DS0191
Mass Apply AR Credits

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Problem Definition

Problem Definition	CCDA
ACMECO has an external billing system that integrates transactions with GP. Receivables Credits are linked to the original Invoice via a 6-character document number prefix. The business process regularly generates such credits, which currently requires users to manually locate and apply documents one at a time via the Receivables Apply Sales Documents window. ACMECO needs a utility that understands the logic linking credits to invoices, that allows them to mass apply a large number of documents based on some user entered restrictions (such as specific customers).	

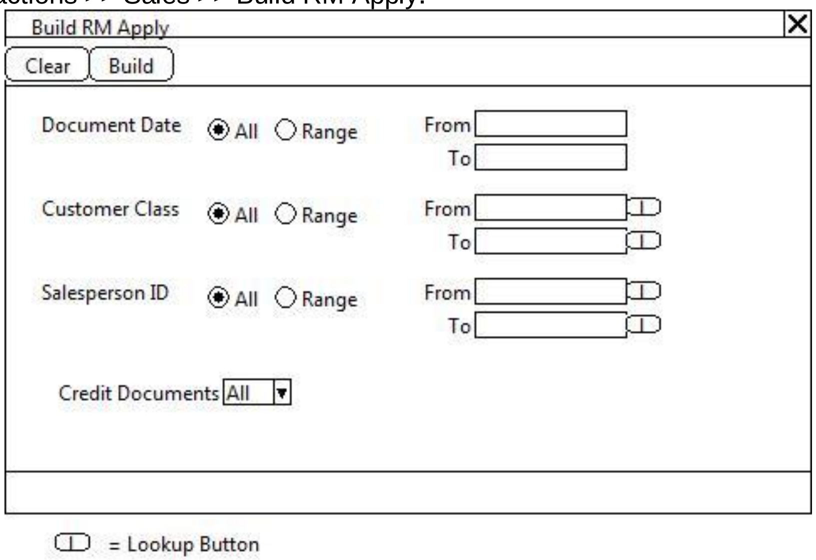
Design Features

Build RM Apply	CCDA

Build RM Apply

CCDA

Build RM Apply is used to build a “batch” of proposed applied documents. It is accessed from Transactions >> Sales >> Build RM Apply.



Field	Function
Document Date	All or Range. If Range is selected the From/To fields become enabled.
Customer Class	All or Range. If Range is selected the From/To fields become enabled. User can enter a Customer Class, or select one from a Lookup.

	The field entry is not validated, which allows the user to enter a range such as A to Z without have to pick specific Class IDs.
Salesperson ID	All or Range. If Range is selected the From/To fields become enabled. User can enter a Salesperson ID, or select one from a Lookup. The field entry is not validated, which allows the user to enter a range such as A to Z without have to pick specific IDs.
Credit Documents	Options: • All • Credit Memos • Returns By default this will always be set to ALL.
	Buttons
Clear	Clears the restriction criteria
Build	Builds a proposed apply “build”. A “build” is conceptually like a batch (a group of credits and invoices that are going to be applied to each other), but we’re avoiding using “Batch” to avoid confusion with a GP Batch.

The Build Process

The process will locate all customer credit documents using the supplied restriction criteria.

Documents will be applied oldest-first by Document Date (oldest credits applied to oldest invoices). A sub-sort will be by DEX_ROW_ID, which is a system maintained column in all GP tables that increments as each record is added to a table. A lower DEX_ROW_ID indicates an “older” document.

Credits will be applied to invoices that match based on the first 6-characters of the document number.

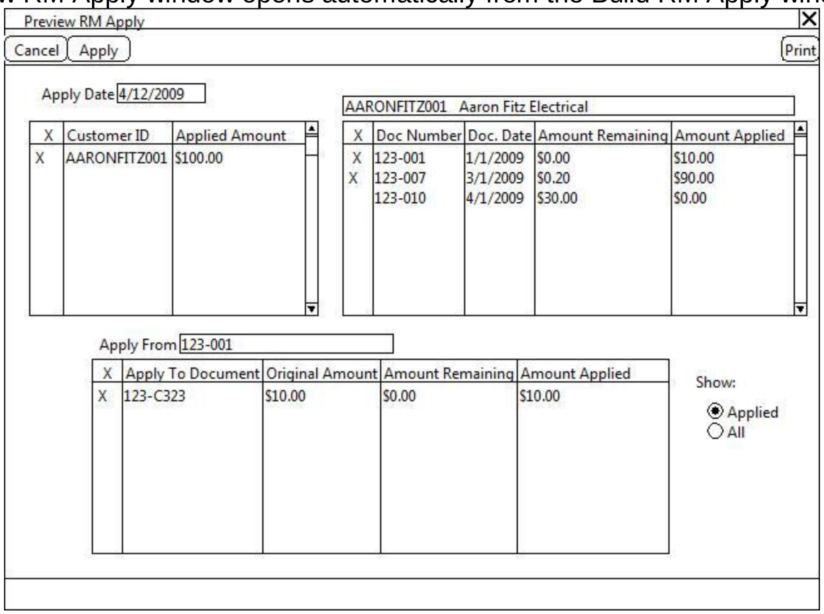
A credit document will be applied to invoices until the credit is completely applied, or there are no more invoices to apply to. At that point the Build Process will continue with the next credit document.

When the Build Process is done locating and applying documents, the Preview RM Apply window will open to allow the user to preview the proposed application of documents, and print/export reports. The Build Process does not actually apply any documents, and no changes are made to the underlying documents. Any documents that are currently open in Receivables Transaction Entry will automatically be excluded from the build. Also, in the event that another user is also in the Build RM Apply window, any documents that are selected by another build will also be excluded from a different build. Build RM Apply will allow multiple users to use the window at the same time, however, if conflicting selection criteria exist, a user may get no results, or partial results. Build RM Apply will not allow two users to select the same documents. All documents included in a Build will not be available to the Receivables Transaction Entry window. If a user attempts to open one of these documents they will receive a warning message that the document is locked in Build AR Apply. Likewise, Apply Sales Documents will also be restricted when documents are included in a Build.	

Preview RM Apply

CCDA

The Preview RM Apply window opens automatically from the Build RM Apply window.



This window is used to view the customers, documents, and apply information that were generated in the Build process. At this point no documents have actually been applied, and the user can Cancel out of this window without affecting the documents.

Field	Function
Apply Date	Must be entered by user prior to clicking APPLY. The Apply Date must be in a open Period.
	Customers scrolling window
X	Marked = included in the RM Apply build. Unmarking a customer

	deletes ALL proposed Apply information for that customer. This has no effect on the actual transactions involved.
Customer ID	Displays the Customer ID. Additional customers cannot be added at this point. This list shows only customers that were included in the Build.
Applied Amount	Shows the total amount of credits applied by the Build.
	Credit Documents scrolling window Above this window will be display the Customer ID and Name of a customer selected in the Customers scrolling window. Clicking on a row in the Customers scrolling window will "select" that customer and display their credit documents in the Credit Documents scrolling window.
X	Allows marking/unmarking specific credit documents. All credit documents for the customer are displayed, even if they are not going to be applied. As shown above the final document is not applied to anything. Unmarking a credit document deletes all apply information for that document (unapplies it). This does not affect the actual transactions. Marking an unmarked document selects it for manual apply. The document number will appear in the Apply From field above the Apply To Documents scrolling window.
Doc Number	Displays the credit document number
Document Date	Displays the document date
Amount Remaining	Displays the unapplied amount, if any, on the credit document
Amount Applied	Displays the applied amount, if any, on the credit document.
	Apply To Documents scrolling window When a credit document is selected, this window will fill showing which documents the credit has been applied to. This window will display only documents that can be applied based

	on the 6-character document prefix of the selected credit document.	
X	Allows marking/unmarking specific invoices. If the selected credit has an unapplied amount, it can be manually applied to an invoice by marking the invoice. Unmarking an invoice unapplies the credit, and recalculates the balances displayed in the Credit Documents scrolling window.	
Apply To Document	Displays the invoice document number	
Original Amount	Displays the original amount on the invoice	
Amount Remaining	Displays the unapplied amount on the invoice	
Amount Applied	Editable. Allows the user to change, or enter, the amount applied. When an invoice is Marked, the Amount Applied will default to an amount that completely applies the Invoice, or the selected Credit. The user can manually change this amount if desired. Directly entering an amount will force the selected box to be Marked. Zeroing the Amount Applied will unmark the selected box.	
SHOW	• Applied • All The SHOW option defaults to Applied when a Credit document is selected that is applied. If a new Credit document is marked (not auto-applied by the system), the Show selection will change to ALL. The ALL view shows all invoices the credit could be applied to based on the 6-character prefix. The user can manually change the view by selecting Applied or All.	
	Buttons	
Cancel	Closes the window and clears all proposed apply information.	
Apply	Applies all documents as proposed. See below.	
Print	This is a button-drop-list that display two options when clicked: • Report • Excel	

	Report will print a GP report (Mass AR Apply Report) showing each credit document and the invoices it will be applied to. This will be similar in layout to the RM Apply Document Report that can be printed from the Apply Sales Document window. Excel will send similar information to Excel. This report will NOT print automatically during the apply process.

The Apply Process

The Apply Date field will be required before the apply process can execute.

The user will be asked to confirm they are ready to apply the selected documents.

The normal GP RM Apply process does not result in any general ledger activity, so there are no posting journals to print with this function. The Mass AR Apply Report will also not print automatically. If the user requires documentation of the process they must print the report prior to clicking the Apply button.

The Apply process will be executing a built-in GP function for applying RM documents. The result will be that documents are applied in the same manner as-if they had been manually applied with the Apply Sales Documents window.