

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.

Ribbon Access: Finance and HR > Debit Order Batches



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



SELECT THE SITE

- 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.



A '			Deb	it Order Batc	hes - BPO	Version 2.1.0.36	- Example Comp	Nany							Х
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BEL000074	14 Jun 2017			2		0 P	Bianca Du Toit								
811,000073	31 Oct 2016			11		0 P	Banca Du Toit								
BILL000066	31 Aug 201/	6		6		0 P	Bianca Du Tolt								
BBLL000065	31 Aug 201/	6		6		0 P	Banca Du Toit								
8111000063	15 Sep 2016	5		5		0 P	Banca Du Toit								
BILL000061	05 Jul 2016			5		0 P	Bianca Du Toit								
B011000058	25 Jun 2016			4		0 P	Banca Du Tolt								
BILL000057	30 Jun 2016			4		0 P	Sianca Du Toit								
80,1000056	25 May 201	6		3		0 P	Bianca Du Toit								
801,000055	30 Jun 2016			3		0 P	Banca Du Toit								
B011000054	29 Jun 2016			3		0 P	Blanca Du Toit								
B0LL000053	25 May 201	6		3		0 P	Bianca Du Toit								
8111,000052	17 May 201	6		2		0 P	Bianca Du Toit								
BILL000051	25 Mar 2016	5		1		0 P	Bianca Du Toit								
8011000048	05 Apr 2016			12		0 P	Bianca Du Toit								
BILL000047	24 Mar 2016	5		12		0 P	Bianca Du Toit								
8111000045	25 Jan 2016	5		11		0 P	Bianca Du Toit								
BILL000044	25 Aug 2015	5		6		0 P	Bianca Du Toit								
BBL000043	25 Jul 2015			5		0 P	Banca Du Toit								
BILL000041	04 Dec 2015	5		4		0 P	Bianca Du Toit								
811.000038	25 May 201	5		3		0 P	Bianca Du Toit								
BILL000037	27 Oct 2015	1		3		0 P	Bianca Du Toit								
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Open Windows									12			31 Oct 1	017	1	



SELECT THE BATCH

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



Debit Ord	der Batches - BPO: Ve	rsion 2.1.0.36 -	Example Compa	ny				2	D.	X
t Finance and HR Inv	entory Maintenance	and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	ð :
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CONFIRM PROCESS

- 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.

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à '		Debit (rder Batches - B	BPO: Version 2.1.0.36	- Example Comp	iany					0	>
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Process Batch International Save Layor Fo	ut Workspaces	n • Refresh Current										
BatchNo	 InvoiceDate 	Period	BilingDay	Status	ProcessedBy							
BILL000075	19 Jun 2017)	0 P	Judith Mudzeng							
BILL000074	14 Jun 2017		2	0 P	Bianca Du Toit							
BILL000073	Process Validation				ica Du Toit							
B111000066					nca Du Tolt							
BILL000065					nca Du Toit							
BILL000063	🚺 Are you su	e you want to process the	debit orders for	batch BilL000074?	nca Du Tolt							
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BILL000058					nca Du Toit							
BILL000057			Yes	No	nca Du Toit							
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BILL000055	30 Jun 2016		1	Q P	Bianca Du Toit							
BILL000054	29 Jun 2016			0 P	Bianca Du Toit							
BILL000053	25 May 2016			0 P	Banca Du Toit							
8011000052	17 May 2016		ł	0 P	Bianca Du Toit							
BILL000051	25 Mar 2016		1	0 P	Banca Du Toit							
BILL000048	05 Apr 2016	1	1	0 P	Bianca Du Toit							
BILL000047	24 Mar 2016	1	i i	0 P	Banca Du Toit							
BILL000045	25 Jan 2016	1		0 P	Banca Du Toit							
5111000044	25 Aug 2015		6	0 P	Banca Du Toit							
BILL000043	25 34 2015		5	0 P	Bianca Du Toit							
511.000041	04 Dec 2015		1	0 P	Bianca Du Toit							
SILL000038	25 May 2015		1	0 P	Bianca Du Toit							
BEL000037	27 Oct 2015	4		0 P	Banca Du Toit							
BILL000036	15 Oct 2015		2	0 P	Bianca Du Toit							
Ipen Windows *										31 Oct 3	2017	;



REVIEW AND SELECT INVOICES

- 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*.



2	٧						Debit Order	Batch - BPO: 1	Versio	n 2.1.0.3	16 - Example Con	npany			- 0		
9	Hone	Equipme	nt and Locations	Cont	ract Fina	nce and	HR Inventor	ry Maintena	ince ar	nd Projec	ts Marufacturio	ng Procurement	Sales Service	Reporting U	tites =	0	x
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V	Batc	hNo	InvoiceDate	Period	BilingDay	Status	CreateDate	CreateUser	Invoid	ortes	CustomerCode	CustomerName	PaymentMethod	PaymentType	Currency	Invoice	18
V	Ball	000074	14 Jun 2017	2	0	p	14 Jun 2017	103	1N000	0392	HOP001	Hope Works	Debit Order	00	ZAR		299
V	BULL	000074	14 Jun 2017	2	0	P	14 Jun 2017	103	INCOO	0393	HOP001	Hope Works	Debit Order	00	ZAR	6	198
V	BLL	000074	14 Jun 2017	2	0	p	14 Jun 2017	103	1000	0394	DER001	Derton Techn	Debit Order	00	ZAR		9
V	Ball	000074	14 Jun 2017	2	0	P	14 Jun 2017	103	1000	0.395	OFF001	Office Supple	Debit Order	00	ZAR		1
1	BOLL	000074	14 Jun 2017	2	0	P	14 Jun 2017	103	IN000	0396	OFF001	Office Supple	Debit Order	00	ZAR		N
1	BULL	000074	14 Jun 2017	2	0	P	14 Jun 2017	103	INOOC	0397	OFF001	Office Supple	Debit Order	00	ZAR	1	69



CONFIRM DEBIT ORDER RUN

- 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.

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2	¥						Debit Order	Batch - BPO:	Versio	n 2.1.0.	36 - Example Cor	npany			- 0	X
9	Home	Equipme	nt and Location	s Cont	ract Fina	nce and	HR Inventor	y Maintena	nce ar	nd Proje	cts Manufacturi	ng Procurement	Sales Service	Reporting L	littes -	0 >
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	Debit (Order Ba	tch Date 30	Jun 2017				Invoice	Date	14.Jun	2017 •					
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R	Billi	000074	14 Jun 2017	2	Ó	p	14 Jun 2017	103	IN000	10392	HOP001	Hope Works	Debit Order	00	ZAR	29
X	Ball	000074	14 Jun 2017	2	0	P	14 Jun 2017	103	11000	00393	HOP001	Hope Works	Debit Order	00	ZAR	6 49
R	BOLL	000074	14 Jun 2017	2	0	P	14 Jun 2017	103	INOO	0394	DER001	Derton Techn	Debit Order	00	ZAR	
R	BRU	000074	14 Jun 2017	2	0	P	14 Jun 2017	103	11000	0.395	OFF001	Office Supple	Debit Order	00	ZAR	68
2	BOLL	000074	14 Jun 2017	2	0	P	14 Jun 2017	103	IN000	00396	OFF001	Office Supple	Debit Order	00	ZAR	90
X	BOLL	000074	14 Jun 2017	2	0	P	14 Jun 2017	103	IN000	00397	OFF001	Office Supple	Debit Order	00	ZAR	86
					Ch	ick Deb	t Order batch Are you sure with a postin	Creation you want to g date of 30 J	run th Iun 20	e debit 17?	order postings fo	or these invoices				
											Yes	No	1			
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oen W	indous *													1	31 0/2 201	

- 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.



<u>} '</u>			Debit Order Ba	tches - BPO: Version 2.1.0.3	6 - Example Company				0	2
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BatchNo	 InvoiceDate 	Period	BilingDay S	atus 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 J.J 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	1	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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