

# FINANCE

## DEBIT ORDER BATCHES – PROCESS BATCH

BPO can be used to process debit order payments. Receipting can be done automatically, or manually. For automatic receipting, the **Auto Receipt Debit Order** option must be selected in the [company configuration](#).

The relevant customers must have Payment Method where the **Code Type** is **DO** (Debit Order) configured.

Each contract invoice total will post as a receipt via the debit order driver IRCP (Dr Bank Account, Cr Debtors Control account).

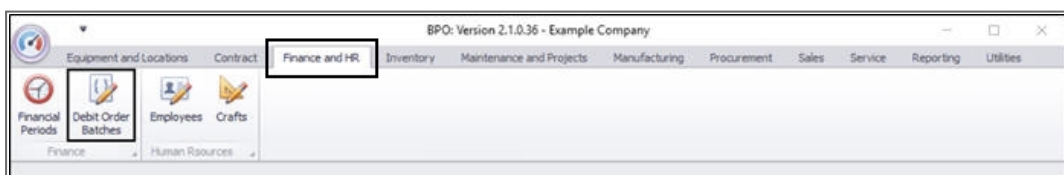
If using Auto Receipt Debit Order processing - the debit orders are processed at the same time as the contract invoice(s).

If using Manual Debit Order Processing - the contract invoices are generated first, you can then review the debit orders, and the debit orders are only processed when the batch is saved.

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**Ribbon Access:** *Finance and HR > Debit Order Batches*

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- The **Debit Order Batches** screen will be displayed.

## SELECT THE SITE

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- Click on the drop-down arrow in the **Site** field and select from the menu, the site that you wish to work in.
  - In this example, **Durban** is selected.

Debit Order Batches - BPO: Version 2.1.0.36 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Process Batch | Save Layout | Workspaces | Format

Drag a column header here to group by this

BatchNo	InvoiceDate	Site	Status	ProcessedBy
BILL000075	19 Jun 2017	2	0 P	Judith Mudregi
BILL000074	14 Jun 2017	2	0 P	Bianca Du Toit
BILL000073	31 Oct 2016	11	0 P	Bianca Du Toit
BILL000066	31 Aug 2016	6	0 P	Bianca Du Toit
BILL000065	31 Aug 2016	6	0 P	Bianca Du Toit
BILL000063	15 Sep 2016	5	0 P	Bianca Du Toit
BILL000061	05 Jul 2016	5	0 P	Bianca Du Toit
BILL000058	25 Jun 2016	4	0 P	Bianca Du Toit
BILL000057	30 Jun 2016	4	0 P	Bianca Du Toit
BILL000056	25 May 2016	3	0 P	Bianca Du Toit
BILL000055	30 Jun 2016	3	0 P	Bianca Du Toit
BILL000054	29 Jun 2016	3	0 P	Bianca Du Toit
BILL000053	25 May 2016	3	0 P	Bianca Du Toit
BILL000052	17 May 2016	2	0 P	Bianca Du Toit
BILL000051	25 Mar 2016	1	0 P	Bianca Du Toit
BILL000048	05 Apr 2016	12	0 P	Bianca Du Toit
BILL000047	24 Mar 2016	12	0 P	Bianca Du Toit
BILL000045	25 Jan 2016	11	0 P	Bianca Du Toit
BILL000044	25 Aug 2015	6	0 P	Bianca Du Toit
BILL000043	25 Jul 2015	5	0 P	Bianca Du Toit
BILL000041	04 Dec 2015	4	0 P	Bianca Du Toit
BILL000038	25 May 2015	3	0 P	Bianca Du Toit
BILL000037	27 Oct 2015	3	0 P	Bianca Du Toit
BILL000036	15 Oct 2015	2	0 P	Bianca Du Toit

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## SELECT THE BATCH

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- Select the *row* of the *batch* you wish to process.
- Click on *Process Batch*.

Debit Order Batches - BPO: Version 2.1.0.36 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Process Batch | Save Layout | Workspaces | Durban | Refresh

Mat... | Format | Current

Drag a column header here to group by that column

BatchNo	InvoiceDate	Period	BillingDay	Status	ProcessedBy
BILL000075	19 Jun 2017		3	0 P	Judith Mudzengi
BILL000074	14 Jun 2017		2	0 P	Bianca Du Toit
BILL000073	31 Oct 2016		11	0 P	Bianca Du Toit
BILL000066	31 Aug 2016		6	0 P	Bianca Du Toit
BILL000065	31 Aug 2016		6	0 P	Bianca Du Toit
BILL000063	15 Sep 2016		5	0 P	Bianca Du Toit
BILL000061	05 Jul 2016		5	0 P	Bianca Du Toit
BILL000058	25 Jun 2016		4	0 P	Bianca Du Toit
BILL000057	30 Jun 2016		4	0 P	Bianca Du Toit
BILL000056	25 May 2016		3	0 P	Bianca Du Toit
BILL000055	30 Jun 2016		3	0 P	Bianca Du Toit
BILL000054	29 Jun 2016		3	0 P	Bianca Du Toit
BILL000053	25 May 2016		3	0 P	Bianca Du Toit
BILL000052	17 May 2016		2	0 P	Bianca Du Toit
BILL000051	25 Mar 2016		1	0 P	Bianca Du Toit
BILL000048	05 Apr 2016		12	0 P	Bianca Du Toit
BILL000047	24 Mar 2016		12	0 P	Bianca Du Toit
BILL000045	25 Jan 2016		11	0 P	Bianca Du Toit
BILL000044	25 Aug 2015		6	0 P	Bianca Du Toit
BILL000043	25 Jul 2015		5	0 P	Bianca Du Toit
BILL000041	04 Dec 2015		4	0 P	Bianca Du Toit
BILL000038	25 May 2015		3	0 P	Bianca Du Toit
BILL000037	27 Oct 2015		3	0 P	Bianca Du Toit
BILL000036	15 Oct 2015		2	0 P	Bianca Du Toit

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## CONFIRM PROCESS

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- A **Process Validation** message box will pop up with the following prompt:
  - *Are you sure you want to process the debit orders for batch []?*
- Click on **Yes**.

Debit Order Batches - BPO: Version 2.1.0.36 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Process Batch | Save Layout | Workspaces | Durban | Refresh

Drag a column header here to group by that column

BatchNo	InvoiceDate	Period	BillingDay	Status	ProcessedBy
BILL000075	19 Jun 2017		3	0 P	Judith Mudzengi
BILL000074	14 Jun 2017		2	0 P	Bianca Du Toit
BILL000073					Bianca Du Toit
BILL000066					Bianca Du Toit
BILL000065					Bianca Du Toit
BILL000063					Bianca Du Toit
BILL000061					Bianca Du Toit
BILL000058					Bianca Du Toit
BILL000057					Bianca Du Toit
BILL000056					Bianca Du Toit
BILL000055	30 Jun 2016		3	0 P	Bianca Du Toit
BILL000054	29 Jun 2016		3	0 P	Bianca Du Toit
BILL000053	25 May 2016		3	0 P	Bianca Du Toit
BILL000052	17 May 2016		2	0 P	Bianca Du Toit
BILL000051	25 Mar 2016		1	0 P	Bianca Du Toit
BILL000048	05 Apr 2016		12	0 P	Bianca Du Toit
BILL000047	24 Mar 2016		12	0 P	Bianca Du Toit
BILL000045	25 Jan 2016		11	0 P	Bianca Du Toit
BILL000044	25 Aug 2015		6	0 P	Bianca Du Toit
BILL000043	25 Jul 2015		5	0 P	Bianca Du Toit
BILL000041	04 Dec 2015		4	0 P	Bianca Du Toit
BILL000038	25 May 2015		3	0 P	Bianca Du Toit
BILL000037	27 Oct 2015		3	0 P	Bianca Du Toit
BILL000036	15 Oct 2015		2	0 P	Bianca Du Toit

Process Validation

Are you sure you want to process the debit orders for batch BILL000074?

Yes No

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## REVIEW AND SELECT INVOICES

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- The *Debit Order Batch* screen will be displayed.
- Review the invoices and *select* the items you wish to process.
- When you have finished your selection, click on *Save*.



Debit Order Batch - BPO: Version 2.1.0.36 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Branch: Durban | Batch No.: BILL000074

Debit Order Batch Date: 30 Jun 2017 | Invoice Date: 14 Jun 2017

Current Period: 2 | Billing Day: 0 | Processed By: Bianca Du Toit

Drag a column header here to group by that column

<input checked="" type="checkbox"/>	BatchNo	InvoiceDate	Period	BillingDay	Status	CreateDate	CreateUser	InvoiceNo	CustomerCode	CustomerName	PaymentMethod...	PaymentType	Currency	InvoiceValue
<input checked="" type="checkbox"/>	BILL000074	14 Jun 2017	2	0	P	14 Jun 2017	103	IN0000392	HOP001	Hope Works	Debit Order	DO	ZAR	299.1
<input checked="" type="checkbox"/>	BILL000074	14 Jun 2017	2	0	P	14 Jun 2017	103	IN0000393	HOP001	Hope Works	Debit Order	DO	ZAR	6 498.1
<input checked="" type="checkbox"/>	BILL000074	14 Jun 2017	2	0	P	14 Jun 2017	103	IN0000394	DER001	Derton Techn...	Debit Order	DO	ZAR	0.0
<input checked="" type="checkbox"/>	BILL000074	14 Jun 2017	2	0	P	14 Jun 2017	103	IN0000395	OFF001	Office Supple...	Debit Order	DO	ZAR	684.1
<input checked="" type="checkbox"/>	BILL000074	14 Jun 2017	2	0	P	14 Jun 2017	103	IN0000396	OFF001	Office Supple...	Debit Order	DO	ZAR	900.1
<input checked="" type="checkbox"/>	BILL000074	14 Jun 2017	2	0	P	14 Jun 2017	103	IN0000397	OFF001	Office Supple...	Debit Order	DO	ZAR	869.1

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## CONFIRM DEBIT ORDER RUN

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- A ***Check Debit Order batch Creation*** message box will pop up with the following prompt:
  - *Are you sure you want to run the debit order postings for these invoices with a posting date of []?*
- Click on **Yes**.

Debit Order Batch - BPO: Version 2.1.0.36 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces

Process Format

Branch: Durban Batch No.: BILL000074

Debit Order Batch Date: 30 Jun 2017 Invoice Date: 14 Jun 2017

Current Period: 2 Billing Day: 0 Processed By: Bianca Du Toit

Drag a column header here to group by that column

<input checked="" type="checkbox"/>	BatchNo	InvoiceDate	Period	BillingDay	Status	CreateDate	CreateUser	InvoiceNo	CustomerCode	CustomerName	PaymentMethod...	PaymentType	Currency	InvoiceValue
<input checked="" type="checkbox"/>	BILL000074	14 Jun 2017	2	0	P	14 Jun 2017	103	IN0000392	HOP001	Hope Works	Debit Order	DO	ZAR	299,...
<input checked="" type="checkbox"/>	BILL000074	14 Jun 2017	2	0	P	14 Jun 2017	103	IN0000393	HOP001	Hope Works	Debit Order	DO	ZAR	6 498,...
<input checked="" type="checkbox"/>	BILL000074	14 Jun 2017	2	0	P	14 Jun 2017	103	IN0000394	DER001	Derton Techn...	Debit Order	DO	ZAR	0,...
<input checked="" type="checkbox"/>	BILL000074	14 Jun 2017	2	0	P	14 Jun 2017	103	IN0000395	OFF001	Office Supple...	Debit Order	DO	ZAR	684,...
<input checked="" type="checkbox"/>	BILL000074	14 Jun 2017	2	0	P	14 Jun 2017	103	IN0000396	OFF001	Office Supple...	Debit Order	DO	ZAR	900,...
<input checked="" type="checkbox"/>	BILL000074	14 Jun 2017	2	0	P	14 Jun 2017	103	IN0000397	OFF001	Office Supple...	Debit Order	DO	ZAR	869,...

Check Debit Order batch Creation

Are you sure you want to run the debit order postings for these invoices with a posting date of 30 Jun 2017?

Yes No

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- You will return to the **Debit Order Batches** listing screen.
- As the selected debit order batch has now been posted - it has been **removed** from this screen.

Debit Order Batches - BPO: Version 2.1.0.36 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Process Batch Save Layout Workspaces Durban Refresh

Format Current

Drag a column header here to group by that column

BatchNo	InvoiceDate	Period	BillingDay	Status	CreateDate	ProcessedBy
BILL000075	19 Jun 2017	3	0 P		19 Jun 2017	Judith Mudzengi
BILL000073	31 Oct 2016	11	0 P		31 Oct 2016	Bianca Du Toit
BILL000066	31 Aug 2016	6	0 P		18 Oct 2016	Bianca Du Toit
BILL000065	31 Aug 2016	6	0 P		18 Oct 2016	Bianca Du Toit
BILL000063	15 Sep 2016	5	0 P		15 Sep 2016	Bianca Du Toit
BILL000061	05 Jul 2016	5	0 P		05 Jul 2016	Bianca Du Toit
BILL000058	25 Jun 2016	4	0 P		05 Jul 2016	Bianca Du Toit
BILL000057	30 Jun 2016	4	0 P		30 Jun 2016	Bianca Du Toit
BILL000056	25 May 2016	3	0 P		30 Jun 2016	Bianca Du Toit
BILL000055	30 Jun 2016	3	0 P		30 Jun 2016	Bianca Du Toit
BILL000054	29 Jun 2016	3	0 P		29 Jun 2016	Bianca Du Toit
BILL000053	25 May 2016	3	0 P		29 Jun 2016	Bianca Du Toit
BILL000052	17 May 2016	2	0 P		17 May 2016	Bianca Du Toit
BILL000051	25 Mar 2016	1	0 P		18 Apr 2016	Bianca Du Toit
BILL000048	05 Apr 2016	12	0 P		05 Apr 2016	Bianca Du Toit
BILL000047	24 Mar 2016	12	0 P		24 Mar 2016	Bianca Du Toit
BILL000045	25 Jan 2016	11	0 P		23 Mar 2016	Bianca Du Toit
BILL000044	25 Aug 2015	6	0 P		02 Feb 2016	Bianca Du Toit
BILL000043	25 Jul 2015	5	0 P		02 Feb 2016	Bianca Du Toit
BILL000041	04 Dec 2015	4	0 P		04 Dec 2015	Bianca Du Toit
BILL000038	25 May 2015	3	0 P		05 Nov 2015	Bianca Du Toit
BILL000037	27 Oct 2015	3	0 P		27 Oct 2015	Bianca Du Toit
BILL000036	15 Oct 2015	2	0 P		15 Oct 2015	Bianca Du Toit
BILL000033	25 Apr 2015	2	0 P		05 Oct 2015	Bianca Du Toit

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