

Mass Apply Receivables

1. Installation:

- A. Download MassApply RM latest build from <http://www.icansoftware.com/ProductDownloads.htm>.
- B. Extract the MassApplyRM cnk file into the Great Plains application folder.
- C. Login to Great Plains as “sa”, adding new code when prompted and then logging into the company database.
- D. After successful login as “sa”, logout and log back into the company database.

2. Mass Apply RM:

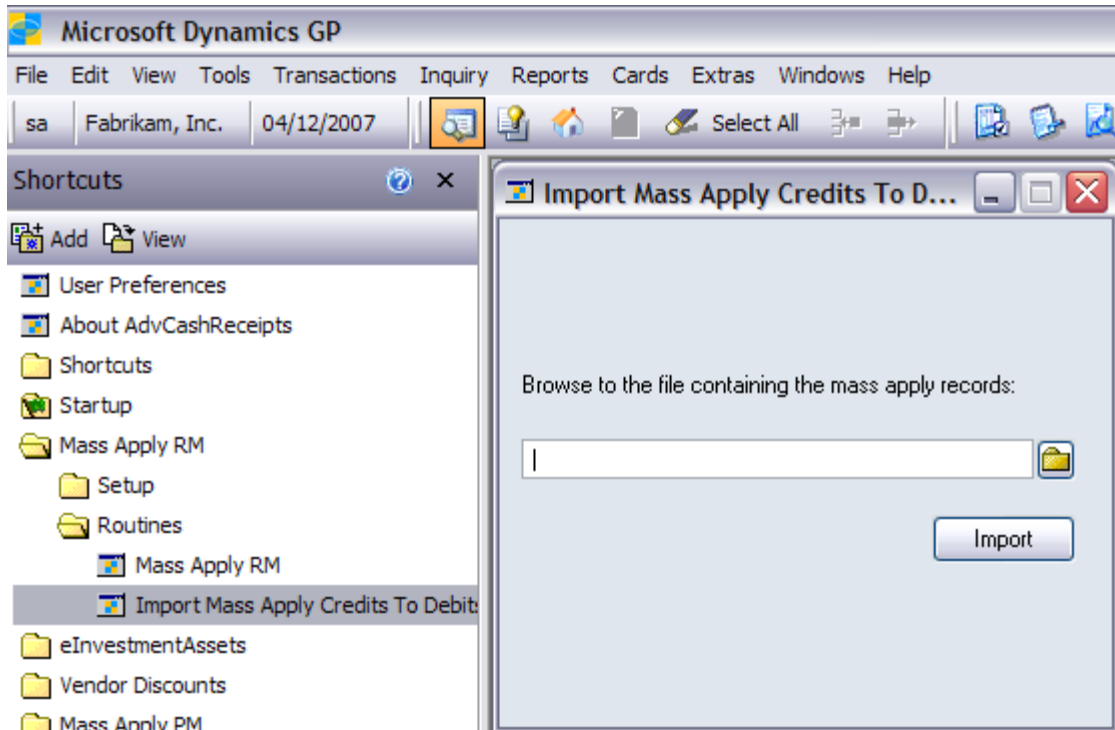
- A. Click on Tools, Routines, Sales, Mass Apply Receivables, Mass Apply Receivables

The screenshot shows the 'Mass Apply RM Credits' dialog box. It has a menu bar with 'File', 'Edit', 'Tools', and 'Help'. The status bar indicates the user is 'sa' for 'Fabrikam, Inc.' on '4/12/2017'. The dialog is split into two columns. The left column is titled 'Customer Range' and contains 'From' and 'To' text boxes with search icons. The right column is titled 'Document Date Range' and contains 'From' and 'To' text boxes with calendar icons. Below these are several checkboxes: 'Linked Docs Only' (checked), 'Apply By Debit Doc Date Only' (unchecked), 'Use Imported Apply Information' (checked), and 'Clear Out Imported Apply Information When Mass Apply Process Completes' (unchecked). There is also a dropdown menu set to 'All Credits/Payments' and two buttons: 'Preview' and 'Mass Apply'.

- B.
- C. Select range of customers and document dates for date restriction on unapplied payments and/or credit memos.
- D. Choose whether to run for Linked Docs Only or not. Unchecking this will result in mass apply to be done oldest to newest based on receivables setup option for auto apply. Checking this option will cause the routine to only apply credits to those debit documents that are linked in one of 2 methods.
- E. Choose whether to run for all credit document types (payments and credit memos) or for just payments.
- F. If Linked Docs Only is not checked, the Apply By Debit Doc Date Only option is available to ensure that the auto apply process is purely date-based according to the debit document date value.
- G. The Use Imported Apply Information checkbox determines which linked docs method is utilized. If checked, the method used is a one-to-many method based on a CSV file import of credit to debit document numbers, sequences and specific apply amounts. If not checked, the method used is a one-to-one method where the debit document number is stored in either the comment field of the payment or the PO number field of the credit memo.
- H. Choose whether to clear out imported apply information when the mass apply process is completed
- I. Click Mass Apply button to run routine.

3. Import Mass Apply Credits To Debits Info:

- A. Click on Tools, Routines, Sales, Mass Apply Receivables, Mass Apply Receivables



- B.
- C. Browse to the csv file containing 3 columns (CreditDocNumber, DebitDocNumber, SequenceNumber, and ApplyAmount)
- D. Click Import button