



Appmaker Write-Off Documents for AP and AR

Installation and User Guide

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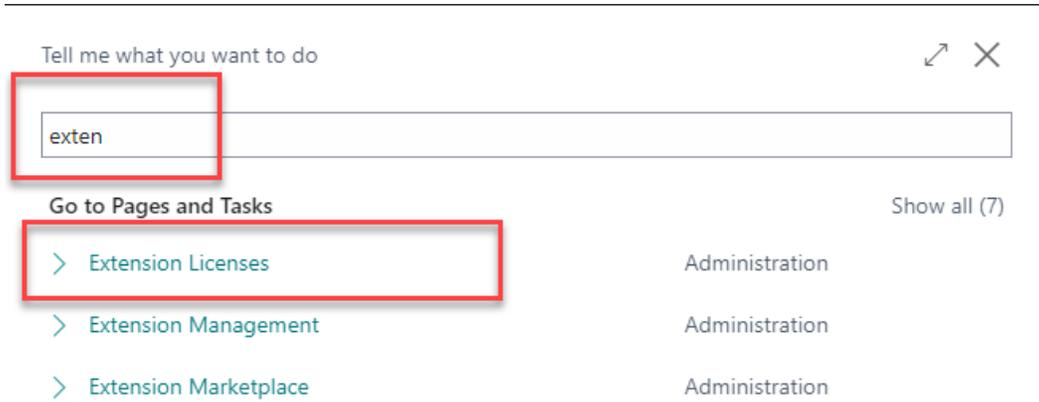
Chapter 1

Configure License and Setup of Application

Grant Application Permissions

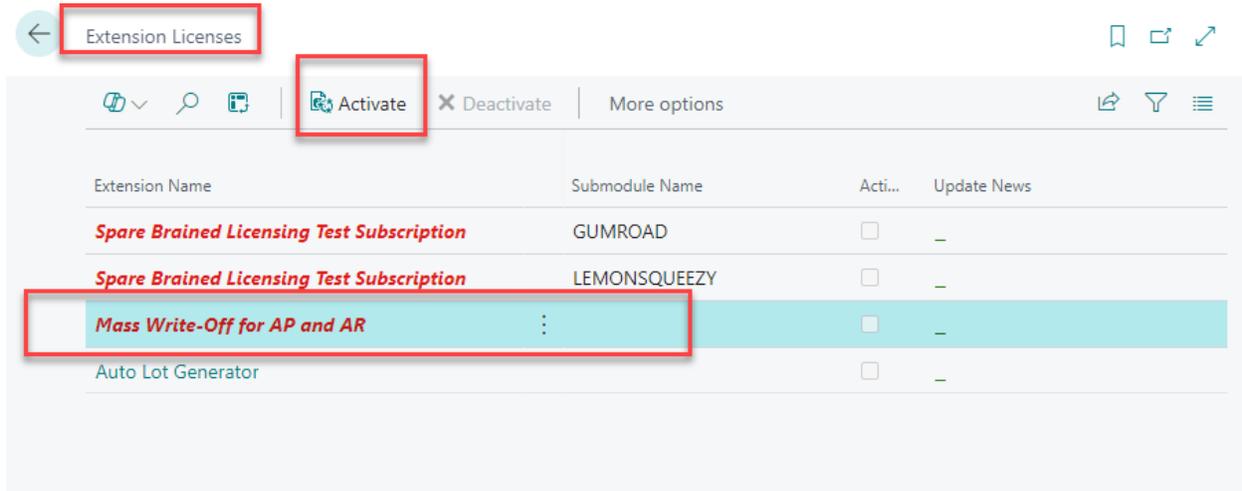
Configure License and Setup Configuration

In the **Tell Me Window**, look up **Extension licenses** to view and manage licenses.



This is where you will activate and buy the license for the write off app and view the trial period and expiration date.

Note: that there is a 7-day trial period for apps, allowing time to test them in the sandbox. Once the trial expires, use the 'activate' option and follow the process to purchase and activate the license through the Lemon Squeezy platform.



Licensing Activation Wizard

This is the Activation Wizard for the Licensing system.

You will enter the License Key for the following License. If you do not have a License key, please click on the "Get License Key" link.

[Get License Key](#)  [Click here to buy](#)

Start Activation

Click Next to begin the activation process. You will need your Subscription License key.

Once a license has been purchased via Lemon Squeezy, click next on the previous screen.

BC App Maker, Inc.

Appmaker Mass Apply Documents for AP and AR

\$2,400.00
\$2,400.00 billed every year

Our mass apply toolkit gives users the ability to mass apply credits and payments within a certain time frame and dollar amount to outstanding invoices.

Email address
admin@bcappmakers.onmicrosoft.com

Card number
1234 1234 1234 1234 

Expiration date
MM / YY

Security code
CVC 

By providing your card information, you allow Lemon Squeezy Test Mode to charge your card for future payments in accordance with their terms.

Cardholder name
Shannon Mullins

Billing address
United States
Address line 1
Select a state...
City ZIP

Once you have checked out, enter the license key that you will obtain after checkout.

Licensing Activation Wizard



Please enter your Subscription License Key:

*

The key will look like XXXXXXXX-XXXXXXXX-XXXXXXXX-XXXXXXXX.

Back

Next

Finish

If you need assistance with license keys, please email the BC Appmaker support team at: support@bcappmaker.com.

Permissions and Permission Sets

The following permission sets are available for the write-off application and need to be setup per user under user permissions.

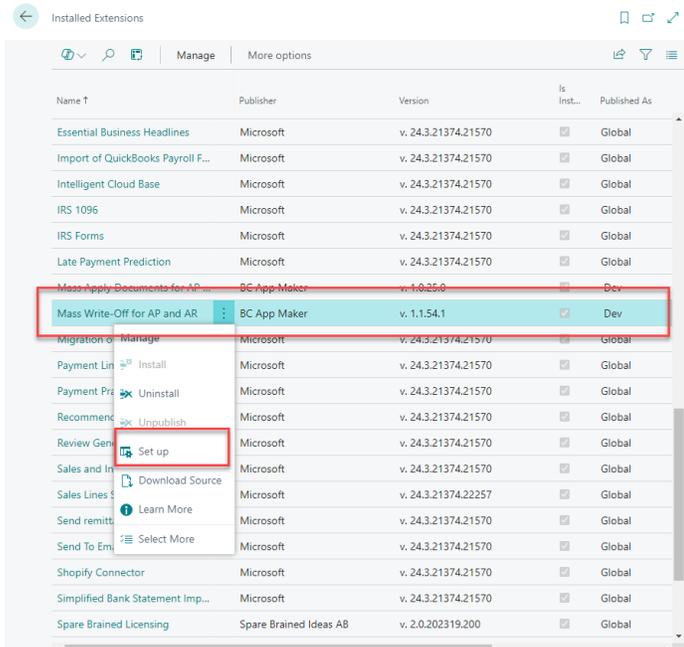
Permission Set ↑	Name	Type ↑	Extension Name
MERGE DUPLICATES	Merge Duplicates	System	Base Application
PAGE SUMMARY - ADMIN	Page Summary Provider - Admin	System	System Application
PAGESCRIPTING - PLAY	Allow Page Scripting Playback	System	System Application
PAGESCRIPTING - REC	Allow Page Scripting Recording	System	System Application
PAYM. PRAC. EDIT	PAYM. PRAC. EDIT	System	Payment Practices
PAYM. PRAC. READ	PAYM. PRAC. READ	System	Payment Practices
PRIV. NOTICE - ADMIN	Privacy Notice - Admin	System	System Application
RETENTION POL. ADMIN	RETENTION POL. ADMIN	System	System Application
RETENTION POL. VIEW	RETENTION POL. VIEW	System	System Application
SECURITY	Assign permissions to users	System	
SHOPFY - ADMIN	Shopify - Admin	System	Shopify Connector
SPBLIC LICENSING	Spare Brained Licensing Admin	System	Spare Brained Licensing
SPBLIC LICENSING RO	SPBLIC Licensing RO	System	Spare Brained Licensing
STATISTICAL ACCOUNTS	STATISTICAL ACCOUNTS	System	Statistical Accounts
SUPER	This role has all permissions.	System	
SUPER (DATA)	Superuser of data	System	System Application
SUSTAINABILITY ADMIN	Sustainability - Admin	System	Sustainability
SUSTAINABILITY EDIT	Sustainability - Edit	System	Sustainability
SUSTAINABILITY READ	Sustainability - Read	System	Sustainability
SYSTEM APP - ADMIN	SYSTEM APP - ADMIN	System	System Application
SYSTEM APP - BASIC	SYSTEM APP - BASIC	System	System Application
TEST TOOL	Test Tool	System	Base Application
TROUBLESHOOT TOOLS	Troubleshoot Tools	System	System Application
WRITEOFFADMINWOAMK	Write-Off Admin	System	Mass Write-Off for AP and AR
WRITEOFFUSERWOAMK	Write-Off User	System	Mass Write-Off for AP and AR

The **WRITEOFFADMINWOAMK** permission set gives users the ability to install, configure and change the set-up for the write-off application.

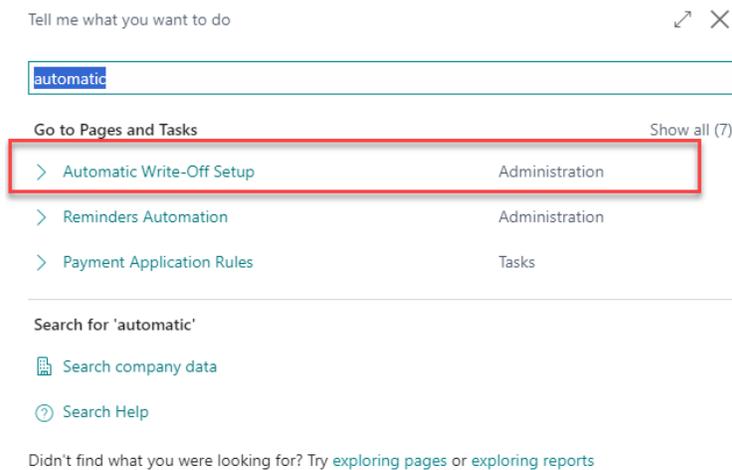
The **WRITEOFFUSERWOAMK** permission set gives the users the ability to run and use the write-off application.

App Configuration and Setup

Once the license keys are activated and permissions are granted, the write-off extension setup is accessible from the extension management page, where templates and batches are created automatically. The extension creates the templates and batches for the write off journal and how the users can specify the default values and filters for the write off page.



Another way to navigate to the setup window is from the **Tell Me Window**, look up **Automatic Write-Off Setup**.





✓ Saved



Automatic Write-Off Setup

General

Account No. 17400 Batch Name WRITEOFF

Template Name WRITEOFF

Defaults

Customer Filter Cut-Off Date Formula ...

Write-Off Limit 100.00

Please make sure to check the automatically created write-off template and number series in the General Journal batches and templates. Choose an account number to be used for write-offs.



✓ Saved



Automatic Write-Off Setup

General

Account No. 17400 Batch Name WRITEOFF

Template Name WRITEOFF

Defaults

Customer Filter Write-Off Limit

Name ↑	Description
GENERAL	GENERAL
INTERCOMP	Intercompany
PAYMENT	Payments
SALES	Sales journal
→ WRITEOFF	Write Off Template

Show details Select from full list

In the **Tell Me Window**, look up **General Journal Template**.

General Journal Templates ✓ Saved

🔍 📄 + New Edit List Delete Batches More options

Name ↑	Description	Type	Rec...	Bal. Account Type	Bal. Account No.	No. Series	Posting Series
ASSETS	Fixed Asset G/L Journal	Assets	<input type="checkbox"/>	G/L Account		FA-JNL	
CASHRCPT	Cash receipts	Cash Recei...	<input type="checkbox"/>	G/L Account		GJNL-RCPT	
GENERAL	GENERAL	General	<input type="checkbox"/>	G/L Account		GJNL-GEN	
INTERCOMP	Intercompany	Intercompa...	<input type="checkbox"/>	G/L Account		IC_GJNL	
PAYMENT	Payments	Payments	<input type="checkbox"/>	G/L Account		GJNL-PMT	
SALES	Sales journal	Sales	<input type="checkbox"/>	G/L Account			
→ WRITEOFF	Write Off Template	Payments	<input type="checkbox"/>	G/L Account		WRITEOFF	

There is a write off template that has source code write off.

General Journal Templates ✓ Saved

🔍 📄 + New Edit List Delete Batches More options

Name ↑	Bal. Account Type	Bal. Account No.	No. Series	Posting No. Series	Source Code	Reason Code	Force Doc. Bala...	Copy Tax Setup to Jnl
ASSETS	G/L Account		FA-JNL		FAGLJNL		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CASHRCPT	G/L Account		GJNL-RCPT		CASHRECJNL		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GENERAL	G/L Account		GJNL-GEN		GENJNL		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
INTERCOMP	G/L Account		IC_GJNL		INTERCOMP		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PAYMENT	G/L Account		GJNL-PMT		PAYMENTJNL		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SALES	G/L Account				SALESJNL		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
→ WRITEOFF	G/L Account		WRITEOFF		WRITEOFF		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The number series is also created when the setup occurs.

No. Series

+ New Edit List Delete Lines Relationships Show All More options

Code ↑	Description	Starting No.	Ending No.	Last Date Used	Last No. Used	Default Nos.	Manual Nos.	Date Order	Allow Gaps in Nos.	Implementation
SVC-INV	Service Invoices	SVI000001	SVI999999	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence
SVC-INV+	Posted Service Invoices	PSVI000001	PSVI999999	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence
SVC-ITEM	Service Items	SVI000001	SVI999999	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence
SVC-ORDER	Service Orders	SVO000001	SVO999999	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence
SVC-SHIP+	Posted Service Shipments	PSVS000001	PSVS999999	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence
TASK	Task	TD000001	TD999999	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence
T-ORD	Transfer Order	1001	2999	-	1003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal
T-RCPT	Transfer Receipt	109001	1010999	4/1/2024	109001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal
TS	Time Sheet	TS000001	TS999999	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence
T-SHIP	Transfer Shipment	108001	108999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence
T-SHPT	Transfer Shipment	108001	109999	4/1/2024	108001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal
VEND	Vendor	V00010	V99990	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence
WMS-MOV	Warehouse Movement	WM000001	WM999999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence
WMS-MOVE+	Registered Whse. Movement	WM_000001	WM_999999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence
WMS-PICK	Warehouse Pick	PI000001	PI999999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence
WMS-PICK+	Registered Warehouse Pick	P_000001	P_999999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence
WMS-PUT	Warehouse Put-away	PU000001	PU999999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence
WMS-PUT+	Registered Warehouse Put-away	PU_000001	PU_999999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence
WMS-RCPT	Warehouse Receipt	RE000001	RE999999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence
WMS-RCPT+	Posted Warehouse Receipt	R_000001	R_999999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence
WMS-SHIP	Warehouse Shipment	SH000001	SH999999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence
WMS-SHIP+	Posted Warehouse Shipment	S_000001	S_999999	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence
WORKCTR	Work Centers	W00010	W99990	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence
WRITEOFF	Write Off No. Series	WO00000001	WO99999999	8/2/2024	WO00000002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sequence

Your organization will need to decide which account the write-offs should be posted to, based on your accountant's advice.

Automatic Write-Off Setup

General

Account No. 17400 Batch Name WRITEOFF

Template Name

Defaults

Customer Filter

Write-Off Limit

No.	Name	Income/Ba...	Bloc...	Direct Post...
→ 17400	Write-down of Short-term inve...	Balance Sh...	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17999	Total, short term investments	Balance Sh...	<input type="checkbox"/>	<input type="checkbox"/>
18000	Cash and Bank	Balance Sh...	<input type="checkbox"/>	<input type="checkbox"/>
18100	Petty Cash	Balance Sh...	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18200	Business account, Operating, D...	Balance Sh...	<input type="checkbox"/>	<input checked="" type="checkbox"/>

+ New Show details Select from full list

There is a help tour and tooltips that provide clearer explanations where needed.



In the **Default** sections, you can specify default values for fields on the write-off page, including the Customer Filter and Write-Off Limit.

No.	Name	Income/Ba...	Bloc...	Direct Post...
17400	Write-down of Short-term inve...	Balance Sh...	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17999	Total, short term investments	Balance Sh...	<input type="checkbox"/>	<input type="checkbox"/>
18000	Cash and Bank	Balance Sh...	<input type="checkbox"/>	<input type="checkbox"/>
18100	Petty Cash	Balance Sh...	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18200	Business account, Operating, D...	Balance Sh...	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The **Customer Filter** allows you to filter customers through all available fields. You can select specific customers to apply the write-off actions to control the maximum amount of the write-offs. Leave blank if you do not wish to filter by customer.



Automatic Write-Off Setup

General

Account No. 17400 Batch Name WRITEOFF

Template Name WRITEOFF

Defaults

Customer Filter VERSION(1) SORTING(Fiel... Cut-Off Date Formula ...

Write-Off Limit 100.00

You will need to specify a **Write-Off Limit**, for example \$40.00. This limit determines the maximum remaining amount on ledger entries that can be written off, preventing the write-off of entire invoices with larger amounts.



Automatic Write-Off Setup

General

Account No. 17400 Batch Name WRITEOFF

Template Name WRITEOFF

Defaults

Customer Filter VERSION(1) SORTING(Fiel... Cut-Off Date Formula ...

Write-Off Limit 100.00

Then set a dynamic **Cut-Off Date Formula**, such as '-1 month', to automatically adjust the date based on the current day.



✓ Saved



Automatic Write-Off Setup

General

Account No. 17400 Batch Name WRITEOFF

Template Name WRITEOFF

Defaults

Customer Filter VERSION(1) SORTING(Fiel... Cut-Off Date Formula ... -1M

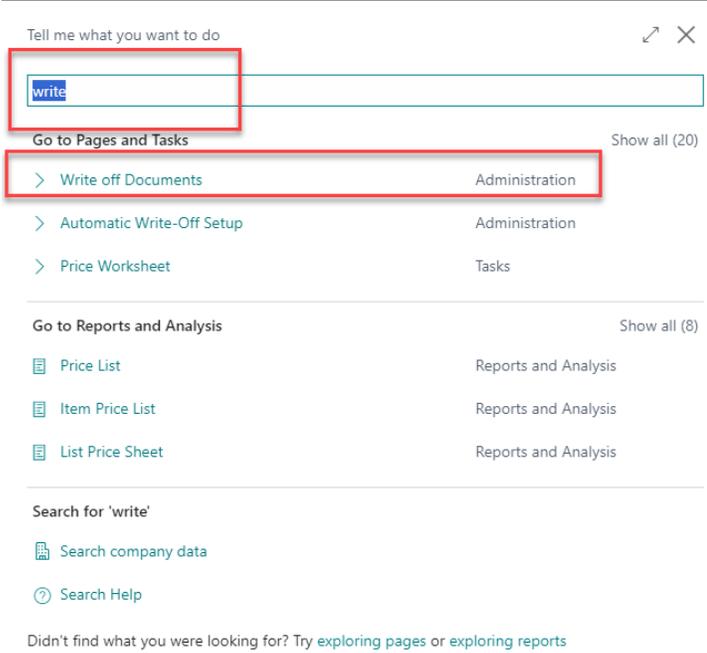
Write-Off Limit 100.00

Chapter 2 User Guide

User Guide

To generate write-offs, you will need to go to the write-off documents page.

In the **Tell Me Window**, look up **Write off Documents**.



Tell me what you want to do ↗ ✕

Go to Pages and Tasks Show all (20)

- > **Write off Documents** Administration
- > Automatic Write-Off Setup Administration
- > Price Worksheet Tasks

Go to Reports and Analysis Show all (8)

- 📄 Price List Reports and Analysis
- 📄 Item Price List Reports and Analysis
- 📄 List Price Sheet Reports and Analysis

Search for 'write'

- 🔍 Search company data
- 🔍 Search Help

Didn't find what you were looking for? Try [exploring pages](#) or [exploring reports](#)

The options for writing off are based on underpayments or overpayments that are open and are brought into the journal for customers and vendors. The write off app identifies the ledger entries to write off based on the cutoff date and the limit.

Go to the **Write Off Documents** page and select the type of write off you want to do (underpayments or overpayments) and generate the write-offs accordingly. Adjust the cutoff date if needed and click on generate write offs.

Write off Documents



Use this page to write off remaining amounts on ledger entries. Either select over or under payments, Customer or Vendor ledger entries. Check the tooltips for more information. Click generate to create the journal lines.

Write off Type	Underpayments => Journal (Customer)
Customer Filter	
Write off Limit	1,000.00
Cut-off Date	8/26/2024

Generate

The **Write Off** app generates the journal lines in the batch selected for the write off and allows the users to open, post, or delete the journal lines created. Users should navigate to the write-off batch, located under payment journals, to review the lines created.

Tell me what you want to do



payment jour

Go to Pages and Tasks

- > Payment Journals Tasks
- > Payment Reconciliation Journals Lists

Search for 'payment jour'

 Search company data

 Search Help

Didn't find what you were looking for? Try [exploring pages](#) or [exploring reports](#)

Note: Users cannot generate new write-off lines if the journal is not empty.

General Journal Template List

Name ↑	Description
→ PAYMENT	Payments
WRITEOFF	Write Off Template

Payment Journals ✓ Saved

Batch Name: WRITEOFF

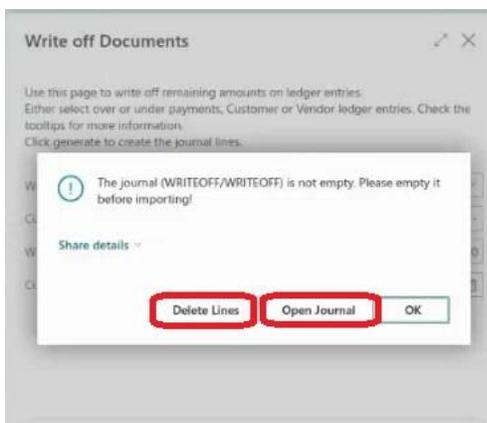
Manage Home Prepare Check Request Approval Bank Line More options

Post Renumber Document Numbers Apply Entries... Reconcile Show Lines with Issues

Posting Date	Document Date	Document Type	Document No.	External Document No.	Account Type	Account No.	Description	Amount	Bal. Account Type	Bal. Account No.	App... (Yes...)	Applies-to Doc. Type	Applies-to Doc. No.	Applies-to Doc. Due Date	Bank Payment Type
→ 8/2/2024	8/2/2024		WO00000002		Customer	40000	Write-Off	-20.00	G/L Account	17400	<input type="checkbox"/>	Invoice	456TEST	5/10/2024	
8/2/2024	8/2/2024		WO00000002		Customer	50000	Write-Off	-50.00	G/L Account	17400	<input type="checkbox"/>	Invoice	589TEST	5/23/2024	
8/2/2024	8/2/2024		WO00000002		Customer	10000	Write-Off	-15.00	G/L Account	17400	<input type="checkbox"/>	Invoice	590TEST	6/9/2024	
8/2/2024	8/2/2024		WO00000002		Customer	20000	Write-Off	-25.00	G/L Account	17400	<input type="checkbox"/>	Invoice	591TEST	7/2/2024	

The user will need to review the generated journal lines and click on post to post the journal lines or delete all lines in the batch. All write-off lines are automatically applied to the document being written off.

The write off features cannot be used again until all lines in the batch have been posted or deleted. Users will receive the message below, if lines exist in the batch.



To resolve this error, open the journal and post the lines or decide to delete the lines. If you click OK, you cannot proceed until all the lines in the journal are resolved.

Chapter 3

Troubleshooting and Support

Support

For help and troubleshooting, please email our support team at support@bcappmaker.com. You can also email us to suggest new features and get a quote for any customized enhancements needed for your organization. See below for our frequently asked questions.

Frequently Asked Questions

- 1. How do I activate and buy the license for the write-off app?**
 - You can activate and buy the license for the write-off app through the Lemon Squeezy platform. There is a 7-day trial period for apps, allowing time to test them in the sandbox. Once the trial expires, use the 'activate' option and follow the process to purchase and activate the license.
- 2. What should I do if I need assistance with license keys?**
 - If you need assistance with license keys, please email the BC Appmaker support team at: support@bcappmaker.com.
- 3. How do I specify default values for fields on the write-off page?**
 - In the Default sections, you can specify default values for fields on the write-off page, including the Customer Filter and Write-Off Limit.
- 4. What is the Write-Off Limit and how do I set it?**
 - The Write-Off Limit determines the maximum remaining amount on ledger entries that can be written off, preventing the write-off of entire invoices with larger amounts. For example, you can set a limit of \$40.00.
- 5. How do I generate write-offs?**
 - To generate write-offs, go to the write-off documents page and select the type of write-off you want to do (underpayments or overpayments). Adjust the cutoff date if needed and click on generate write-offs.