

**KNOCK OFF BILL**

*# By Ideal Perfect*

LEDGER = "T" FORMAT WITH DEBIT & CREDIT

- LEDGER 1) **Sales Ledger**, records accounts receivable.
- 2) **Purchase Ledger**, records money spent for purchasing by the company.
- 3) **General Ledger**, 5 main accounts type : asset, liabilities, income, expenses and equity.

**Marketing Dept**

01 April 2015
'INV 01042015
GOODS AND
SERVICES
SUPPLY
<b>RM1060 (Incl Gst)</b>

**Account Dept**

INV 01042015
Dt Customer 1060
Cr Sales 1000
Cr Output Tax 60

**Financial Control Dept**

INV 01042015
[RM1060]

For my understanding, Knock Off Bill is your Financial Control Dept to control which document receive and yet or not yet settle by payment.

Mostly knock off system given you a problem is because **REPEATED REFERENCE** Reference Column 1 is UNIQUE NUMBER for each Transaction.

Financial Control Dept receive same Document No they will ignore or merge together with existing.

In Sage UBS, Sales & Receipt entry understand as below:

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**GLPOST:DB Table**

Cr Sales  
Cr Output Tax  
Dr Customer  
(Financial Report & Ledger)

**ARPOST:DB Table**

Dr Customer  
(Statement & Aging)

Sometime you will facing View Ledger you got the Invoice/Receipt but Statement/Aging didn't have This will occur when you want to knock-off but cannot found the record. Document was ingore or merge!

After knock off done!

**ARPAY:DB Table**

3000/C01	Receipt : OR30042015	<-->	Invoice :	INV01042015
3000/C01	Receipt : OR30042015	<-->	Invoice :	INV02042015
3000/M02	Receipt : OR30042015	<-->	Invoice :	INV22042015

Receipt No of OR30042015 was REPEAT use in two(2) different customer, In future you want to generate a report system will confuse the matching.

To settle this issue normal have two(2) option

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- 1] Toubleshoot by 6 Step
- 2] Settle it by simple & direct (Shortcut way)

## 1] Trouble Shooting by 6 Step

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\*\*\*\*\* All Step is under Transaction > Open Item Menu Debtor > Bill Payment Ledger > \_ \_ \_ \_ \_ \*\*\*\*\*

- Step 1. **List missing Record in Arpost.dbf**  
- Press [OK] to process.  
If you are given prompt by Transaction Listing, means the record there are REPEAT means the record there are REPEAT REFERENCE  
Double Click one(1) by one(1) and change the Reference to UNIQUE  
- If not! ARE YOU SURE? Boxes prompt out ! Press [Yes]  
- Tick [X] Mark All , and Press [Generate] --- Done for Step 1
- Step 2. **Listing Defective Record in Arpost.dbf**  
- Press [OK] to process.  
If you are given some information in the listing. These is defective record! Exit first !  
- Tick [X] Remove Defective Record , and Press [Yes] --- Done for Step 2
- Step 3. **Listing Defective Record in Arpay.dbf**  
- Press [OK] to process.  
If you are given some information in the listing. These is defective record! Exit first !  
- Tick [X] Remove Defective Record , and Press [Yes] --- Done for Step 3
- Step 4. **Check Duplicated GIpst Entry No.**  
- Press [OK] to process.  
From the Listing, make sure these is Message : YOUR FILE IS OK !  
If you see different Message, you need to Exit first.  
- Tick [X] Generate GIpst Entry No , and Press [Yes] --- Done for Step 4
- Step 5. **View Bill Payment Ledger**  
- Tick [X] Generate Paid Amount , and Press [Yes] --- Done for Step 5
- Step 6. **Edit Bill Opening Balance**  
- Press [OK] to process.  
Search for particular Debotr and check the **Adjustment Required still not equal RM0.00**

Due to other reason, this Trouble Shooting Step may be cannot solve for the 100 %  
You are request to do the Shortcut way now.

## 2] Shortcut for knock off system

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Print a Payment Details match with Invoice report first  
Go to - Debtor > Open Item Menu Debtor > Commission Payment Listing (Select particular Debtor)

After that, you need to Reverse All the existing matching record by shortcut.  
Go to - Transaction > Open Item Menu Debtor > Billing Payment Ledger > Reset Open Item Bill  
(Select particular Debtor)

After reset, you need to clean up those last year bring forward BILL  
Go to - Transaction > Open Item Menu Debtor > Maintain B/F Bill > Press [Multi Delete]  
(Select particular Debtor)

After deleted last year bill, you need to add back the tally amount base on your opening figure.  
Go to - Transaction > Open Item Menu Debtor > Maintain B/F Bill > Press [Add]  
[LastYearDate][DebtorCode][\*BillType][Ref1][Ref2][\*Ext][Desp1][Desp2][Dr \_\_\_\_][Cr \_\_\_\_]

\*BillType : I=Invoice,C=CreditAdjust,D=DebitAdjust,H=CashSales,P=Payment

\*Ext : REPEATED NUMBER will follow by A~Z maximum 26 record, but this not encourage.