

We are currently updating our site; thank you for your patience.

# **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

Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
1	No.		4								
- Ling al	1										
Employees	Crafts										
		Employees Crafts									

• 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.
  - $^{\circ}$  In this example, **Durban** is selected.



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821000074	14 Jun 2017		2		P	Bianca Du Toit							
80,1000073	31 Oct 2016		11		P	Banca Du Toit							
BBL000066	31 Aug 2016		6		P	Banca Du Tolt							
BBL000065	31 Aug 2016		6		P	Bianca Du Toit							
8111000063	15 Sep 2016		5		P	Banca Du Toit							
BILL000061	05 34 2016		5		P	Bianca Du Toit							
BBL000058	25 Jun 2016		4	0	P	Blanca Du Tolt							
BILL000057	30 Jun 2016		4	0	P	Bianca Du Toit							
8111.000056	25 May 2016		3	0	P	Bianca Du Toit							
BILL000055	30 Jun 2016		3	0	P	Bianca Du Toit							
BBL000054	29 Jun 2016		3	0	P	Blanca Du Toit							
BILL000053	25 May 2016		3	0	P	Bianca Du Toit							
8111.000052	17 May 2016		2	0	P	Bianca Du Toit							
BILL000051	25 Mar 2016		1	0	P	Banca Du Toit							
80.1000048	05 Apr 2016		12	0	P	Banca Du Toit							
BILL000047	24 Mar 2016		12	0	P	Banca Du Toit							
BILL000045	25 Jan 2016		11	0	P	Bianca Du Toit							
BILL000044	25 Aug 2015		6	0	Ρ	Bianca Du Toit							
BBL000043	25 Jul 2015		5	0	P	Banca Du Toit							
BILL000041	04 Dec 2015		4	0	P	Bianca Du Toit							
80.1000038	25 May 2015		3	0	P	Bianca Du Toit							
BILL000037	27 Oct 2015		3	0	P	Bianca Du Toit							
BBL000036	15 Oct 2015		2	0	P	Banca Du Toit							



#### **SELECT THE BATCH**

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



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BBL000074	14 Jun 2017		2	0 P	Bianca Du Toit							
B2LL000073	31 Oct 2016	1	1	0 P	Bianca Du Toit							
B011000066	31 Aug 2016		5	0 P	Bianca Du Toit							
B3LL000065	31 Aug 2016		5	0 P	Bianca Du Toit							
BB1000063	15 Sep 2016		5	0 P	Bianca Du Toit							
BBLL000061	05 Jul 2016	1	5	0 P	Bianca Du Toit							
B011000058	25 Jun 2016		1	0 P	Bianca Du Toit							
BBLL000057	30 Jun 2016		4	0 P	Bianca Du Toit							
BB1000056	25 May 2016		3	0 P	Bianca Du Toit							
BBL000055	30 Jun 2016		3	0 P	Bianca Du Toit							
B011000054	29 Jun 2016		3	0 P	Bianca Du Toit							
B01000053	25 May 2016		3	0 P	Bianca Du Toit							
BEL000052	17 May 2016		2	0 P	Bianca Du Toit							
B2L000051	25 Mar 2016		1	0 P	Bianca Du Toit							
B011000048	05 Apr 2016	1	2	0 P	Bianca Du Toit							
B3LL000047	24 Mar 2016	1	2	0 P	Bianca Du Toit							
BBL000045	25 Jan 2016	1	1	0 P	Banca Du Tolt							
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BELL000037	27 Oct 2015		3	0 P	Banca Du Tolt							
B011000036	15 Oct 2015		2	0 P	Banca Du Toit							



#### **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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BILL000074	14 Jun 2017	2	( )	P	Bianca Du Toit								
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BILL000044	25 Aug 2015	6		) P	Bianca Du Tolt								
BILL000043	25 Jul 2015	5		P	Banca Du Tolt								
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BILL000038	25 May 2015	3		) P	Banca Du Tolt								
	27 Oct 2015	1		) P	Banca Du Toit								
BBLL000037				P	Banca Du Tolt								



#### **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	¥						Debit Order	Batch - BPO:	Versio	n 2.1.0.	36 - Example Cor	npany			- 0	X
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X	611	000074	14 Jun 2017	2	Ó	p	14 Jun 2017	103	IN000	0392	HOP001	Hope Works	Debit Order	00	ZAR	29
V		000074	14 Jun 2017	2	0	P	14 Jun 2017	103	INCO	0393	HOP001	Hope Works	Debit Order	00	ZAR	6.49
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V	BOLL	000074	14 Jun 2017	2	0	P	14 Jun 2017	103	IN000	00396	OFF001	Office Supple	Debit Order	00	ZAR	90
1	80.1	000074	14 Jun 2017	2	0	P	14 Jun 2017	103	INOO	0397	OFF001	Office Supple	Debit Order	00	ZAR	86

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### **CONFIRM DEBIT ORDER RUN**

- A Check Debit Order batch Creation message box will pop up with the following prompt:
  - $^\circ~$  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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Wire       Buppmeit and Locations       Contract       France and HR       Inventory       Manthemance and Projects       Manufacturing       Procurseet       Sales       Sare Layout       Workspace         Sore       Back	- 0				npany	36 - Example Con	in 2.1.0.3	O: Versio	Batch - BPO	bit Order I	0						2
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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?	Currency Invoice	PaymentType	mentMethod	e Pi	CustomerName	CustomerCode	ceNo	er Invo	CreateUser	eateDate	Status (	BilingDay	Period	InvoiceDate	BatchNo	1	
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Yes No				es	or these invoices	order postings fo			you want to	e you sure	<b>A</b>	Che					
					No	Yes											

- 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.



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Home Equ	ipment and Locations Con	tract Finance and H	R Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utites	-	Q
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BILL000075	19 Jun 2017	3	0 P	19 Jun 2017	Judith Mudzengi							
BILL000073	31 Oct 2016	11	0 9	31 Oct 2016	Bianca Du Toit							
BILL000066	31 Aug 2016	6	0 P	18 Oct 2016	Bianca Du Toit							
B111000065	31 Aug 2016	6	0 P	18 Oct 2016	Banca Du Tolt							
BILL000063	15 Sep 2016	5	0 P	15 Sep 2016	Bianca Du Toit							
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BILL000058	25 Jun 2016	4	0 P	05 Jul 2016	Bianca Du Toit							
BILL000057	30 Jun 2016	4	0 P	30 Jun 2016	Banca Du Tolt							
BILL000056	25 May 2016	3	0 P	30 Jun 2016	Blanca 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 9	18 Apr 2016	Bianca Du Tolt							
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							
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