.

6.1.3.1 Account Segment Setup Screen – Add Mode

To maintain default settings for Account Segment, click the *Account Segment Setup* under the *Setup*  option from the standard toolbar. The system displays the *Account Segment Setup* screen.



Segment	Account Key	Length	Total Length
Segment [5]		5	
Segment [1]	Country	2	
Segment [2]	Region	2	
Segment [3]	State	3	
Segment [4]	Department	2	
Segment Sequence	12345		14

Close to Divisional Account Segments:

Without Auto Zero Padding:

Division Name:

Buttons: Save, Close

Screen Fields:

Segment (5...1)

Segment Name: Specifies a segment name. The maximum character length of this field is 80 alphanumeric characters. Each segment (1, 2, 3, 4, 5) supports 80 characters, however see *Total Length* below.

Length: This field specifies the length of the segment.

Total Length: This field specifies the sum of the lengths specified for each segment. The maximum character length should not exceed 80 characters.

Segment Sequence: This field specifies the sequence of the segment. This is the sequence in which you want to display the segments in the generated *Account Key*. The field supports 5 characters as 12345. You can enter the sequence in any combination of 1...5, with a unique sequence number. The system will generate the Account key accordingly.

Without Auto Zero Padding: Mark this option to remove the zero padding in the defined *Account Key*.

Close to Divisional Account Segments: Mark the option to successfully close the year in General Ledger. Selecting this option indicates that the system will process closing to Divisional Retained Earnings. For this you must have a Retained Earnings account setup for each *Segment*, even if those accounts do not have a current balance. Using the *Retained Earning Account Setup* screen, the system will then generate the Retained Account for the selected divisional and all the included segments.



If you have marked divisional closing in the *Account Segment Setup*, check that you have a retained earnings account for each division/ segment.

Unmarking the option indicates that the year-end closing will be done using the common Retained Earning Account maintained by the company.

Division Name: This field displays the division or segment name that you want to choose for year-end processing. You can pick only one segment to be your determiner for the Retained Earning split. The system uses this division name to generate the respective retained earning account.

6.1.3.2 Maintaining Account Segment Setup

1. Open the *Account Segment Setup* screen.
2. Enter the Account Key at the *Segment (5)* field and its length.
3. For each segment, enter the name and its length at the respective fields. The system would sum up the length and display the same at the *Total Length* field.
4. Enter the sequence at the *Segment Sequence* field.
5. Mark the *Without Auto Zero Padding* option if required.
6. Mark the *Close to Divisional Account Segments* option if you want to close the year end based on the Divisional Retained Earnings.
7. Choose the segment name for which you have defined the Retained Earning Account, from the dropdown attached next to the *Division Name* field. The dropdown attached would display all the different segments that you have created using the same *Account Segment Setup* screen.
8. Click *Save* button to save the record.

6.1.4 Dimensions Setup

The *Dimensions Setup* screen is used to describe the subclass dimensions that your company can assign with different financial processes. It can be considered as sub projects in which you deal. Here, you can define a dimension and attach it to any process such as Payment Entry, Receipt Entry, Journal Entry, AP Voucher, AR Invoice, Vendor Debit Note, and Customer Credit Note.

Considering an example, say you have created a dimension as bakery and you have three projects, namely cakes, breads and soups, these classifications can be defined using this screen.

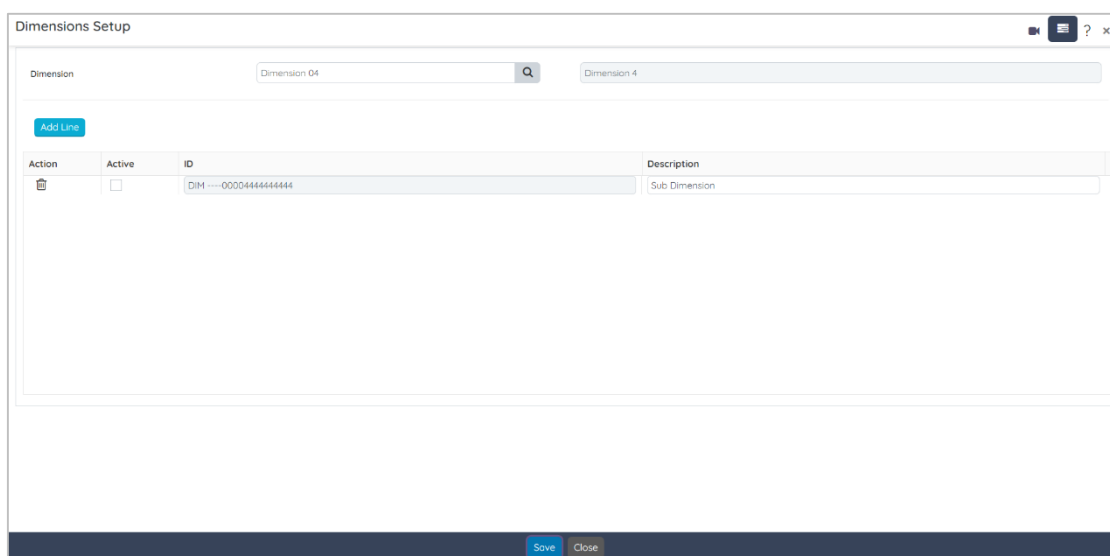



Prerequisites: The dimensions should be defined on the *Multi-Dimensional Setup* screen in the Setup.

Go To: Setup  → Finance Setup → Dimensions Setup.

6.1.4.1 Dimensions Setup – Add Mode

Click the *Dimensions Setup* option to open the *Dimensions Setup* screen, from where you can define the sub classes of the created Dimensions.



Action	Active	ID	Description
	<input type="checkbox"/>	DIM --- 00004444444444	Sub Dimension

Screen Fields:

Dimension: The dimension specified here is used for creating a project entry. The lookup will retrieve the dimensions that you have maintained using the *Multi-Dimensional Setup* screen.

Description: This field displays the description associated with the Dimension.

Add Line: Click this button to add a line on the above grid.

Grid Fields:

Action: Click this button to delete the row / line.


Active: Mark this option to make the dimension as *Active* (to be used in reports) or *Inactive*.

ID: This field is used to define the project for the selected dimension.

Description: This field is used to describe the project defined in the ID field.



6.1.4.2 Defining Dimensions Setup

1. Open the *Dimensions Setup* screen from the *Setup*  menu.
2. The system displays the *Dimensions Setup* screen.
3. Select the Dimension using the lookup provided next to the *Dimension* field.
4. Click the *Add Line* button.
5. Mark the ID as *Active*.
6. Enter the unique identification key under the *ID* field.
7. Enter the description for the identification key under the *Description* field.
8. Click the *Save* button to save the changes.

6.1.5 Finance Series

This screen lets you generate various series to be used as prefixes to the Finance Number. Different series can be defined to allow easy identification of finance transactions. Such a series let you track finance month-wise, year-wise, etc. Five defining criteria are provided on the *Finance Series* screen. You can use all five options or can use any combination from the defined options, for example (1, 3, and 5) or (1, 5) in any sequence. Different series can be defined for finance transactions that are created from *Payment Entry*, *Receipt Entry*, *Salary and Advances*, or any other transaction.

Go To: Setup  → Finance Setup → Finance Series.

6.1.5.1 Finance Series – Dashboard

You can manage finance series records from this dashboard. By default, the system displays all the existing records maintained for your business/company. You can click on any of the records to view its details.



Action	Generate ID	Type	Series (Option 1)	Custom (Option 2)	Month (Option 3)	Year (Option 4)	Sequence No (Option 5)
<input type="checkbox"/> Copy	1	Payment Entry	PY		06	16	0085
<input type="checkbox"/> Copy	2	Payment Entry	PM		06	16	0003
<input type="checkbox"/> Copy	3	Payment Entry	PY		08	16	0058
<input type="checkbox"/> Copy	4	Journal Entry	JE		08	16	0040
<input type="checkbox"/> Copy	5	Contra Entry	CE		08	16	0084
<input type="checkbox"/> Copy	6	Write Off Vendor Document	WV		08	16	0018
<input type="checkbox"/> Copy	7	Write Off Customer Document	WC		08	16	0017
<input type="checkbox"/> Copy	8	Receipt Entry	RE		08	16	0023
<input type="checkbox"/> Copy	11	Receipt Entry	RE		07	15	0005
<input type="checkbox"/> Copy	13	Contra Entry	CE		05	16	0017
<input type="checkbox"/> Copy	14	Contra Entry	CE		04	16	0003
<input type="checkbox"/> Copy	15	Payment Entry	PM		08	16	0043
<input type="checkbox"/> Copy	16	Debit Note For Vendor	DV		JAN	16	0046
<input type="checkbox"/> Copy	17	Debit Note For Vendor	DV		AUG	16	0012
<input type="checkbox"/> Copy	18	Credit Note For Customer	CC		AUG	16	0015

The *Finance Series* dashboard contains many elements that occupy 100% of the browser window. Resizing the window will resize the elements to fit. The elements can be rearranged, i.e. docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

Using the *Action* button from the dashboard you can:

- Copy an existing record to create new one
- Delete selected record(s)

After you select all the columns of the *Finance Series* dashboard, the middle grid displays the selected columns.

Action	Generate ID	Type	Series (Option 1)	Custom (Option 2)	Month (Option 3)	Year (Option 4)	Sequence No (Option 5)	MonthYear	AutoSequence	Sequence	Reinitialize	UserGroup	Rec User ID	Rec Date
<input type="checkbox"/> Copy	1	Payment Entry	PY		06	16	0085		1	145	0	ALL	S	01/09/18
<input type="checkbox"/> Copy	2	Payment Entry	PM		06	16	0003	M	1	1345	0	ALL	M	08/10/16
<input type="checkbox"/> Copy	3	Payment Entry	PY		08	16	0058	Y	1	1345	0	ALL	RP	02/20/17
<input type="checkbox"/> Copy	4	Journal Entry	JE		08	16	0040	M	1	1345	0	ALL	S	08/11/16
<input type="checkbox"/> Copy	5	Contra Entry	CE		08	16	0084	M	1	1345	0	ALL	S	08/11/16
<input type="checkbox"/> Copy	6	Write Off Vendor Document	WV		08	16	0018	M	1	1345	0	ALL	S	08/11/16
<input type="checkbox"/> Copy	7	Write Off Customer Document	WC		08	16	0017	M	1	1345	0	ALL	S	08/11/16
<input type="checkbox"/> Copy	8	Receipt Entry	RE		08	16	0023	M	1	1345	0	TEST	K	11/07/16
<input type="checkbox"/> Copy	11	Receipt Entry	RE		07	15	0005	M	1	1345	0	ALL	S	08/11/16
<input type="checkbox"/> Copy	13	Contra Entry	CE		05	16	0017	Y	0	1345	0	ALL	M	10/21/16

The *Finance Series* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of items per page specified.



6.1.5.2 Finance Series Screen – Add Mode

To define finance series, click the **+Add Finance Series** button. The system displays the *Finance Series* screen.

The screenshot shows the 'Finance Series' window with the following fields and values:

- Type: Payment Entry
- Series (Option 1): PY
- Custom (Option 2):
- Month (Option 3): 06
- Year (Option 4): 16
- Sequence No (Option 5): 0085
- Sequence Option: 145
- Auto Insert Series For Month & Year: Month Year
- Initialize Series For The Month/Year: Month Year
- Initialize Series From Month:
- Display Format: PY160085
- User Group: ALL

Buttons at the bottom: New, Copy, Save, Delete, Search, Close.

Screen Fields:

Type: This field specifies the type of transaction for which you want to create the series. The dropdown attached to the field lists the following:

- Payment Entry
- Receipt Entry
- Vendor Debit Note
- AR Invoice
- AP Voucher
- Customer Credit Note
- Journal Entry
- Contra Entry
- Write Off Vendor Document
- Write OFF Customer document
- Sales and Advances

The dropdown menu lists the following options:

- Payment Entry
- Receipt Entry
- Vendor Debit Note
- AR Invoice
- AP Voucher
- Customer Credit Note
- Journal Entry
- Contra Entry
- Write Off Vendor Document
- Write OFF Customer document
- Sales and Advances
- Banking GL Entry
- Customer Vendor GL



- Banking GL Entry
- Customer Vendor GL

Series (Option 1): This option holds two alphanumeric characters for defining a Finance Series. This is a mandatory field. For example, you can differentiate Payment Entry by using the convention as PE or Receipt Entry as RE and so on.

Custom (Option 2): This option holds user defined text. You can enter any text related to the series provided above.

Month (Option 3): This field holds the month of finance transaction. This field, at max, can hold three alphanumeric characters. The month, say January, can be defined either as 01 or as JAN. This is a mandatory field.

Year (Option 4): This field holds the year in which the finance transaction has occurred. This field, at max, can hold two numeric characters. The year, say 2016, can be defined as 16. This is a mandatory field.

Sequence No (Option 5): This is auto generated Finance number. The number of the next finance transaction will be this number plus one. This is a mandatory field.

Sequence Option: This field determines the sequence in which the above five options are to be used to generate the finance series. This is a mandatory field. You can use any or all of the above five options. For example, set the sequence as 4325 or 21345 or any such combination.

Auto Enter Series for Month & Year: Check this box, if you want BatchMaster WEB to update and use the same series when a new month begins. BatchMaster WEB, at the beginning of a new month, creates a new record for this series and defaults the *Month* field with a new value.

Initialize Series for the Month/Year: This option is enabled only when the *Auto Insert Series for Next Month & Year* option is selected. This field lets you instructs the system that, while automatically entering series for next month, the sequence numbers should be re-initialized or should be continued from the previous month.

Initialize Series From Month: Select the month from which the series should commence.

Display Format: This field displays the *Finance Series* definition with the selected options sequenced in the defined sequence.

UserGroup: This field specifies the user group name for which you need to assign the generated series while creating the document(s). The lookup attached to the field will list all the BatchMaster WEB user groups you can choose from.



6.1.5.3 Defining Finance Series

1. Open the *Finance Series* Dashboard.
2. Click the *+Add Finance Series* button to open the *Finance Series* screen.
3. Select the type which you want to generate the series.
4. Enter alphanumeric characters in the *Series (Option 1)* field. You may define a finance series as PE for Payment Entry, RE denoting Receipt Entry and so on.
5. Enter alphanumeric characters in the *Custom (Option 2)* field. You may enter text like payment or receipt. Defining separate keys for different types will help identifying which series are created for a type.
6. Enter the month in the *Month (Option 3)* field. The Month can be denoted either as 01, 02, and so on if you wish to enter numeric characters, or it can be entered as Jan, Feb, and so on.
7. Enter the year in the *Year (Option 4)* field. The year can be denoted as 02, 03, 04, and so on.
8. Enter a number in the *Sequence No. (Option 5)* field. The next finance number will be this number plus one.
9. Enter the sequence in which you wish the above five options to be displayed in the finance series in the *Sequence Option* field. You can use any or all five options in any sequence.
10. Mark the *Auto Insert Series For Next Month / Year* option, if you want BatchMaster WEB to update and use the same series when a new month begins. BatchMaster WEB, at the beginning of a new month, creates a new record for this series and defaults the *Month* field with a new value. Marking this option will enable the *Initialize Series For The Month/Year* option. Mark this to instruct the system that while automatically entering series for next month, the sequence numbers should be re-initialized or should be continued from the previous month.
11. Select the user group for whom you want to assign this series in the *UserGroup* field.
12. Click *Save* to save the series.

6.1.6 User Setup




Use this screen to define user-wise finance series for different transactions. The system supports the following transactions on which, if the specific user Logs In, the series defined here will be defaulted automatically.

- Payment Entry
- Receipt Entry
- Vendor Debit Note
- AR Invoice
- AP Voucher
- Customer Credit Note
- Journal Entry
- Contra Entry
- Write Off Vendor Document
- Write Off Customer Document
- Salary And Advances
- Banking GL Entry
- Customer Vendor GL

Go To: Setup  → Finance Setup → User Setup.

6.1.6.1 User Setup Screen – Add Mode

To define user-wise finance series for different transactions, click the *User Setup* option from the *Setup*  menu. The system displays the *User Setup* screen.



User Setup

Type: Payment Entry

Add Line

Action	USERID	Default Series
	RP	AP
	M	TP
	S	AP
	EWP	AP

Save Close

Screen Fields:


Type: Field specifies the finance screen for which you want to define user specific series. The available options are:

- Payment Entry
- Receipt Entry
- Vendor Debit Note
- AR Invoice
- AP Voucher
- Customer Credit Note
- Journal Entry
- Contra Entry
- Write Off Vendor Document
- Write Off Customer Document
- Salary And Advances
- Banking GL Entry
- Customer Vendor GL

Add Line: Click the *Add Line* button to insert a row in the grid.



Grid Fields:

Action  : Click the button to delete a row from the grid.

UserID: This is the unique identification key of the user to work and be identified in a BatchMaster WEB. This is a mandatory field. The lookup attached here will obtain the information maintained via the *Administration* module. It will list all the users attached to the BatchMaster WEB.

Default Series: This field is used to specify the applicable series for the specified user. Thus, when the user creates a new record on any of the above screens the series specified here is defaulted, and can be changed if needed.

Save: Click this button to save the record.

Close: Click this button to close the screen.

6.1.6.2 Maintaining User Setup

1. Open *User Setup* to define user-wise default finance series.
2. Select the applicable screen for which you want to assign user wise series in the *Type* field.
3. Click the *Add Line* button to insert a row in the grid.
4. Using the *USER ID* field specify the user for whom you want to define the default series for specific screens.
5. Using the *Default Series* field select the applicable series.
6. For maintaining user wise series repeat steps 3, 4 and 5.
7. Click *Save* to save the record.

6.1.7 Multi-Dimensional Setup

The *Multi-Dimensional Setup* screen is used to define the dimensions for the business activities. Dimensions are the categorically constant view of data or the texture attribute to analyze the data. By default, the system supports fixed five Dimensions – Dimension 1...5. Each dimension's description is editable so that you can change the *Dimension* name if required. You can name the Dimension as *Branch*, *Department*, *Bakery*, or any other. Additionally, you can modify a description of each dimension(s). You can make the dimension(s) as *Active* or *Inactive*.

Remember only active dimensions are used in various transactions of BatchMaster WEB.



Go To: Setup  → Finance Setup → Multi-Dimensional Setup.

6.1.7.1 Multi-Dimensional Setup – Add Mode

Click the *Multi-Dimensional Setup* option to open the *Multi-Dimensional Setup* screen, from where you can define the dimension descriptions and set the dimension as active, if required.

Seq No.	Active	Dimension	Description
1	<input checked="" type="checkbox"/>	Dimension 1	Project 1112
2	<input checked="" type="checkbox"/>	Dimension 2	Row 2
3	<input checked="" type="checkbox"/>	Dimension 3	row 3
4	<input checked="" type="checkbox"/>	Dimension 4	Dimension 04
5	<input type="checkbox"/>	Dimension 5	Dimension Five

Screen Fields:

By default the system provides predefined five dimensions (Dimension1, 2...5) whose description is editable.


Seq No.: This field displays the row number. This is a read-only field.

Active: Mark this option to make the Dimension as active (to be use in reports/*Dimension Setup* screen) or inactive. The active dimensions are available on the *Dimension* lookup at the *Dimension Setup* screen.

Dimension: This field displays the predefined dimension numbers. This is a read-only field.

Description: This field is used to specify description of the dimension numbers. This is an editable field.

6.1.7.2 Defining Multi-Dimensional Setup

1. Open the *Multi-Dimensional Setup* screen from the Setup  option.
2. Mark/unmark the dimension to set as *Active/Inactive*.



Account Key: This field specifies the unique identification key that you can use for the Account. You can enter any alphanumeric value. The system will use this value in the *Account Format* field.

Account Format: This field specifies the format of the *Account Key* that you have defined for the chart of accounts. Both the *Account Key* and *Account Format* field values will be disabled once you have processed year end closing.

Default Description: This field specifies the additional information or description of the *Account Key*.

Generate Account: Click this button to generate the Retain Earning Account for the above defaulted segment.

Grid Fields:

Account Key: This field displays the auto generated Retain Earning Account key.

Description: This field displays the description of the Retain Earning Account key. By default, the system displays the description provided on the *Default Description* field that can be changed if required.

Segment Name: The field caption displays the segment name as specified on the *Segment Name* field. The field values are the segment values that you have specified under each segment.

Segment Description: The field value specifies the description of segment values.

6.1.8.2 Entering Retain Earning Account Setup

1. Open the *Retain Earning Account Setup* screen.
2. The system defaults the *Segment Name* from the *Account Sequence Setup* screen - *Division Name* field. It's a read only field.
3. Enter a unique identification key to identify the account in the *Account Key* field. The system will use this value as the first five characters (hardcoded) on the *Account Key Format* field.
4. Enter a description in the *Default Description* field.
5. Click the *Generate Account* button to generate a retained earnings account for each segment. The system generates the accounts and displays them in the grid.
6. Click *Save* to save the record. When saved, the system will display the report as shown below:



Account Key	Status
00000000000000	Account Key Exists
00000000000001	Account Key Exists
00000000005444	Account Key Exists
00000000050412	Account Key Exists
00000000099999	Account Key Exists
00010000000000	Account Key Exists
00010000000003	Account Key Exists
00010000099999	Account Key Exists
00020000000000	Account Key Exists
00020000099999	Account Key Exists
00030000000000	Account Key Exists
00030000099999	Account Key Exists
00040000000000	Account Key Exists
00040000099999	Account Key Exists
0019290000000000	Success
001F2000000000	Success
00330000000000	Account Key Exists
00430000000000	Success
00550000000000	Success
00560000000000	Success
00560000099999	Success
00660000000000	Success
00A20000000000	Success
00BB0000000000	Success
00E 0000000000	Success
00GG0000000000	Account Key Exists
00RR0000000000	Success
00X20000000000	Success

Close

6.1.9 TDS Setup

TDS - Tax deducted at source, is a tax that is subtracted from income that an enterprise in India pays to a supplier or recipient, if the income amount goes above a specific statutory limit in a fiscal year.

Income type subject to TDS include:

- Interest and dividends
- Salary
- Insurance commission
- Payments to contractors and subcontractors
- Lottery winning
- Rent
- Fees from professional and technical services


The withholding amounts for TDS can be deducted from an invoice submitted by a supplier or from the payment that is issued to the supplier or recipient.

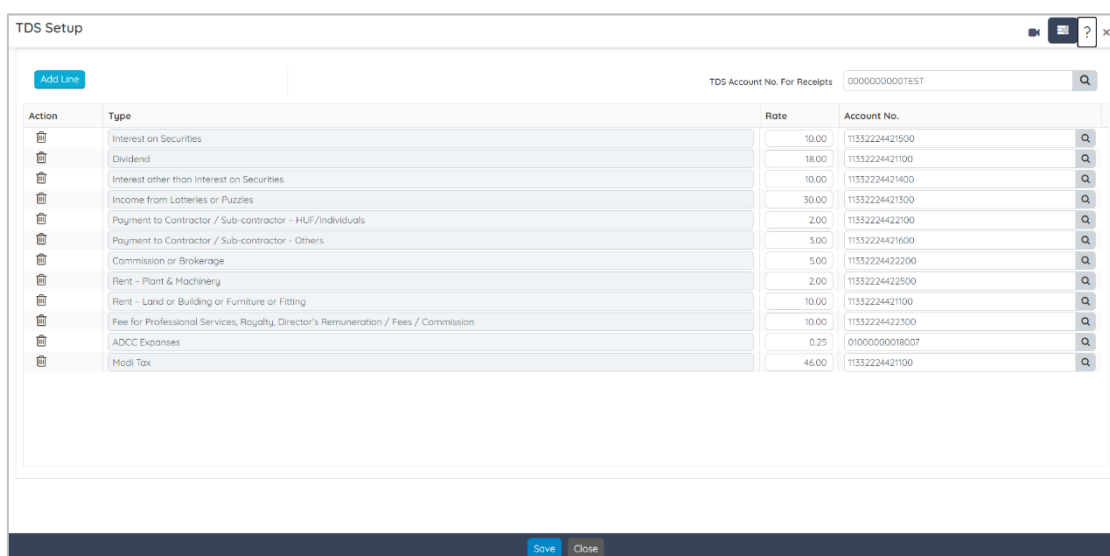














With this *TDS Setup* screen, you can create all types of TDS and then can apply them on payments or vouchers. The types of expenses to which TDS is applicable and their respective rates will be pre-defined. However, you can add more options if required.

Go To: Setup  → Finance Setup → TDS Setup.

6.1.9.1 TDS Setup Screen – Add Mode

To create all types of TDS and then apply them on payments or vouchers, click the *TDS Setup* option from the *Setup*  menu. The system displays the *TDS Setup* screen.




Action	Type	Rate	Account No.
	Interest on Securities	10.00	1133224421500
	Dividend	18.00	1133224421100
	Interest other than Interest on Securities	10.00	1133224421400
	Income from Lotteries or Puzzles	30.00	1133224421300
	Payment to Contractor / Sub-contractor - HUF/Individuals	2.00	1133224422100
	Payment to Contractor / Sub-contractor - Others	3.00	1133224421600
	Commission or Brokerage	5.00	1133224422200
	Rent - Plant & Machinery	2.00	1133224422500
	Rent - Land or Building or Furniture or Fitting	10.00	1133224421100
	Fee for Professional Services, Royalty, Director's Remuneration / Fees / Commission	10.00	1133224422300
	ADCC Expenses	0.25	01000000018007
	Modi Tax	46.00	1133224421100

Screen Fields:

TDS Account No. For Receipts: Enter or select the asset account used to denote TDS deducted by customers on payments made by them to the company. The lookup displays the chart of accounts from which you can select a single account.

Add Line: Click this button to add more lines on the grid for defining new TDS types.

Grid Fields:

Action  : Click this button to delete the specific TDS type line from the grid.

Type: This field is used to define the TDS types. The screen displays some default types which are editable in case you want to change the caption. You can enter new TDS types or modify existing ones or delete existing records if required.


Rate: This field specifies the rate at which TDS needs to be deducted. The rate for the pre-defined TDS types is defaulted which can be modified if required.



The system will use this defined rate value for calculating the TDS Amount on payment or voucher (When you define the TDS Type on an individual screen).

Account No.: This field specifies the account number for the TDS liability. The lookup displays the chart of accounts you can choose from. This is useful for defining different accounts for different types of TDS like *TDS Payable on Rent*, *TDS Payable on commission*, etc.

6.1.9.2 Maintaining TDS Setup

1. Open the *TDS Setup* screen from the *Setup*  menu.
2. Enter or select the *TDS Account No. For Receipts* Account using the lookup provided next to the field.
3. In order to add more type, click the *Add Line* button.
 - a. Enter the *Type* definition.
 - b. Enter the *Rate*.
 - c. Enter or select the *Account No*.
4. Click *Save* to save the record.

7 Module Setup

The *Module Setup* screen lets you maintain default parameters that will be used system-wide by a BatchMaster WEB Company. Although the *Module Setup* screen serves as a central repository of all the default settings, there might be instances when you have access to specific modules such as *Sales* or *Purchase* but cannot access the *Module Setup* screen. In such cases, a default setting screen within those modules lets you have easy access to this information and overwrite the settings made at *Module Setup* for that module.



Go To: Configuration → Configuration → Module Setup.

With *Module Setup*, you can maintain default parameters for the below mentioned screens:

- [Common Setup](#)
- [Finance Setup](#)
- [Inventory Setup](#)
- [Purchase Setup](#)
- [Report](#)
- [Sales Setup](#)
- [Transaction SubType Setup](#)
- [WMS Setup](#)

The *Module Setup* screen categorizes these settings in tabs, as discussed in the following sections.

7.1 Module Setup Screen

On clicking *Module Setup* option under main menu, the system displays the *Module Setup* screen. With this you can maintain default parameters that will be used for processing different transactions of BatchMaster WEB Company. By default, the *Common Setup* option is displayed on the *Select Setup* field. Select the desired screen to set the parameters, as and when required.



Select Setup: The field allows you to set the screen for default settings. The available options are:

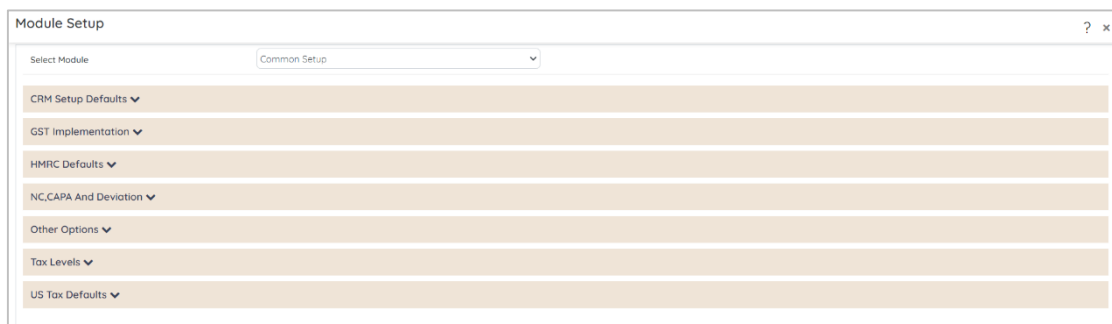
- Common Setup
- Finance Setup
- Inventory Setup
- Purchase Setup
- Report
- Sales Setup
- Transaction Sub Type Setup
- WMS Setup

Depending upon the selection made on this field the system displays the related parameters on the screen. The various setup screens are discussed below:

7.1.1 Common Setup

The first setup screen is the Common Setup. This consist of different general setup options that is commonly used throughout the company database. It includes:

- CRM Setup Defaults
- GST Implementation
- HMRC Defaults
- NC, CAPA And Deviation
- Other Options
- Tax Levels
- US Tax Defaults



7.1.1.1 CRM Setup Defaults



Price List Key: The price list key specified here is used to fetch the price for the inventory type of item on the *Sales Opportunity Transaction* screen under the *Product Range* tab. The system obtains the price for the item from the price list only if it exists in any of the price list. In case the same item exists multiple times in the price list, the system will obtain the price from the first item record. The lookup at the *Price List Key* field obtains all the price lists maintained via the *Price List Master* screen.

7.1.1.2 GST Implementation

Goods and Service Tax, commonly referred to as GST, is a comprehensive tax imposed on the manufacture, sale and consumption of goods and service nationwide. It is a streamlined process which will replace the indirect taxes levied by the Central and State Governments in India. This option decides GST to be implemented in BatchMaster Web Company database.



GST Implementation: When this option is set to *Yes*, saving the settings will implement GST in the BatchMaster Web Company Database. Implementing GST will include various required parameters or fields related to GST on different screens of Common, Inventory, Purchase and Sales modules in BatchMaster Web. For a new BatchMaster Web Company, the default value of this field is *Yes*.

GST GL Series for Purchase: The series specified here is used as prefix to the Finance Number generated on creating a purchase GL.



GST GL Series for Sales: The series specified here is used as prefix to the Finance Number generated on creating a sales GL.

Password to Delete Uploaded eWayBill record: This parameter stores the password for deleting an uploaded eWay Bill.

eWay Bill Limit: This parameter stores the monetary limit for the eWay Bill required for inter-state or intra-state goods transportation. The system will consider this limit (Rs. 50,000) for generating the eWay bill for any Invoice or Debit Note.

7.1.1.3 HMRC Defaults

Her Majesty's Revenue and Customs (HMRC) refers to the tax authority of the U.K. government. It administers all the national direct and indirect taxes. It is responsible for enforcing tax laws and collecting revenues, enforcing the payment of minimum wage by employers, and administering certain benefit and tax credit payments to U.K. residents.

Parameter Description	Default Value		Help
Journal Entry Debit Account	00000000000001	Q	?
Journal Entry Credit Account	00000000000001	Q	?
Journal Entry Currency	INR	Q	?
Payment Vend Misc Account No	00000000000003	Q	?
Payment Currency Key	INR	Q	?
Journal Entry Series	JV	Q	?
Payment Series	TP	Q	?
Payment Type	Bank		?
Payment Mode	NEFT/Wire Transfer	Q	?
Payment Vend/Misc/Type	Miscellaneous		?

Journal Entry Debit Account: This field specifies the debit account that needs adjustment for HMRC transactions. Click the lookup button next to the field to open the *Account* window. The window will list all the accounts maintained in BatchMaster Web you can choose from.

Journal Entry Credit Account: This field specifies the credit account that needs adjustment for HMRC transactions. Click the lookup button next to the field to open the *Account* window. The window will list all the accounts maintained in BatchMaster Web you can choose from.

Journal Entry Currency: This field specifies the currency against which you need to retrieve the amount in, for HMRC Journal Entry transactions. When you enter a journal entry in a foreign currency, the system calculates the home currency amount with reference to this. Click the lookup button next to the field to open the *Currency* window. The window will list all the currencies maintained in BatchMaster Web you can choose from.



Payment Vend Misc. Account No.: This field specifies the account to make the payment entry against a Vendor, or Miscellaneous (any other account). This is the GL account associated with Cash / Bank / Credit Card ID and will be credited when the payment entry is posted. Click the lookup button next to the field to open the *Account* window. The window will list all the accounts maintained in BatchMaster Web you can choose from.

Payment Currency Key: This field specifies the unique identifier for a currency when you select the account for Payment against HMRC transaction.

Journal Entry Series: The series specified here is used as prefix to the Finance Number generated on processing a GL. Click the lookup button next to the field to open the *Finance Series* window. The window will list all the series maintained in BatchMaster Web you can choose from.

Payment Series: The series specified here is used as prefix to the Finance Number generated on processing a payment entry against HMRC.

Payment Type: The payment type is used to make the payment entry as Bank/Cash/Credit Card. Selecting any one of the options would enable the associated required field for data entry.

- **Bank:** This option specifies that the payment mode selected for the HMRC transaction is one of Check, NEFT, RTGS etc.
- **Cash:** This option specifies that the payment has been processed from the selected account.
- **Credit Card:** This option specifies that the payment has been processed from the selected account.

Payment Mode: This option is enabled only when the Payment Method is selected as Bank and Credit Card. The system will retrieve data from the *Payment Mode Master* Screen. You can select the payment mode as per your business requirement. It can be any one of Check, NEFT, RTGS etc. in case bank is selected as Payment Method and Visa, Master Card etc. in case of Credit card.

Payment Vend. / Misc. / Type: Use this option to make the payment entry against a Vendor, Customer or Miscellaneous (any other account).

- **Vendor:** If you select the vendor than attached lookup would retrieve the list of vendors maintained in BatchMaster Web. You can now process a payment voucher. The system would display the account balance from the Account Payable A/c as per the payment date.



- **Customer:** If you select the customer than the lookup would retrieve the list of customers maintained in BatchMaster Web. You can now process a payment credit memo. The system would display the account balance from the Revenue Account as per the receipt date.
- **Miscellaneous:** If you select the miscellaneous than the lookup would retrieve the list of accounts maintained in BatchMaster Web. You can now process any debit account entry.

7.1.1.4 NC, CAPA And Deviation

Parameter Description	Default Value	Help
CAPA Default Series	CA	?
NC Default Series	NC	?
Default Deviation Approval Group	DEV	?
Create auto NC on QC failure	No	?
Create auto NC on Checklist failure	No	?
Create auto NC on Inspection failure	No	?

CAPA Default Series: The series specified here is used as prefix to the CAPA Number generated on creating a CAPA via the *CAPA* screen.

NC Default Series: The series specified here is used as prefix to the NC Number generated on creating a NC via the *Non-Conformance* screen.

Default Deviation Approval Group: This is the default approval group applicable in case approval procedure is applied for *Deviation Management*.

Create auto NC on QC failure: This parameter decides whether a non-conformance can be created when the purchase or sales or production QC has been failed. For a new BatchMaster Web Company, the default value of this field is No. When processing a quality check if results in failure, the response of BatchMaster Web is based on the value of this field.

- **Yes:** When this parameter is set to Yes, the Nonconformance is created automatically with the saved parameters.
- **No:** When this parameter is set to No, the Nonconformance is not created.

Create auto NC on Checklist failure: This parameter decides whether a non-conformance can be created when any checklist has been failed. For a new BatchMaster Web Company, the default value of this field is No. When processing an inspection if results in failure, the response of BatchMaster Web is based on the value of this field.

- **Yes:** When this parameter is set to Yes, the Nonconformance is created automatically with the saved parameters.
- **No:** When this parameter is set to No, the Nonconformance is not created.



Create auto NC on Inspection failure: This parameter decides whether a non-conformance can be created when any inspections has been failed. For a new BatchMaster Web Company, the default value of this field is No. When processing an inspection if results in failure, the response of BatchMaster Web is based on the value of this field.

- **Yes:** When this parameter is set to Yes, the Nonconformance is created automatically with the saved parameters.
- **No:** When this parameter is set to No, the Nonconformance is not created.

7.1.1.5 Other Options

Parameter Description	Default Value	Help
Alert And Auto Service User	RP	?
BME WEB Notification	Yes	?

Alert And Auto Service User: This parameter stores the name of the authorized user for running the Alert And Auto Service in BatchMaster Web. Once the selected user logs in, the system will run the services automatically.

BME WEB Notification: This parameter decides whether to opt for BatchMaster Web notification or not.

- **Yes:** When this parameter is set to Yes, the BatchMaster Web notifications are enabled.
- **No:** When this parameter is set to No, the BatchMaster Web notifications are disabled.

7.1.1.6 Tax Levels

Parameter Description	Default Value	Help
Tax Type	VAT	?
Level 1	Country	?
Level 2	State	?
Level 3	City	?
Level 4	Region	?

Tax Type: This field lets you select the type of tax applicable for your company. Possible tax types are *Flat* and *VAT*.

- When the option selected is *VAT*, the *Tax Rate* screen under the *Common Data Module* displays various VAT related fields. You can maintain the VATs in this screen.
- When the option selected is *Flat*, the *Tax Rate* screen displays the various Flat tax related fields. You can maintain up to four levels of Flat taxes in this screen.

BatchMaster WEB supports four levels of tax. To define a Flat tax level, at least one of the following four parameters should be maintained: Name of Level 1, Name of Level 2, Name of



Level 3, and Name of Level 4. The number of tax levels displayed on the *Tax Rate* screen depends upon the tax parameters maintained here (Name of Level 1 to Name of Level 4). The default values on all the parameters in this tab are blank.

Level 1 – This parameter stores the name of the first tax level. Text entered in this field appears as the title of *Tab-2* of the *Tax Rate* screen.

Level 2 – This parameter stores the name of the second tax level. Text entered in this field appears as the title of *Tab-3* of the *Tax Rate* screen.

Level 3 – This parameter stores the name of the third tax Level. Text entered in this field appears as the title of *Tab-4* of the *Tax Rate* screen.

Level 4 – This parameter stores the name of the fourth tax Level. Text entered in this field appears as the title of *Tab-5* of the *Tax Rate* screen.

7.1.1.7 US Tax Defaults

Incorporating U.S. tax functionalities into BatchMaster Web ensure compliance, optimize financial performance, and facilitate efficient business operations. It enables organizations to manage their tax-related processes more effectively and supports overall financial management and reporting.

Parameter Description	Default Value	Help
US TAX Implementation	Yes	?
Key	UOW4NzH/3QjXAgY46prHw==1HRiQVzSIQVQdLeV	?
ZIP Details URL	https://api.ninjas.com/v1/zipcode?zip=	?
ZIP Tax URL	https://api.ninjas.com/v1/salestax?zip_code=	?
Tax Account for State	0000000000UCO	?
Tax Account for County	0000000000UCO	?
Tax Account for City	0000000000UCO	?
Tax Account for Additional	0000000000UCO	?

US TAX Implementation: This parameter decides whether US tax is applicable or not. For a new BatchMaster Web Company, the default value of this field is *No*. While saving a *Customer* and *Ship To* records, the response of BatchMaster Web is based on the value of this field.

- **Yes:** When this parameter is set to *Yes*, the BatchMaster Web considers US tax implementation while saving a record on the *Customer* and *Ship To* screens.
- **No:** When this parameter is set to *No*, the BatchMaster Web skips US Tax implementation while saving a record on the *Customer* and *Ship To* screens.

Key: This parameter stores the generated key via the API portal to access both the *ZIP Tax URL* and the *ZIP Details URL* obtained for a particular US zip code.



ZIP Details URL: This parameter stores the zip tax URL generated via the API Portal that uniquely identifies the zip code-associated tax for the county, state, city, and additional tax.

ZIP Tax URL: This parameter stores the generated URL via the API portal that uniquely identifies the county, state, and city obtained for a particular US zip code.

Tax Account for State: This parameter stores the default tax account applicable for the *Tax Account Number* field available on the *State* tab of the *Flat Tax Rate* screen.

Tax Account for County: This parameter stores the default tax account applicable for the *Tax Account Number* field available on the *County* tab of the *Flat Tax Rate* screen.

Tax Account for City: This parameter stores the default tax account applicable for the *Tax Account Number* field available on the *City* tab of the *Flat Tax Rate* screen.

Tax Account for Additional: This parameter stores the additional tax account applicable for the region, if applicable.

7.1.2 Finance Setup

You can set the defaults for how you want to manage finance processes for your company. It includes:

- Exchange Gain & Loss A/c for Foreign Currency Bank
- Dynamics 365 BC
- Interfacing
- POS Option
- Post through General Ledger
- Post to General Ledger
- TCS Parameters

Select Module	Finance Setup
Exchange Gain & Loss A/c for Foreign Currency Bank	▼
Interfacing	▼
POS Options	▼
Post through General Ledger	▼
Post to General Ledger	▼
TCS Parameters	▼

7.1.2.1 Exchange Gain & Loss A/c for Foreign Currency Bank



Parameter Description	Default Value	Help
Exchange Gain Account	00000000000002	
Exchange Loss Account	00000000000001	

Exchange Gain Account: If your BatchMaster Web company is BME Finance Interfaced, this parameter stores the account that is required for Exchange Gain GL transactions for Foreign Currency Bank Transactions.

Exchange Loss Account: If your BatchMaster Web company is BME Finance Interfaced, this parameter stores the account that is required for Exchange Loss GL transactions for Foreign Currency Bank Transactions.

7.1.2.2 Dynamics 365 BC

Use these fields to configure BatchMaster Web - Microsoft Dynamics 365 integration.

Parameter Description	Default Value	Help
URL	https://api.businesscentral.dynamics.com/v2.0/	
Tenant ID	ea79590e-9f4b-4db8-a64b-1c349093286f	
Company ID	56a77713-529e-ed11-988a-000d3a473558	
Client ID	ac2a525e-ef72-483c-86aa-2346e2bf1558	
Client Secret Value	DMa8Q-CJg95q-455UzmAWn6GODghfv41Nuggb2H	
URL For Token	https://login.windows.net/ea79590e-9f4b-4db8-a64b-1c3490	
Resource URL	https://api.businesscentral.dynamics.com	
Environment	Sandbox	
OP Batch GUID (For GL Entry)	e7818a27-b853-ee11-be6d-6045bdaeb1b0	
OS Batch GUID (For GL Entry)	0419e083-1f55-ee11-be6d-6045bd711cb1	
OI Batch GUID (For GL Entry)		
OM Batch GUID (For GL Entry)		

URL: This parameter stores the API connection URL for interfacing BatchMaster Web with Microsoft Dynamics 365.

Tenant ID: This parameter stores the globally unique identifier that is generated via the Microsoft Dynamics 365 portal for authorization purposes.

Company ID: This parameter stores the Microsoft Dynamics 365 Company ID that is interfaced with the BatchMaster Web and generated via the Microsoft Dynamics 365 portal for authorization purposes.

Client ID: This parameter stores the client ID generated via the Microsoft Dynamics 365 portal for authorization purposes.

Client Secret Value: This parameter stores the client secret value generated via the Microsoft Dynamics 365 portal to uniquely identify the client for authorization purposes.



URL For Token: This parameter stores the URL generated via the Microsoft Dynamics 365 portal for authorization purposes.

Resource URL: This parameter stores the resource URL generated via the Microsoft Dynamics 365 portal for authorization purposes.

Environment: This parameter lets you specify the type of environment for the company database.

- **Production:** When this parameter is set to *Production*, live data is applicable for the environment.
- **Sandbox:** When this parameter is set to *Sandbox*, testing data is applicable for the environment.

OP Batch GUID (For GL Entry): This parameter stores the Batch GUID—Globally Unique Identifier generated via the Microsoft Dynamics 365 portal for posting group GL entries of Purchase to Microsoft Dynamics 365.

OS Batch GUID (For GL Entry): This parameter stores the Batch GUID—Globally Unique Identifier generated via the Microsoft Dynamics 365 portal for posting group GL entries of sales to Microsoft Dynamics 365.

OI Batch GUID (For GL Entry): This parameter stores the Batch GUID—Globally Unique Identifier generated via the Microsoft Dynamics 365 portal for posting group GL entries of transactions to Microsoft Dynamics 365.

OM Batch GUID (For GL Entry): This parameter stores the Batch GUID—Globally Unique Identifier generated via the Microsoft Dynamics 365 portal for posting group GL entries of production to Microsoft Dynamics 365.

7.1.2.3 Interfacing

Parameter Description	Default Value	Help
Calculate AP Terms Discount Based on	Voucher Date	?
Allow Credit Card Number Upload/Download	No	?
Last Used Number for Check Print Document	271	?
Credit Card Processing	Yes	?
Implement TDS	Yes	?
Show Quickbooks Connection Button		?

Calculate AP Terms Discount Based on: This parameter decides whether the term discount applicable for a receipt will be applicable from the *Voucher Date* or the *Vendor Invoice Date*.



Allow Credit Card Number Upload/Download: Setting the value as Yes indicated that the system would Upload the Credit Card Type, Credit Card Number and Expiry Date field values defined on Customer Master to Finance Package and vice versa.

Last Used Number for Check Print Document: This is the last number generated by the system for check printing. This value can be modified to a greater value but not to a smaller number for a given Series Value. While creating a check number this field is defaulted with the last used number.

Credit Card Processing: This parameter decides whether you need to make the payment using a credit card or not. If this option is selected and you have chosen *Check as Payment method* on the *Receipt Entry* screen, while posting that entry the system displays the *Credit Card Processing* screen. You can use an existing card detail or can enter new card information for processing the receipt entry.

Implement TDS: This parameter decides whether you want to implement the TDS feature in BME Finance or not. If this option is selected i.e. set to *Yes*, the system will show the related TDS fields on various screens where applicable. Else, it will be hidden on the screens.

Show QuickBooks Connection Button: This parameter decides whether you want to view the Quickbooks Connection option icon on the dashboard. If this option is selected i.e. set to *Yes*, the system will show the QuickBooks Connection Button on the BatchMaster Web Dashboard i.e. first screen after login. Else, it will be hidden.

7.1.2.4 POS Option

POS Options ^		
Parameter Description	Default Value	Help
BME Interfaced with POS	Yes	?

BME Interfaced with POS: When this option is set to *Yes*, saving the settings will implement POS in the BatchMaster Web Company Database. For a new BatchMaster Web Company, the default value of this field is *Yes*.

7.1.2.5 Post through General Ledger

Post through General Ledger ^		
Parameter Description	Default Value	Help
Account Payable	Yes	?
Account Receivable	Yes	?
General Ledger	No	?



Account Payable: This parameter decides whether you want to post the AP entries of BatchMaster Web directly to the accounts or not.

Account Receivable: This parameter decides whether you want to post the AR entries of BatchMaster Web directly to the accounts or not.

General Ledger: This parameter decides whether you want to post the GL entries of BatchMaster Web directly to the accounts or not.

7.1.2.6 Post to General Ledger

Parameter Description	Default Value	Help
Account Payable	No	?
Account Receivable	No	?

Account Payable: This parameter decides whether you want to view and post BatchMaster's AP entries in the General Ledger section of Finance.

Account Receivable: This parameter decides whether you want to view and post BatchMaster's AR entries in the General Ledger section of Finance.

7.1.2.7 TCS Parameters

The TCS applicability is calculated based on the turnover. If the turnover of any Customer / Vendor is exceeding Rs. 50 lakhs then TCS will be applicable on Invoice / Voucher. The turnover is to be calculated based on PAN number instead of Customer / Vendor key. For those Customers / Vendors who are not having PAN Number the turnover will be calculated based on the Customer / Vendor Key. Also Return will be deducted from turnover.

The rate of TCS will be 0.1 % for the Customers / Vendors having PAN No. and 1 % for the Customers / Vendors who do not have PAN No., as maintained on the *Company Information* screen.

Parameter Description	Default Value	Help
TCS Applicable	Yes	?
Include Tax in Turnover for TCS	Yes	?
TCS % For Customer With PAN	0.750000	?
TCS % For Customer Without PAN	1.000000	?
TCS % For Vendor	0.750000	?
TCS AR Accrued Account	000000000000	?
TCS Payable Account	000000000000	?
TCS AP Accrued Account	0000000000001	?
TCS Paid Account	00000000000013200	?



TCS Applicable: Setting the field value as *Yes* indicates that the system will add the TCS on all the Sales order or Invoice for the specified Customer and all the Purchase order or Voucher for the specified Vendor. Here it is to be noted that while creating the Sales Order / Purchase Order the system will add TCS key as per the keys given on *Company Information* screen (in Tax record set) and will update the order totals accordingly. The TCS tax key will be based on the Customers / Vendors PAN No.:

- If the PAN No. is maintained, then AR 0.1 % key will be fetched.
- If the PAN No. is not maintained, then AR 1% tax key will be added.
- If the PAN No. is maintained, then AP 0.1 % key will be fetched.

Setting the field value as *No* indicates that the system will not add the TCS on any Sales order or Invoice for the specified Customer and on any Purchase order or voucher for the specified Vendor. As per the law if the Customer / Vendor is deducting TDS of company then TCS should not be added on Sales Order or Invoice / Purchase Order or Voucher.

Include Tax in Turnover for TCS: When this option is set to *Yes*, saving the settings will include tax in the Turnover for the TCS. For a new BatchMaster Web Company, the default value of this field is *Yes*. The rate of TCS for the Customer / Vendor will be fetched from the defined parameter on this screen.

TCS % For Customer With PAN: This field specifies the percentage amount to be included on all the Sales order or Invoice for specified Customer. For all those Customers if PAN No. is maintained, then AR 0.1 % tax will be fetched.

TCS % For Customer Without PAN: This field specifies the percentage amount to be included on all the Sales order or Invoice for specified Customer. For all those Customers if PAN No. is maintained, then AR 1 % tax will be fetched.

TCS % For Vendor: This field specifies the percentage amount to be included on all the Purchase order or Vouchers for specified Vendor. For all those Vendors if PAN No. is maintained, then AR 0.1 % tax will be fetched.

TCS AR Accrued Account: This parameter stores the account that is required for TCS AR Accrued Account in case of TCS transactions. TCS AR Accrued receivables account is used to maintain outstanding TCS that has been earned by a company but has not been invoiced. The account will be credited while processing the Invoice and debited while processing a return / processing a receipt



entry. The value in this field can be set using the lookup next to the field. The lookup will list all the Accounts maintained in BatchMaster Web you can choose from.

TCS Payable Account: This parameter stores the account that is required for the Payable TCS Amount for Receipt Transactions. The TCS Payable Account is used to maintain purchase transactions for the vendor. The account will be credited at the time of posting a receipt. The value in this field can be set using the lookup next to the field. The lookup will list all the Accounts maintained in BatchMaster Web you can choose from.

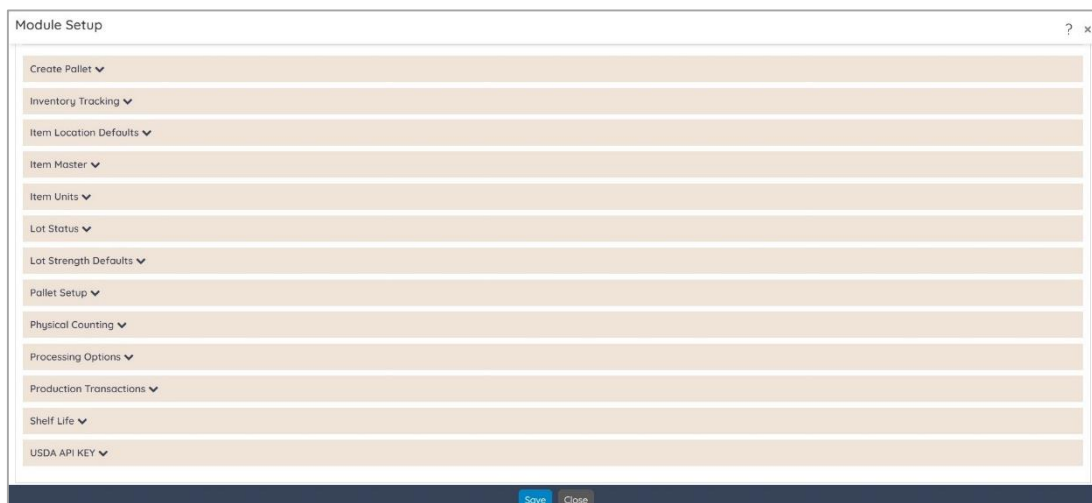
TCS AP Accrued Account: This parameter stores the account that is required for the AP Accrued Amount for TCS Transactions. The account will be credited while processing a return / processing a payment entry and debited while processing a voucher. The value in this field can be set using the lookup next to the field. The lookup will list all the Accounts maintained in BatchMaster Web for you can choose from.

TCS Paid Account: This parameter stores the account that is required for the paid TCS Amount for TCS Transactions. The account will be debited at the time of posting a payment. The value in this field can be set using the lookup next to the field. The lookup will list all the Accounts maintained in BatchMaster Web you can choose from.

7.1.3 Inventory Setup

With this you can define the values that define the company's inventory policies. This Includes:

- Create Pallet
- Inventory Tracking
- Item Location Defaults
- Item Master
- Item Units
- Lot Status
- Lot Strength Defaults
- Pallet Setup
- Physical Counting
- Processing Options
- Production Transactions
- Shelf Life
- USDA API KEY



7.1.3.1 Create Pallet

The TI HI is a stacking pattern used to load a pallet to generate a relatively stable stack.

Parameter Description	Default Value	Help
Pallet TI	3,000,000	
Pallet HI	4,000,000	

Pallet TI: This field specifies the number of boxes/cartons stored on a layer, or tier, known as the TI and the number of layers high that these will be stacked on the pallet (the HI).[1] It can also be used in reference to the stacking pattern used to load a pallet to generate a relatively stable stack.

Pallet HI: This field specifies the number of layers high that these will be stacked on the pallet known as the HI.[1]

7.1.3.2 Inventory Tracking

Parameter Description	Default Value	Help
Serial/Lot Tracked Applicable	Yes	
Use Hard Lot Allocation	No	
Password for Changing Costing		
Use Global Lot Sequence Number	No	

Serial/Lot Tracked Applicable: This parameter determines whether you can lot-track any items defined in BatchMaster WEB using the *Item Master*. The default value of this field is *No*.

- When this parameter is set to *Yes*, you have the option to make any item tracked or non-tracked. The *Track Serial Lot* field on the *Serial Lot* tab of the *Item Master* screen will then display the following options:



- **N** – No Tracking
 - **S** – Serial Tracking
 - **L** – Lot Tracking
 - **B** – Multiple Bins
- When this parameter is set to *No*, you will not have the option of making any item a tracked item. The *Track Serial Lot* field on the *Serial Lot* tab of the *Item Master* screen will display only one option (i.e., *N – No Tracking*).

Use Hard Lot Allocation: This parameter lets you allocate certain lot quantities for a particular sales order or a production batch.

- When this parameter is set to *Yes*, the lot quantity allocated for a specific purpose will not be available for any subsequent allocation.
- When this parameter is set to *No*, the system will allow the same lot of inventory to be allocated multiple times.

Password for Changing Costing: This parameter stores the password for changing the costing method applicable to inventory.

Use Global Lot Sequence Number: This parameter determines whether Global Lot Sequence Numbers will be used.

- When you set the value of this parameter to *Yes*, all the lots created in BatchMaster WEB will use the default global sequence number defined at the *Default Setup* screen of the *Administration Module*.
- When you set the value of this parameter to *No*, the system will create lot numbers as defined in *Lot Masking* at the *Item Master* or *Item Type* screens.

7.1.3.3 Item Location Defaults

Parameter Description	Default Value	Help
Auto Creation of Item Location Record	Yes	?
Location Key for Auto Creation of Record	MAIN	q ?
Sales Tax Key	TDS	q ?
Purchase Tax Key	APTE	q ?
Primary Vendor Key	#100	q ?
Item Class Key	C0001	q ?
Revenue Account Number	1133224440100	q ?
Cost of Goods Sold Account	91030015505000	q ?

Auto Creation of Item Location Record: This parameter determines whether *Item Location Records* will be automatically created.



- When this parameter is set to *Yes*, the *Location* tab is visible on the *Item Master* screen. From this tab you can implement a default location for maintaining all inventory items. You can add an inventory item and simultaneously associate it with a location from the same screen.
- When this parameter is set to *No*, you need to add items in the *Item Master* screen, and then associate each item with a location using the *Item Location* screen.

Location Key for Auto Creation of Record: This parameter specifies the default *Location Key* for the creation of an item. When you click the lookup, a window appears that displays the records created using the *Location* screen. The lookup also lets you search for records by specifying selection criteria (matching records based on the contents of particular fields), and lets you vary the order in which records are displayed. The selected key is added to the *Location Key* field under the *Location* tab at the *Item Master* screen by default.



This field is enabled only when the value of the *Inventory Default Location* field is set to *Yes*.

Sales Tax Key: This parameter stores the default *Sales Tax Key* for a newly inserted *Item Location*. When you click on the lookup, a window displaying the records created using the *Tax Rate* screen appears. The lookup also lets you search for records by specifying selection criteria (matching records based on the contents of particular fields), and lets you vary the order in which records are displayed.

Purchase Tax Key: This parameter stores the default *Purchase Tax Key* for a newly inserted *Item Location*. When you click on the lookup, a window displaying the records created using the *Tax Rate* screen appears.

Primary Vendor Key: This parameter stores the default *Primary Vendor Key* for a newly inserted *Item Location*. When you click the lookup, a window displaying the records created using the *Vendor Master Screen* appears.

Item Class Key: This parameter stores the default *Item Class Key* for a newly inserted *Item Location*. Click on the lookup to open a window displaying the records created using the *Item Class* screen.

Revenue Account Number: This parameter stores the default *Revenue Account Number* for a newly inserted *Item Location*. When you click on the lookup, a window displays the records created using the *Administration Module*.

Cost of Goods Sold Account: This parameter stores the default *Cost of Goods Sold Account Number* for a newly inserted *Item Location*. When you click on the lookup, a window displays the records created using the *Administration Module*.

7.1.3.4 Item Master



Parameter Description	Default Value	Help
View Description 2 on Item Master	Yes	?
Item Image Size Limit (MB)	10	?
Enforce Storage Condition	With Warning	?

View Description 2 on Item Master: When this parameter is set to *Yes*, the *Item Description 2* field is displayed on the *Item Master* screen. When this parameter is set to *No*, the *Item Description 2* field is not available on the *Item Master* screen.

Item Image Size Limit (MB): This field allows you to store the limit for storing the image of any item on the *Item Master* screen of BatchMaster Web. The system does not allow you to save any image exceeding the specified limit.

Enforce Storage Condition: BatchMaster WEB lets you consider the storage condition of Bin for an item before it is used in following:

- Bin Transfer
- Bin Transfer WMS
- Transaction Entry
- PO Receipt (WMS Profile)
- EBT – FG Receipt (WMS Profile)

The parameter has the following options:

- **None:** When the value of this parameter is *None*, the system will not verify the storage condition at the time of above-mentioned transactions.
- **With Warning:** When the value of this parameter is *With Warning*, the system checks the storage condition of the Bin and item prior to above-mentioned transactions. When there is a mismatch, you can process the transactions, but a warning message is displayed.
- **Block:** When the value of this parameter is *Block*, the system checks the storage condition of the Bin and item prior to above-mentioned transactions. If found any mismatch, you cannot process the transaction.

7.1.3.5 Item Units

Parameter Description	Default Value	Help
Unit of Length of Item		q ?
Unit of Width of Item	TM	q ?
Unit of Height of Item	TM	q ?
Unit of Weight of Item	TM	q ?



Unit of Length of Item: This parameter stores the default unit of length. When you click on the lookup, a window displays the records created using the *Units Master* screen.

Unit of Width of Item: This parameter stores the default unit of width. When you click on the lookup, a window displays the records created using the *Units Master* screen.

Unit of Height of Item: This parameter stores the default unit of height. When you click on the lookup, a window displays the records created using the *Units Master* screen.

Unit of Weight of Item: This parameter stores the default unit of weight. When you click on the lookup, a window displays the records created using the *Units Master* screen.

7.1.3.6 Lot Status

The *Lot Status* settings are applicable only to those items for which the *Inventory QC* option is selected at the *Item Master* record.

Parameter Description	Default Value	Lookup	Help
Purchase Receipt Lot Status	K	Q	?
QC Release Lot Status in case of Pass	A	Q	?
QC Release Lot Status in case of Fail	I	Q	?
WMS Picking Lot Status	Q	Q	?
Production Receipt Lot Status	T	Q	?

Purchase Receipt Lot Status: This parameter stores the *Lot Status* that would be applicable for purchased item lots for which Inventory QC is *Pending*.

QC Release Lot Status in case of Pass: This is the status applicable for purchased item lots for which the Inventory QC test result is *Pass*.

QC Release Lot Status in case of Fail: This is the status applicable for purchased item lots for which the Inventory QC test result is *Fail*.

WMS Picking Lot Status: This is the applicable status for the item lot that are used in Sales Picking and Production Picking via WMS.

Production Receipt Lot Status: This is the status applicable for item lots while partially or fully closing the Batch.

7.1.3.7 Lot Strength Defaults

BatchMaster Web provides capabilities to manage and control the strength or concentration of active ingredients or attributes within specific production lots. During production (Batch Ticket / Batch Close



screen), the accurate amount of active ingredient is added to the formulation based on the desired potency.

Lot Strength Defaults ^		
Parameter Description	Default Value	Help
Lot Strength Applicable	Yes	?

Lot Strength Applicable: This parameter determines whether the lot strength feature is applicable in BatchMaster WEB or not. When this parameter is set to Yes, The lot strength related field will be enabled on the Item Master screen.

7.1.3.8 Pallet Setup

Pallet Setup ^		
Parameter Description	Default Value	Help
Last Pallet No	0	?

Last Pallet No: This read-only field displays the last assigned pallet number.

7.1.3.9 Physical Counting

Physical Counting ^		
Parameter Description	Default Value	Help
Disallow Trans. During Physical/Cycle Counting	Yes	?

Disallow Trans. During Physical/Cycle Counting: This parameter determines whether transactions will be allowed during physical/cycle counting.

- When this parameter is set to *Yes*, all transactions except physical counting will be blocked for all item locations that are under *Physical Counting*.
- When this parameter is set to *No*, physical counting for an item location does not impede or obstruct the processing of any transaction for that location.

7.1.3.10 Processing Options

Processing Options ^		
Parameter Description	Default Value	Help
Allow Issues More than On Hand	Yes	?
Allowable Cost Fluctuation %	60	?
Cost for P Type Transaction	Standard Cost	?
Cost for A Type Transaction	Standard Cost	?
Cost for C Type Transaction	Standard Cost	?
Back Date Issue more than Available Quantity		?



Allow Issues more than On Hand: This parameter determines whether an oversold condition is permissible. Only non-tracked items can be oversold. The default value of this field is set to *No*.

- When this parameter is set to *Yes*, a batch, pick list, or shipment which results in an oversold condition is saved without any warning.
- When this parameter is set to *No*, a warning is displayed about the issued or dispatched item being oversold and the batch, pick list, or shipment that uses this item is not saved.

Allowable Cost Fluctuation %: This parameter allows you to specify the *Cost Fluctuation* limit (in percentage) versus the item's cost for processing a purchase (P-type) transaction at the *Transaction Processing* screen. The default value of this field is '0', which implies no fluctuation is allowed. For this purpose, the cost is taken as:

- Standard Cost – For items whose cost method is listed as *Standard Cost*.
- Average Cost – For items whose cost methods are listed as *Lot, LIFO, FIFO, or Average*.

When a transaction has a cost fluctuation percentage greater than the value specified at this field, the system displays a warning about the cost fluctuation being out of range, and that transaction is either not processed or is cancelled.

Cost for P Type Transaction: This parameter displays the cost of the selected item at the *Transaction Entry* screen, based on the type of cost selected here. Available options are:

- *Standard Cost*.
- *Average Cost*.
- *Last Cost*.
- *None*.

The default value of this parameter is *Last Cost*.

Cost for A Type Transaction: This parameter displays the cost of the selected item at the *Transaction Entry* screen, based on the type of cost selected here. The available options for this parameter are the same as those for the *Cost for P-Type Transaction*. The default value of this parameter is *Standard Cost*.

Cost for C Type Transaction: This parameter displays the selected item's cost at the *Transaction Entry* screen, based on the type of cost selected here. The available options for this parameter are the same as those for the *Cost for P-Type Transaction*. The default value of this parameter is *Standard Cost*.



Back Date Issue more than Available Quantity: This parameter lets you specify whether items can be issued on a back date if the quantity required is more than the quantity on hand. (The ‘back date’ is any date prior to the server date.) This field has two options:

- 0 – Use current on-hand to issue.
- 1 – Don’t allow if quantity is not available.

7.1.3.11 Production Transactions

Production Transactions ^		
Parameter Description	Default Value	Help
Prod. Alloc. can be Limited to Qty On Hand		?
Prod. Issue Limited to Qty On Hand or Available		?

Prod. Alloc. can be limited to Qty On Hand: This parameter lets you restrict or allow items to be allocated for production when the required quantity is greater than the on-hand quantity. This field has two options:

- *Unlimited.*
- *Up to Available Quantity.*

Prod. Issue limited to Qty On Hand or Available: With this parameter you can restrict or allow items to be issued for production when the required quantity is greater than the on-hand quantity. It has two options:

- *Up to Qty On Hand.*
- *Up to Available Qty.*



Both parameters (*Prod Alloc can be Limited to Qty On Hand* and *Prod Issue Limited to Qty On Hand or Available*) are enabled only when the value of the *Allow Shipment more than On Hand* field is *No*.

7.1.3.12 Shelf Life

Shelf Life ^		
Parameter Description	Default Value	Help
Allow Shelf Life	Yes and Block Transaction	?

Allow Shelf Life: BatchMaster WEB lets you consider the shelf life of an item before it is shipped or issued for production. The *Allow Shelf-Life* parameter has the following options:

- **No:** When the value of this parameter is *No*, the system will not verify the shelf-life condition at the time of shipment or production issue.



- **Yes with Warning:** When the value of this parameter is *Yes with Warning*, the system checks that 'Ship Date + Shelf Life > Expiration' prior to shipment or production issue. When this condition is not fulfilled, you can make the shipment or production issue, but a warning message is displayed.
- **Yes and Block Transaction:** When the value of this parameter is *Yes and Block Transaction*, the system checks that 'Ship Date + Shelf Life > Expiration' prior to shipment or production issue. If this condition is not fulfilled, you cannot process the transaction.

7.1.3.13 USDA API KEY

Parameter Description	Default Value	Help
API Key	LQX2GzAfmFPpDYJtbG23WJe6NMdMvHdtcNVNze2	?

API KEY: BatchMaster WEB lets you specify the USDA API Key as generated from the USDA official website. The USDA (United States Department of Agriculture) provided APIs (Application Programming Interfaces) also known as an API token or access key to access various data and services related to agriculture, nutrition, and food. The purpose of a USDA API key is to authenticate and authorize BatchMaster Web to access USDA data and services for processing and printing *Nutritional Labeling* reports.

7.1.4 Purchase Setup

With this you can define the values that define the company's purchase policies. This Includes:

- Approver Source
- Default Series
- Entry Options
- Order Steps
- Receipt Options



Module Setup

Select Setup: Purchase Setup

Approver Source ▼

Default Series ▼

Entry Options ▼

Order Steps ▼

Receipt Options ▼

Save Close

7.1.4.1 Approver Source

Parameter Description	Default Value	Help
Purchase Requisition	None	?
Purchase Indent	None	?

Purchase Requisition: This field contains the approver source for a Purchase Requisition.

- If the Default Value is set to BME, the Purchase Requisition screen will display a Tab for Approvals.
- If the Default Value is set to None, then approvals will be not applicable to Purchase Requisitions.

Purchase Indent: This field contains the approver source for a Purchase Indent.

- If the Default Value is set to BME, the Purchase Indent screen will display a Tab for Approvals.
- If the Default Value is set to None, then approvals will be not applicable to Purchase Indents.

7.1.4.2 Default Series

Parameter Description	Default Value	Help
Series for Purchase Order	DOUBLE	?
ROP Default Series	PO	?
MRP/MPS/PR Default Series	KO	?
Default Series for Recur POs	OP	?
Last Used Series No. for Transfer to PR	457	?
Print Voucher Number from BME or FIN or BOTH	BME-BatchMaster Enterprise	?
Default Series for Purchase Orders against Indent	SP	?



Series for Purchase Order: The series specified here is used for creating the next purchase requisition or purchase order number. The series can be NONE, SINGLE, or DOUBLE. The default value of this field is NONE. Selecting a particular series type has the following effects:

- **NONE:** A purchase requisition or a purchase order created in BatchMaster Web cannot use any series prefix.
- **SINGLE:** A purchase requisition or a purchase order created in BatchMaster Web uses a single character as a prefix for every purchase requisition or purchase order number.
- **DOUBLE:** A purchase requisition or purchase order created in BatchMaster Web uses two characters as a prefix to each purchase requisition or purchase order number.



Single- or two-character series may be defined at the *PO Series Master* screen. Series are used to identify the source of various groups of purchase orders or requisitions, i.e., the transactional source such as Materials Requirement Planning (MRP), Re-Order Point (ROP), and manual entry.

ROP Default Series: When the *Series Defaults* parameter is set to *Single* or *Double*, a series should be selected here so that purchase orders generated via the *ROP Triggered PO* utility are identified as such.

MRP/MPS/PR Default Series: When the *Series Defaults* parameter is set to *Single* or *Double*, a series should be selected here so that purchase orders generated using the *Transfer MPS Purchase Orders* screen or the *Transfer MRP Purchase Orders* screen, or by transferring a purchase requisition to a purchase order, are identified easily for each transaction.

Default Series for Recur POs: When the *Series Defaults* parameter is set to *Single* or *Double*, a series should be selected here so that purchase orders generated using the *Generate Recur POs* utility are identified as such.

Last Used Series No. for Transfer to PR: When a new purchase requisition is created, the purchase requisition number generated will be equal to the value of the *Last Used No. for Transfer to PR* field plus one. This setting is used when that purchase requisition is:

- Created by the system using the *Critical Material Report of Batch Ticket* under the *Production Module*, or
- Created and saved on the *Purchase Requisition Entry* screen while leaving the *Purchase Req. Number* field blank.

Print Voucher Number from BME or FIN or BOTH: Two sources of the Voucher or Debit Memo number(s) are displayed on a BatchMaster Voucher or Debit Memo. The three options for these number(s) are displayed below:



1. *BME* – BatchMaster.
2. *FIN* – Finance Number.
3. *BOTH* – BME and Finance Number.

The default value of this field is *BME – BatchMaster*.



For ease of tracing transactions when integrated to a Finance package, many users find it best to display both numbers – the one generated by BatchMaster Web, and the one generated by the Finance package your system is integrated with.

Default Series For Purchase Orders against Indent: If the series for Purchase Order is set to *Single* or *Double*, a series should be selected here so that purchase orders may be generated via the *Purchase Indent*.

7.1.4.3 Entry Options

Parameter Description	Default Value	Help
Unit Cost Default Method	Standard	?
Allow Over Credit Limit	Yes With Password	?
Credit Limit Approval Password	*	?
Days to Calculate Cancel Date	365	?
Default Tax Level	Line Level	?
Default Tax Rate	Item SubType	?
Address for Direct Delivery	Ship To Address	?
Freight Breakup on PO	Yes	?
Permissible Limit for Base Price Override (%)	12.000000	?
Pick Item Location Lookup from	All Items	?
Default Option to Insert Lines in Purchase Order	Non-Inventory	?

Unit Cost Default Method: This parameter decides which price will be added by default on a *Purchase Order* line or a *Purchase Requisition* line when the default price is taken from the *Item Location* screen. This happens when no *Contract* or *Vendor Item Quote* is applicable for the selected *Item Location*. For a new BatchMaster WEB Company, the value of this field is *Last Cost*.



The following options are applicable if the item price is drawn from the *Item Location* screen:

- When the *Last Cost* option is specified, the last cost maintained at the *Item Location* is added by default on the selected line of the purchase requisition or purchase order. This option is useful only after the item has been purchased at least once. If an item has not been purchased even once, the last cost would be zero.
- When the *Standard Cost* option is specified, the standard cost maintained for that item at the *Item Location* screen is added by default on the selected line of the purchase requisition or purchase order.
- When *None* is specified, the price on the purchase requisition or purchase order is taken as zero by default.

Allow Over Credit Limit: This parameter decides whether a purchase order can be saved when the credit limit for a vendor has been exceeded. For a new BatchMaster Web Company, the default value of this field is No. When saving a purchase order would result in the vendor's credit limit being exceeded, the response of BatchMaster Web is based on the value of this field.

- **Yes:** When this parameter is set to *Yes*, the purchase order is saved without any regard to the credit limit.
- **Yes with Password:** When this parameter is set to *Yes with Password*, a warning is displayed about the vendor's credit limit being exceeded. The system then prompts for a password.
- **No:** When this parameter is set to *No*, the purchase order resulting in the vendor's credit limit being exceeded cannot be saved.

Credit Limit Approval Password: This parameter stores the password for saving a purchase order that would result in a vendor's credit limit being exceeded.



The Credit Limit Approval Password is only needed when the purchase order parameter is set to *Yes with Password*.

Days to Calculate Cancel Date: This field specifies the number of days that are automatically added to the requisition date of a purchase requisition to arrive at a default cancel date of that purchase requisition. This setting is also applicable when you need to arrive at a default cancel date for a purchase order. The default value of this field is 365.

A purchase requisition is valid until the cancel date and will be cancelled if it is not transferred to a purchase order. A new purchase order will be cancelled after the cancel date.



A receipt can be processed for an OPEN purchase order beyond the cancel date only when the value in the *Allow Receipts or Orders Past Cancel Date* field is set to *Yes*.



Default Tax Level: This parameter decides the default tax level to be applied when a purchase requisition or purchase order is inserted. The default value of this field is *None*. The taxes may be added by default in one of three ways:

- **Order Level:** When *Order Level* tax is selected, all the lines on the *Line Item Tab* of the purchase requisition or purchase order can have only that tax key which is specified on *Purchase Tab* of the related purchase requisition or purchase order.
- **Line Level:** When *Line Level* tax is selected, various lines on the *Line Item Tab* of the purchase requisition or purchase order may have different tax keys.
- **None:** When *None* is selected, no tax key can be added to any of the line items on a purchase requisition or purchase order.

Default Tax Rate: This parameter is applicable when *Line Level* tax is defined on purchase requisitions or purchase orders. Depending on the setup here, the default tax rate for a line item comes from the *Item Location* screen or the *Vendor Master* screen or *Item Sub Type*.

Address For Direct Delivery: This parameter affects the address where goods for a direct delivery purchase order will be delivered. It has two options: *Customer Address* and *Ship To Address*. The default value of this parameter is *Customer Address*.

- When the *Customer Address* option is selected, the lookup will display a list of customers at the *Customer Key* field of the purchase order. The address of the selected customer is displayed under *Ship To* address details of the purchase order.
- When the *Ship To Address* option is selected, the lookup will display a list of *Ship To* keys at the *Customer Key* field of the purchase order. The address maintained on the selected *Ship To* key is displayed under *Ship To* address details of the purchase order.

Freight Breakup on PO: When this option is set to *Yes*, the *Freight Breakup* button will be enabled on *Tab-1* of the *Purchase Order Entry* screen.

Permissible Limit for Base Price Override (%): When the base price for a line item falls outside the permissible limit as defined at this field, the system will display a message to this effect before processing a *Purchase Order Receipt*.



A default series can be specified here only when the *Series Defaults* parameter is set to *Single* or *Double*.

Pick Item Location Lookup From: This parameter allows you to limit the item lookup on the *Purchase Order Entry* screen. The field provides the following options:

- Selecting the *All Items* option will display all inventory items on the item lookup of the *Purchase Order Entry* screen.



- Selecting the *Purchasable Items* option will display only those items on the item lookup of a purchase order for which the *Purchasable* option is checked on the *Item Master* screen, which in turn limits the item lookup at the *Purchase Order Entry* screen to specific purchasable items.
- Selecting the *Vendor Item Quote* option will show only those items on the *Purchase Order Entry* screen for which a *Vendor Item Quote* record has been created.
- **Default Option to Insert Lines in Purchase Order:** This Parameter decides the source to fetch the lookup values while clicking the Insert Line button (Line Items Tab) on the Sales Order Entry screen. The default value if this field is *Inventory*.

7.1.4.4 Order Steps

Order Steps ^		
Parameter Description	Default Value	Help
Purchase Order Back Order	Yes	?
Purchase Order Print	Yes	?
Purchase Order Print MRN	No	?

Purchase Order Back Order: When this option is set to *Yes*, any normal purchase order created subsequently will have the *Back Order* option selected by default. If a part receipt is made against the purchase order, the remaining items would be placed on back-order.

Purchase Order Print: When this option is set to *Yes*, any normal purchase order created subsequently will have the *Print PO* option selected by default. This means a purchase order must be printed before a receipt can be processed against it.

Purchase Order Print MRN: When this option is set to *Yes*, any normal purchase order created subsequently will have the *Print MRN* option selected by default. This means the MRN (Material Receipt Note) must be printed before further processing can be achieved.

7.1.4.5 Receipt Options

Receipt Options ^		
Parameter Description	Default Value	Help
Allow Receipt of More than Remaining	No	?
Allow Receipt of Orders Past Cancel Date	No	?
Default Quantity Receipt With Quantity Remaining	Yes	?
Allow Cost Fluctuation	No	?
Allow Cost Fluctuation%	60.000000	?
Allow Receipt for Pending Lines	User Defined	?
Additional days for Receipt	5	?

Allow Receipt of More than Remaining: This parameter decides whether the quantity to be received from a vendor can exceed the ordered quantity.



- When this parameter is set to *Yes*, a purchase receipt can be saved even if the actual quantity being received exceeds the ordered quantity.
- If this parameter is set to *No*, then a warning would be displayed upon attempting to save a purchase receipt wherein the actual quantity being received exceeds the ordered quantity, and the purchase receipt would not be saved.

Allow Receipt of Orders Past Cancel Date: This parameter lets you allow or disallow the creation of purchase receipts beyond the cancel date of purchase orders.

- When this parameter is set to *Yes*, you can generate a purchase receipt for a purchase order beyond the cancel date of that purchase order.
- When this parameter is set to *No*, a warning is displayed stating that you cannot generate a purchase receipt beyond the cancel date of the purchase order.

Default Quantity Receipt With Quantity Remaining: This parameter lets you set the default value of *QtyReceived* as the value of *QtyRem* of a purchase order.

- When this parameter is set to *Yes*, the value of *QtyReceived* is taken as that of *QtyRem* of the related line item of the corresponding purchase order.
- When this parameter is set to *No*, the value of *QtyReceived* is taken as zero on the lines that get added to a purchase receipt.



This is a management decision. While it saves the time taken to enter the quantity received, this is usually only appropriate when the majority of receipts are for the exact quantity ordered. Many managers believe that if the value is defaulted, the user may neglect to check the actual quantity received.

Allow Cost Fluctuation: This option is used to enforce a cost fluctuation limit for items that are being purchased.

- When this parameter is set to *Yes* and the purchase price (for the corresponding line item on *Tab-4* of the *Purchase Order Entry* screen) for a purchase receipt line item falls outside the cost fluctuation limit, that receipt line cannot be processed.
- When this parameter is set to *Yes* and the purchase price (at the *Voucher Modification* screen) for any line item violates the cost fluctuation limit, the voucher generated at the *Voucher Modification* screen will exclude those lines.
- When this option is set to *No*, the cost fluctuation is not applicable.

Allow Cost Fluctuation %: This parameter allows you to specify the percentage of cost fluctuation that is permitted.



Allow Receipt for Pending Lines: This parameter decides the *Receipt Date* filter source on the *PO Receipt* screen. Available options are:

- **All:** Selecting *All* or leaving the field blank deactivates the *Receipt Filter* option on the *PO Receipt* screen.
- **User Defined:** Selecting *User Defined* activates the *Receipt Filter* option on the *PO Receipt* screen. The pop-up window allows you to select the receipt lines based on the *Requested Delivery Date*. In addition, you can define the value of the *Till Date* field as desired.
- **Based on Requested Delivery Date:** Selecting *Based on Requested Delivery Date* activates the *Receipt Filter* option on the *PO Receipt* screen. This selection limits the options to *Requested Delivery Date* and would deactivate the *Till Date* field.

Additional days for Receipt: This parameter decide the value of the *Till Date* field of the *Receipt Filter* option on the *PO Receipt* screen, for the option *Based on Requested Delivery Date*.

7.1.5 Report

With this you can define the values that define the company's report policies. This Includes:

- Table Generation

The screenshot shows a 'Select Setup' dropdown menu with 'Report' selected. Below the dropdown is a button labeled 'Table Generate' with a downward arrow.

7.1.5.1 Table Generate

Parameter Description	Default Value	Help
Generate Hash Table For Report	Yes	

Generate Hash Table For Report: BatchMaster WEB generates SQL bound reports wherein a few complex reports are stored in a temporary table (Hash Table). Once these reports are printed, the system deletes the temporary table.

Now you can preserve the temporary Hash Table for your customizations. To do so, set the value of this parameter as *Yes*. Thus, the system will save the Hash applied BME reports in a temporary table in the database.

7.1.6 Sales Setup

With this you can define the values that define the company's purchase policies. This Includes:



- Approver Source
- Default Series
- Entry Options
- Invoice Series Options
- Order Steps
- Other Parameter
- Revenue Account
- Sales Commission
- Shipment Options

Module Setup

Select Setup: Sales Setup

Approver Source

Default Series

Entry Options

Invoice Series Options

Order Steps

Other Parameter

Revenue Account

Sales Commission

Shipment Options

7.1.6.1 Approver Source

Approver Source		
Parameter Description	Default Value	Help
Salse Requisition	None	?

Sales Requisition: This field contains the approver source for a Sales Requisition.

- If the Default Value is set to BME, the Sales Requisition screen will display a Tab for Approvals.
- If the Default Value is set to None, then approvals will be not applicable to Sales Requisitions.

7.1.6.2 Default Series

Default Series		
Parameter Description	Default Value	Help
Series for Sales Order	DOUBLE	?
Series for Direct Delivery	KK	?
Series for Recur SOs	HP	?
Series for Sales Quotation	KK	?
Free No. for Sales Requisition		772 ?



Series for Sales Order: The series type specified here is used for creating a quotation, a sales requisition, or a sales order number. The series type can be *NONE*, *SINGLE*, or *DOUBLE*. The default value of this field is *None*. Selecting a particular series type has the following effect:

- **NONE:** No series prefix can be defined or used.
- **SINGLE:** A quotation or sales order created in BatchMaster Web uses a single character as the prefix to each quotation or sales order number.
- **DOUBLE:** A quotation or sales order created in BatchMaster Web uses two characters as the prefix to each quotation or sales order number.



A single- or two-character series may be defined at the *SO Series Master* screen.

Series for Direct Delivery: When the *Series Defaults* parameter is set to *Single* or *Double*, a series should be selected here so that sales orders generated when a receipt is processed on a direct delivery purchase order are identified as such.

Series for Recur SOs: When the *Series Defaults* parameter is set to *Single* or *Double*, a series should be selected here so that sales orders generated via the *Generate Recur SOs* utility are identified as such.

Series for Sales Quotation: When the *Series Defaults* parameter is set to *Single* or *Double*, a series should be selected here so that sales orders generated as a result of the transfer of quotation/sales requisitions to sales orders are identified as such.

Free No. for Sales Requisition: When a quotation is created and saved on the *Quotation/Sales Requisition Entry* screen while the *Quotation Number* field is left blank, the quotation number will be equal to the value of the *Free No. for Sales Requisition* field plus one.

7.1.6.3 Entry Options

Parameter Description	Default Value	Help
Save Orders Over Credit Limit	Yes	?
Credit Limit Approval Password	*	?
Days to Calculate Cancel Date	364	?
Default Tax Level	Line Level	?
Default Tax Rate	Item Location	?
Freight Breakup on SO	Yes	?
Default Option to Insert Lines in Sales Order	Inventory	?
Pick Item Location Lookup from	All Items	?
Validate Duplicate Customer PO Number	Yes	?

Save Orders Over Credit Limit: This parameter determines whether a sales order can be saved when the credit limit for a customer has been exceeded. For a new BatchMaster Web Company, the default value of this field is *No*. When you attempt to save a sales order that would result in the



customer's credit limit being exceeded, the response of the system depends on the value of this parameter.

- When this parameter is set to *Yes*, the sales order is saved without any regard to the credit limit.
- When this parameter is set to *Yes with Password*, a warning about the customer credit limit being exceeded is displayed. The system then prompts for a password. The sales order can be saved, and an authorized person can later recall it, enter the password, and allow it to be processed.
- When this parameter is set to *No*, a sales order cannot be saved when the customer's credit limit has been exceeded.

Credit Limit Approval Password: This parameter stores the password for saving a sales order beyond the customer's credit limit. This password is required only if the *Save Orders Over Credit Limit* parameter is set to *Yes with Password*.

Days to Calculate Cancel Date: This parameter contains the number of days that should be added to a quotation date to arrive at the default cancel date on the quotation. This setting is also applicable for a sales order. The default value of this field is 365.

- A quotation/sales requisition is valid until the cancel date. It will be cancelled if it has not been transferred to a sales order.
- A sales order is valid until the cancel date. It will be cancelled if no shipments occur for the order before this date.

Default Tax Level: This parameter decides the default tax level to be applied when a quotation/sales requisition or a sales order is inserted. The default value of this field is *None*.

Taxes may be added by default in one of three ways:

- **Order Level:** When *Order Level* tax is selected, all the lines on of the quotation or sales order can have only that tax key which is specified at the related quotation or sales order.
- **Line Level:** When *Line Level* tax is selected, various lines of the quotation or sales order may have different tax keys.
- **None:** When *None* is selected, no tax key can be added to any of the line items on a quotation or sales order.

Default Tax Rate: This parameter lets you specify the record (*Item Location, Customer, Ship To, or Item Sub Type*) from which BatchMaster Enterprise acquires the tax rate by default.



This parameter is applicable only when the *Line Level* tax is defined on a quotation, sales requisition, or sales order.

Freight Breakup on SO: When the Yes option is selected, the *Freight Breakup* button is enabled on the *Sales Order Entry* screen.

Default Option to Insert Lines in Sales Order: This parameter decides the source of the lookup provided by clicking the *Insert Line* button of the *Sales Order Entry* screen. The default value of this field is *Inventory*. Available options are:

- *Inventory.*
- *Non-Inventory.*
- *Sales Template.*
- *Kit.*
- *Customer Favorite Item.*

When you click the *Insert Line* button, the system automatically displays the *Item Selection* window based on the option selected.

Pick Item Location Lookup from: This parameter stores the screen name, which is based on the item lookup displayed on the *Quotation/Sales Requisition* or *Sales Order* screen. The default value of this field is *All Items*. Available options are:

- *All Items.*
- *Item Location.*
- *Customer Saleable Item.*
- *Customer Group Saleable Items.*

Validate Duplicate Customer PO Number: Setting the value of this parameter to *Yes* checks the customer's PO number for duplication. Setting the value of this parameter to *No* will prevent the validation of customer PO numbers.

7.1.6.4 Invoice Series Options

Parameter Description	Default Value	Help
Invoice series from BME or Finance	BatchMaster	?
Use Global Series	Yes	?
Defined Global Series	AFI/	?



Invoice series from BME or Finance: Two sources for the *Invoice* or *Credit Memo* series are displayed on a BatchMaster Web invoice or credit memo:

- BatchMaster.
- Finance.

The default value of this field is *BatchMaster*. Thus, whenever an Invoice or a Credit Memo is printed the system automatically prefix this series.

Use Global Series: This parameter has two values:

- **Yes:** Allows you to set the *Global* series.
- **No:** Allows you to set the *Default Invoice* series as either *BatchMaster Invoice* series or *Finance Invoice* series.

Defined Global Series: This option selects the alphanumeric characters that are used to define the *Global* series.

The system will generate an invoice number using the *Global* series defined here. When the *Global* series is not defined for *Module Setup*, the system will generate an invoice using the *Invoice* series defined on the *SO Series Master* screen.

7.1.6.5 Order Steps

Parameter Description	Default Value	Help
Sales Order Back Order	No	?
Sales Order Print	No	?
Sales Order Print PickList	Yes	?

Sales Order Back Order: When the value of this option is *Yes*, any normal sales order created subsequently will have the *Back Order* option selected by default. If a part shipment is made against the sales order, the remaining items would be placed on back-order.

Sales Order Print: When the value of this option is *Yes*, any normal sales order created subsequently will have the *Print SO* option selected by default. This means a sales order must be printed before a shipment can be processed against it.

Sales Order Print PickList: When the value of this option is *Yes*, any normal sales order created subsequently will have the *Print Pick List* option selected by default. This means a sales order must have a Pick List printed before a shipment can be processed against it.

7.1.6.6 Other Parameter



Parameter Description	Default Value	Help
Light CRM	4	?
Applicable Price and Discount Date	Order Date	?
Print Invoice No. from BME or FIN or BOTH		?
Allow Record Level Authorization	No	?
Extend Sales Contract Password	***	?

Light CRM: The value of this field gives the *Light CRM Limit*; i.e., the screen displays this many lines of the record. For example, if the value defined at this field is '2', only two lines of the CRM record from the database would display on the sliding grid of the screen when you access the *Light CRM* screen and select the *Customer Key*. The value set at *Sales Setup* would be added by default to the *Light CRM* field of the *Light CRM* screen.

Applicable Price and Discount Date: Price sources such as Contracts and Promotional Pricing are date dependent, so this field allows you to specify the date on which one of those prices is applicable. Available options are:

- *Order Date*.
- *Requested Date*.

The default value of this field is *Order Date*.

Print Invoice Number from BME or FIN or Both: Three sources for the invoice or credit memo number(s) are displayed on a BatchMaster Enterprise invoice or credit memo:

- BME – BatchMaster Enterprise.
- FIN – Finance Number.
- BOTH – BME and Finance Number.

The default value of this field is *BME – BatchMaster Enterprise*.



For ease of tracing transactions when integrated to a Finance package, many users find it best to display both numbers – the one generated by BatchMaster Enterprise and the one generated by the Finance package with which you are integrated.

Allow Record Level Authorization: This parameter allows you to specify the level of access that you would give to other users in accessing your sales database.

- Setting the value of this field to *Yes* allows you to set the authorization level (such as to modify or delete sales records) for other users.
- Setting the option to *No* allows other users to perform actions only as normal BatchMaster Enterprise users.



Example: We have three distinct BME users (namely A, B, and C) with different Admin access rights. User A has given access details to Users B and C as follows:

Owner	Users	Access Rights Permissions
A	B	Read and Write
	C	Read, Write, and Delete

User A has set the *Record Level Authorization* value as *Yes*. Whenever User B logs in to BatchMaster Enterprise, he can have his own access rights as defined in the *Administration Module*, plus he can have the read and write access of User A's sales database, but he cannot delete records from User A's database.



The access rights defined to a specific user through the *Administration Module* would supersede the access rights given through the *Allow Record Level Authorization* field.

Extend Sales Contract Password: Setting a password in this field determines that you can extend any sales contract or change an Inactive contract to Active. The password will be applied on the *Extend Sales Contract* screen, when you click the *Extend Sales Contract* button on the *Sales Contract* screen.

7.1.6.7 Revenue Account

Pick Revenue Account from: 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*.



This parameter is applicable for a quotation and a sales order.



Custom Revenue Account: 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.



The *Custom Revenue Account* button is enabled only when the *Revenue Account Source* parameter is set to *Custom*.

7.1.6.8 Sales Commission

Sales Commission		
Parameter Description	Default Value	Help
Allow Sales Commission	No	

Allow Sales Commission: This parameter determines whether any sales commission should be calculated when an invoice is created in BatchMaster WEB. The default value of this field is set to *No*.

7.1.6.9 Shipment Options

Shipment Options		
Parameter Description	Default Value	Help
Allow Dispatch more than Order	No	
Allow Shipment for All Pending Lines	Based on Promise Date	
Additional days for Shipment Planning	4	
Default Ship Date to	1 - Target Ship Date	
Default Qty Ship with Qty Remaining	Yes	
Allow Auto Generated Back Order Line	Yes	
Multiple Invoice Flag for DI	No	
DI Series Default	DOUBLE	
Override DocQty With LotQty(+ve variance allowed)	10	
Override DocQty With LotQty(-ve variance allowed)	10,000,000	
Generate Invoice on Processing Shipment	No	

Allow Dispatch more than Order: This parameter determines whether the quantity to be dispatched to a customer can exceed the ordered quantity. The default value of this field is set to *No*. This parameter is applicable to the *Pick List* and *Maintain Shipment* screens.



- When this parameter is set to *Yes*, a pick list or shipment will be saved without any regard for the dispatched quantity.
- When this parameter is set to *No*, the system will display a warning stating that the quantity to be dispatched is being exceeded. The pick list or shipment will not be saved.



This setting is particularly useful where you have an arrangement to supply any over-production of a batch to the customer, and the customer agrees to pay for that.

Allow Shipment for All Pending Lines: This parameter determines the *Shipment Date* filter source on the *Maintain Shipment* screen from the following options:

- **All:** Selecting the option as *All* or leaving the field blank deactivates the *Shipment Filter* option on the *Maintain Shipment* screen.
- **User Defined:** Selecting the option as *User Defined* activates the *Shipment Filter* option on the *Maintain Shipment* screen. The pop-up window allows you to select the shipment lines based on the *Target Ship Date*, *Promise Date*, and *Requested Date*. You can also define the value of the *Till Date* field as desired.
- **Based on Target Ship Date:** Selecting the option as *Based on Target Ship Date* activates the *Shipment Filter* option on the *Maintain Shipment* screen. Only a single option (*Target Ship Date*) is listed, and the *Till Date* field is deactivated.
- **Based on Requested Date:** Selecting the option as *Based on Requested Date* activates the *Shipment Filter* option on the *Maintain Shipment* screen. Only a single option (*Requested Date*) is listed, and the *Till Date* field is deactivated.
- **Based on Promise Date:** Selecting the option as *Based on Promise Date* activates the *Shipment Filter* option on the *Maintain Shipment* screen. Only a single option (*Promise Date*) is listed, and the *Till Date* field is deactivated.

Additional days for Shipment Planning: This parameter determine the value of the *Till Date* field of the *Shipment Filter* option on the *Maintain Shipment* screen for the *Based on Target Ship Date*, *Based on Requested Date*, and *Based on Promise Date* options.

Default Ship Date to: This parameter allows you to set the *Default Ship-To Date* as either the server date or the requested date, as per your business rules.

Default Qty Ship with Qty Remaining: When this parameter is set to *No*, the value of *QtyDispatch* defaults to zero on the lines that are added to the sales shipment at either the *Pick List* screen or the *Maintain Shipment* screen. When the *Yes* option is selected, the value of *QtyDispatch* defaults to the value of the *QtyRem* of the related line item of the corresponding sales order.



This is a management decision. While it saves the time taken to enter the quantity shipped, this is usually only appropriate when the majority of dispatches are for the exact quantity ordered. Many managers believe that if the value is defaulted, the user may neglect to check the actual quantity to be shipped.

Allow Auto Generated Back Order Line: Setting the value of this field to *Yes* generates the *Back Order Lines* automatically. Setting this parameter to *No* will prevent auto generation of the *Back Order Lines*.

Multiple Invoice Flag for DI: Setting this option to *Yes* allows multiple shipments on a direct invoice. Leaving this field unchecked restricts multiple shipments of line items on a direct invoice.

DI Series Default: The series type specified here is used for creating the next Direct Invoice number. The series type can be NONE, SINGLE, or DOUBLE. The default value of this field is NONE. You can select one of the following series types:

- **NONE:** No series prefix can be defined or used.
- **SINGLE:** A Direct Invoice created in BatchMaster Enterprise uses a single character as a prefix to each Direct Invoice number.
- **DOUBLE:** A Direct Invoice created in BatchMaster Enterprise uses two characters as a prefix to each Direct Invoice number.



A single- or two-character series may be defined at the *DI Free Numbers* screen.

Override DocQty With Lotqty (+ve variance allowed): When the quantity of the item issued varies from the quantity available on a chosen containerized lot, the system will allow variance in the issue of lots only to a certain extent. This variance limit is specified as a percentage in the *Override DocQty With Lotqty* fields of the *Sales Setup* screen.

The *Override Document Quantity with Lot Quantity (+ variance allowed)* field allows you to set the maximum positive variance allowed for lot quantity as a percentage. The value of the *Maximum Allowed Quantity* is calculated on the basis of shipment quantity and the variances defined on the *Override DocQty with LotQty (+ve variance allowed)* field.

Override DocQty With Lotqty (-ve variance allowed): This field lets you set the maximum negative variance allowed for lot quantity as a percentage. The *Minimum Allowed Quantity* is calculated on the basis of shipment quantity and the variances defined on the *Override DocQty With Lotqty (-ve variance allowed)* field.

Example: A sales order for a containerized item is created.

- The quantity to issue is 50, while the quantity available in the selected lot is 44.



- The *Override DocQty With Lotqty (+ve variance allowed)* field is set to 8%.
- The *Override DocQty With Lotqty (-ve variance allowed)* is also set to 8%.
- 8% of 50 is 4.

Hence, when you select the lot to issue the item in the *Serial Lot Maintenance* screen and save it, the system displays a warning message and the calculated values of the quantity allowed.

- The Maximum Allowed Quantity is **54** (50 + 4).
- The Minimum Allowed Quantity is **46** (50 - 4).



You need to set the following options before you perform a transaction, as defined in the example:

- The *Allow Dispatch More Than On Order* option in the *Sales Setup* screen is set to *Yes*.
- The *Allow Issues More Than On Hand* option in the *Inventory Setup* screen is set to *Yes*.

Generate Invoice on Processing Shipment: This field specifies whether to generate the Invoice after processing the shipment. Selecting the option as *Yes* generate the invoice upon processing the shipment, whereas selecting *No* would require user to generate the Invoice via the *Transfer to Invoice* or *Super Invoice* screen.

7.1.7 Transaction SubType Setup

With this you can define the values that define the company's Transaction SubType policies. This Includes:

- Inventory
- Production
- Production Material
- Production On Order
- Purchase
- Purchase On Order
- Sales
- Sales Commitment



Select Setup Transaction SubType Setup

Inventory
Production
Production Material
Production On Order
Purchase
Purchase On Order
Sales
Sales Commitment

7.1.7.1 Inventory

Inventory		
Parameter Description	Default Value	Help
Inventory Physical Count	A	<input type="button" value="Q"/> <input type="button" value="?"/>

Inventory Physical Count: This parameter stores the transaction subtype (of an A-type transaction) that is required for posting any adjustments due to processing of physical counting to the *Inventory Module*.

7.1.7.2 Production

Production		
Parameter Description	Default Value	Help
Production Receipts	PU	<input type="button" value="Q"/> <input type="button" value="?"/>
Production Issues	A	<input type="button" value="Q"/> <input type="button" value="?"/>

Production Receipts: This parameter stores the transaction subtype (for a P-type transaction) that is posted for a transaction in which the end items or by-products generated in the *Production Module* are posted to the *Inventory Module*.

Production Issues: This parameter stores the transaction subtype (of an A-negative-type transaction) that is posted for a transaction in which items are issued for production.

7.1.7.3 Production Material

Production Material		
Parameter Description	Default Value	Help
Material Allocation	XP	<input type="button" value="Q"/> <input type="button" value="?"/>

Material Allocation: This parameter stores the transaction subtype (of an X-type transaction) that is posted when a material is allocated to a production batch.

7.1.7.4 Production On Order



Production On Order ^		
Parameter Description	Default Value	Help
On Order Increase	OI	Q ?
On Order Decrease	O	Q ?

On Order Increase: This parameter stores the transaction subtype (of an O-type transaction) that is posted for a transaction in which the on-order quantity of production increases.

On Order Decrease: This parameter stores the transaction subtype (of an O-type transaction) that is posted for a transaction in which the on-order quantity of production decreases.

7.1.7.5 Purchase

Purchase ^		
Parameter Description	Default Value	Help
Purchase Receipts	PU	Q ?
Purchase Returns	DM	Q ?
Direct Purchase Order	PU	Q ?

Purchase Receipts: This parameter stores the transaction subtype (of a P-type transaction) that is posted when a purchase receipt is processed on a normal purchase order.

Purchase Returns: This parameter stores the transaction subtype (of a D-type transaction) that is posted when a purchase receipt is processed on a return purchase order.

Direct Purchase Order: This parameter stores the transaction subtype (of a P-type transaction) that is posted when a purchase receipt is processed on a direct delivery purchase order.

7.1.7.6 Purchase On Order

Purchase On Order ^		
Parameter Description	Default Value	Help
On Order Increase	OI	Q ?
On Order Decrease	O	Q ?

On Order Increase: This parameter stores the transaction subtype (of an O-type transaction) that is posted for a transaction in which the on-order quantity of an item increases.

On Order Decrease: This parameter stores the transaction subtype (of an O-type transaction) that is posted for a transaction in which the on-order quantity of an item decreases.

7.1.7.7 Sales

Sales ^		
Parameter Description	Default Value	Help
Sales Shipments	SL	Q ?
Sales Returns	CM	Q ?
Direct Invoice Shipments	SL	Q ?
Direct Credit Shipments	CM	Q ?







Sales Shipments: This parameter stores the transaction subtype (of an S-type transaction) that is posted while processing a sales shipment on a normal sales order.

Sales Returns: This parameter stores the transaction subtype (of a C-type transaction) that is posted while processing a sales shipment (that is, a return) on a return sales order.

Direct Invoice Shipments: This parameter stores the transaction subtype (of an S-type transaction) that is posted while processing a direct invoice.

Direct Credit Shipments: This parameter stores the transaction subtype (of a C-type transaction) that is posted while processing a direct credit memo.

7.1.7.8 Sales Commitment

Sales Commitment ^		
Parameter Description	Default Value	Help
Inventory Commitment Increase	I	 
Inventory Commitment Decrease	I	 

Inventory Commitment Increase: This parameter stores the transaction subtype (of an I-type transaction) that is posted whenever the inventory commitment increases through a transaction in the *Sales Order Module*.

Inventory Commitment Decrease: This parameter stores the transaction subtype (of an I-type transaction) that is posted whenever the inventory commitment decreases through a transaction in the *Sales Order Module*.

7.1.8 WMS Setup

With this you can define the values that define the WMS policies. This Includes:

- EBT Setup
- Enable Directed Putaway on
- Production Setup
- Production Staging and Picking
- Purchase Activity Setup
- Report Setup
- Sales Picking Setup



Select Setup WMS Setup ▼

EBT Setup ▼

Enable Directed Putaway on ▼

Production Setup ▼

Production Staging And Picking ▼

Purchase Activity Setup ▼

Report Setup ▼

Sales Picking Setup ▼

7.1.8.1 EBT Setup

Parameter Description	Default Value	Help
Show BoilerPlate	YES	?
Show By Product Item	YES	?
Follow Formula Sequence	NO	?
Verification Required	NO	?
Scale installed on	HTTP	?

Show BoilerPlate: Setting the option value as *Yes* will show boilerplates lines while using EBT.

Show By Product Item: Setting the option value as *Yes* will allow you to receive byproducts from EBT along with finished goods on the *Finished Goods Posting* Screen, otherwise the system will show only FG lines to receive with EBT.

Follow Formula Sequence: Setting the option value as *Yes* will display raw materials in the order they are defined in Formula Entry. The system will compel the user to follow a sequence while issuing raw materials on EBT. Thus, while performing the issue transaction from EBT the system will consider the raw materials in the same sequence as entered in the formula lines.

Verification Required: Setting this option enables the Verification feature for the Issue and Receipt transactions in EBT. This will be a two-step operation as one user can save the records whereas any other user can verify the record before submitting. The system allows only verified records to be submitted while performing issue or receipt transactions.

Scale installed on: Setting the option indicates that the WMS scaling service is available for a client network having no domain controller (where an SSL certificate cannot be installed) i.e., HTTP or a secured network having an SSL certificate installed i.e., HTTPS.

7.1.8.2 Enable Directed Putaway on

Suggested Put Away can be applied on the Transaction Independently.



Enable Directed Putaway on ^		
Parameter Description	Default Value	Help
Goods Receipt PO	ByPutaway Screen	?
Production Receipt	ByPutaway Screen	?
WH Transfer	ByPutaway Screen	?

Goods Receipt PO:

- **None:** Select this option if you do not want to implement this feature.
- **Direct move:** If this option is selected then, this will enable Bin Directions and Rules to be applied directly while performing Goods Receipt PO transactions.
- **By Putaway Screen:** If this option is selected then, it will be a two-step process, where initially the goods received in the transactions will be staged in a dock type bin or staging bin. The data of the goods will be then stored in a temporary table which can be later processed from a separate *Put Away* screen. And on this *Put Away* screen, the Bin Directions and Rules can be applied.

Production Receipt:

- **None:** Select this option if you do not want to implement this feature.
- **Direct Move:** If this option is selected then, this will enable Bin Directions and Rules to be applied directly while performing Production Receipt transactions.
- **By Putaway Screen:** If this option is selected then, it will be a two-step process, where initially the goods received in the transactions will be staged in a dock type bin or staging bin. The data of the goods will be then stored in a temporary table which can be later processed from a separate *Put Away* screen. And on this *Put Away* screen, the Bin Directions and Rules can be applied.

WH Transfer:

- **None:** Select this option if you do not want to implement this feature.
- **Direct Move:** If this option is selected then, this will enable Bin Directions and Rules to be applied directly while performing Warehouse transfer.
- **By Putaway Screen:** If this option is selected then, it will be a two-step process, where initially the goods transferred in the transactions will be staged in a dock type bin or staging bin. The data of the goods will be then stored in a temporary table which can be later processed from a separate Put Away screen. And on this Put Away screen, the Bin Directions and Rules can be applied.

7.1.8.3 Production Setup

Production Setup ^		
Parameter Description	Default Value	Help
Allow Partial Issue	YES	?
Scale Integration	ON	?
Default Lot Size on FG Receipt	NO	?



Allow Partial Issue: Setting the option value as Yes will allow partial issue of the quantities of raw materials from EBT.

Scale Integration: Setting this option as ON will enable weighing scale on production picking.

Default Lot Size on FG Receipt: Selecting this option as Yes implies that at the time of scanning/adding lots on GRPO system will automatically defaults the lot size as a default lot size specified for the item at Item Master screen.

7.1.8.4 Production Staging and Picking

Parameter Description	Default Value	Help
Production Material Picking	Staging And Picking	?
Pick Order Creation Criteria	Bulk and Partial Separately	?
Production Picking Sequence Option	Batch Wise	?
Override Lot on Picking	Yes	?
Override Lot on staging	Yes	?
On Staging	Stag to Move Next	?
On Picking	Pick to Close Page	?

Purchase Activity Setup ▾

Report Setup ▾

Sales Picking Setup ▾

Production Material Picking: Various attributes that will be used while processing the production material picking operation.

- **Staging:** If this option is selected then, this will enable you to stage the total required material for an entire day or shift in bulk before beginning production. This is more feasible and convenient way first to collect and stage all the required material in bulk at the staging area.
- **Staging And Picking:** If this option is selected then, this will enable you to collect and stage all required material in bulk at the staging area. Further, from the staging warehouse an exact quantity required for individual batch can be picked

To understand the significance and process of performing Two Step Picking let's assume a scenario when multiple production orders are planned in an entire day and the inventory needed to produce them is almost the same. In such a case it is more feasible and convenient first to collect and stage all required material in bulk at the staging area. Further, from the staging warehouse an exact quantity required in each individual batch can be picked.

- **Picking:** When this option is selected the material can be picked from a storage bin and dropped directly to the production unit. Such a process is useful if we pick the material by individual batch. Separate Pick documents will be generated for all selected batches to accomplish batch-wise individual picking.



- **None:** Select this option if you do not want to implement this feature.

Pick Order Creation Criteria:

- **Bulk and Partial Separately:** selecting this option allows you to generate separate orders for the item quantities on Production Picking screen. With this option as selected you can generate individual picking document for the items as per the defined stock and pick unit of conversion for a range of batches.
- **Consolidated:** Selecting this option allows you to group and merge item quantities on the Production Picking screen. With this option selected you can generate a bulk picking document for the items required for a range of batches. It generates a single bulk staging document for all the selected batches to collect and stage material from the storage bin to the Stage bin of the attached Bin Group. Sometimes users stage the total required material for an entire day or shift in bulk before beginning production. In such a case it is more feasible and convenient first to collect and stage all the required material in bulk at the staging area.

Production Picking Sequence Option:

- **Batch Wise:** If this option is selected then the system will fetch the data batch wise i.e. pick the item or materials for each batch separately on the *Production Staging* screen for lot selection at the *Released* Tab.
- **Item Wise:** If this option is selected then the system will fetch the data item wise on the *Production Staging* screen for lot selection at the *Released* Tab. I.e. the system will fetch the distinct items individually from multiple batch(es) involved for staging.

Override Lot on Picking: Various attributes that will be used while picking the production material are as follows:

- **Yes:** If this option is selected, the system allows you to choose any lot other than the allocated one at the *Production Staging* screen. All earlier allocated lots are deleted, and the selected lots are saved at dispatch. No warning message get displayed system do the operation smoothly.
- **Yes with warning:** If this option is selected, the system displays a warning message, when you select a lot other than the allocated one at the *Production Staging* screen. All earlier allocated lots are deleted, and the selected lots are saved at dispatch. The record gets successfully added and a warning message gets displayed.



- **Yes with reason code:** If this option is selected, the system allows you to select a lot other than the allocated one at the *Production Staging* screen. A popup window gets displayed wherein you can specify a reason code for processing the record. All earlier allocated lots are deleted, and the selected lots are saved at dispatch. No warning message get displayed system do the operation smoothly.
- **Yes with reason code and password:** If this option is selected, the system allows you to select a lot other than the allocated one at the *Production Staging* screen. A popup window gets displayed wherein you can specify a reason code and password of the current logged in user for processing the record. All earlier allocated lots are deleted, and the selected lots are saved at dispatch. No warning message get displayed system do the operation smoothly.
- **No:** If this option is selected, the system does not allow you to select a lot other than the allocated one at the *Production Staging* screen. You are not allowed to change the lots to be picked. A warning message get displayed declining the selection of the lot number and bin number.

Override Lot on staging: Various attributes that will be used while staging the production material are as follows:

- **Yes:** If this option is selected, the system allows you to select a lot other than the allocated one at the *Production Staging* screen. No warning message get displayed system do the operation smoothly.
- **Yes with warning:** If this option is selected, the system displays a warning message, when you select a lot other than the allocated one at the *Production Staging* screen. The record gets successfully added and a warning message gets displayed.
- **Yes with reason code:** If this option is selected, the system allows you to select a lot other than the allocated one at the *Production Staging* screen. A popup window gets displayed wherein you can specify a reason code for processing the record. No warning message get displayed system do the operation smoothly.
- **Yes with reason code and password:** If this option is selected, the system allows you to select a lot other than the allocated one at the *Production Staging* screen. A popup window gets displayed wherein you can specify a reason code and password of the current logged in user for processing the record. No warning message get displayed system do the operation smoothly.



- **No:** If this option is selected, the system does not allow you to select a lot other than the allocated one at the *Production Staging* screen. A warning message get displayed declining the selection of the lot number and bin number.

On Picking: Various attributes that will be used while picking the production material are as follows:

- **Pick to Close Page:** If this option is selected, the system displays remaining item to the *Released* tab after picking the item that you tapped at the *Released* tab of the *Production Picking* screen. To further pick the next item as displayed on the *Released* tab of the *Production Picking* screen, you need to again tap the respective item row at the *Released* tab for picking the next item and so on.
- **Pick to Move Next:** If this option is selected, the system continues at the lot selection screen after picking the first item that you have tapped on the *Released* tab of the *Production Picking* screen. The system continues at the same lot selection screen for each item till no item is left for picking at the *Released* tab of the *Production Picking* screen.

On Staging: Various attributes that will be used while staging the production material are as follows:

- **Stage to Close Page:** If this option is selected, the system displays remaining item at the *Released* tab after picking the item that you tapped at the *Released* tab of the *Production Staging* screen. To further pick the next item as displayed on the *Released* tab of the *Production Staging* screen, you need to again tap the respective item row at the *Released* tab for picking the next item and so on.
- **Stage to Move Next:** If this option is selected, the system continues at the lot selection screen after picking the item that you have tapped on the *Released* tab of the *Production Staging* screen. The system continues at the same lot selection screen for each item till no item is left for picking at the *Released* tab on the *Production Staging* screen.

7.1.8.5 Purchase Activity Setup

Parameter Description	Default Value	Help
On PO Process	Process	?
Default Lot Size on PO Receipt	NO	?

On PO Process: Select the desired option to determine what BME mobile should do when you process a purchase receipt.

- The *Save* option allows you to save the purchase order without processing it.
- The *Process* option allows you to process the purchase order when you process the purchase receipt.



Default Lot Size on PO Receipt: Selecting this option as *Yes* implies that at the time of scanning/adding lots on PO receipt system will automatically defaults the lot size as a default lot size specified for the item at Item Master screen.

7.1.8.6 Report Setup

Parameter Description	Default Value	Help
WMS Report	Download	?
PO Receipt- Default No. of Copies	2	?
Sales Return- Default No. of Copies	2	?
SO Pick Lot List- Default No. of Copies	2	?
Print BOL- Default No. of Copies	2	?
COA Reports- Default No. of Copies	2	?
Packing Slip- Default No. of Copies	2	?
Shipping Label Report- Default No. of Copies	2	?
Item Label- Default No. of Copies	3	?
Bin Label- Default No. of Copies	2	?
Pallet Label- Default No. of Copies	2	?
QC Label- Default No. of Copies	2	?
Receipt Report- Default No. of Copies	2	?
Sales Material Picking- Default No. of Copies	2	?

WMS Report: Select the desired option to generate the WMS Report.

- The *Download* option allow you to save the WMS Report in PDF format. The PDF file will be saved to your download's directory.
- The *Printer Server* option allow you print the WMS Report on to the attached printer. The system will redirect the print request to the defined printer. You can define or select the printer at the *Default Printer Parameter* field.

PO Receipt- Default No. of Copies: This field specifies the default value for the *No. Of Label* field as appear at the *PO Receipt* screen.

Sales Return- Default No. of Copies: This field specifies the default value for the *No. Of Label* field as appear at the *Sales Return* screen.

SO Pick Lot List- Default No. of Copies: This field specifies the default value for the *No. of Copies* field as appear at the *SO Pick Lot List* screen.

Print BOL- Default No. of Copies: This field specifies the default value for the *No. of Copies* field as appear at the *Print BOL* screen.

COA Reports- Default No. of Copies: This field specifies the default value for the *No. of Copies* field as appear at the *COA Reports* screen.

Packing Slip- Default No. of Copies: This field specifies the default value for the *No. of Copies* field as appear at the *Packing Slip* screen.



Shipping Label Report- Default No. of Copies: This field specifies the default value for the *No. Of Copies* field as appear at the *Shipping Label Report* screen.

Item Label- Default No. of Copies: This field specifies the default value for the *No. of Copies* field as appear at the *Item Label* screen.

Bin Label- Default No. of Copies: This field specifies the default value for the *No. of Copies* field as appear at the *Bin Label* screen.

Pallet Label- Default No. of Copies: This field specifies the default value for the *No. of Copies* field as appear at the *Pallet Label* screen.

QC Label- Default No. of Copies: This field specifies the default value for the *No. of Copies* field as appear at the *QC Label* screen.

Receipt Report- Default No. of Copies: This field specifies the default value for the *No. of Copies* field as appear at the *Receipt Report* screen.

Sales Material Picking- Default No. of Copies: This field specifies the default value for the *Number Of Label* field as appear at the *Number Of Label* window. The *Number Of Label* window is accessible by clicking the *Print* button available on *Dropped* tab of the *Sales Material Picking* screen.

7.1.8.7 Sales Picking Setup

Parameter Description	Default Value	Help
WMS Picking Enable	YES	?
Override Lot on Picking	Yes	?
On Picking	Pick to Move Next	?

WMS Picking Enable: Parameter decides whether to enable sales picking in WMS or not.

Override Lot on Picking: Various attributes that will be used while picking the sales material are as follows:

- **Yes:** If this option is selected, the system allows you to select a lot other than the allocated one at the *Sales Picking* screen. No warning message get displayed system do the operation smoothly.
- **Yes with warning:** If this option is selected, the system displays a warning message, when you select a lot other than the allocated one at the *Sales Picking* screen. The record gets successfully added and a warning message gets displayed.



- **Yes with reason code:** If this option is selected, the system allows you to select a lot other than the allocated one at the *Sales Picking* screen. A popup window gets displayed wherein you can specify a reason code for processing the record. No warning message get displayed system do the operation smoothly.
- **Yes with reason code and password:** If this option is selected, the system allows you to select a lot other than the allocated one at the *Sales Picking* screen. A popup window gets displayed wherein you can specify a reason code and password of the current logged in user for processing the record. No warning message get displayed system do the operation smoothly.
- **No:** If this option is selected, the system does not allow you to select a lot other than the allocated one at the *Sales Picking* screen. A warning message get displayed declining the selection of the lot number and bin number.

On Picking: Select the desired option to pick the item on the pick list.

- The *Pick to Move Next* option implies that system automatically navigates to the next item in the pick list.
- The *Pick to Close Page* implies that system allows you to manually navigate to the next time after picking the item.

7.1.9 Defining or Modifying Module Setup

1. Open the *Module Setup* screen.
2. Select the desired module using the dropdown next to the *Select Module* field.
3. Populate all the fields as per your business logic.
4. To modify the value, select/enter new values as desired.
5. Click the *Save* button.



Before using BatchMaster Web application it is required to make this one-time setting. Any changes made to the setup options will be reflected on the subsequent screen when it is reopened to work with.