BC Appmaker

Appmaker Write-Off Documents for AP and AR

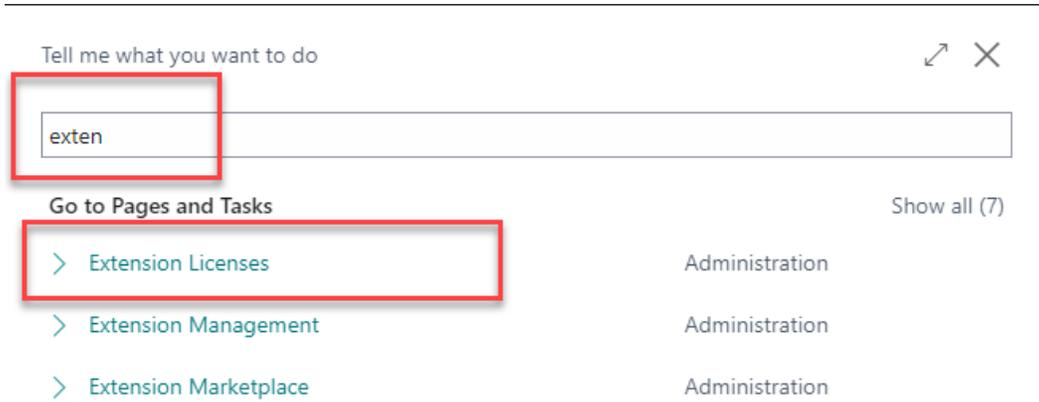# Installation and User Guide

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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.

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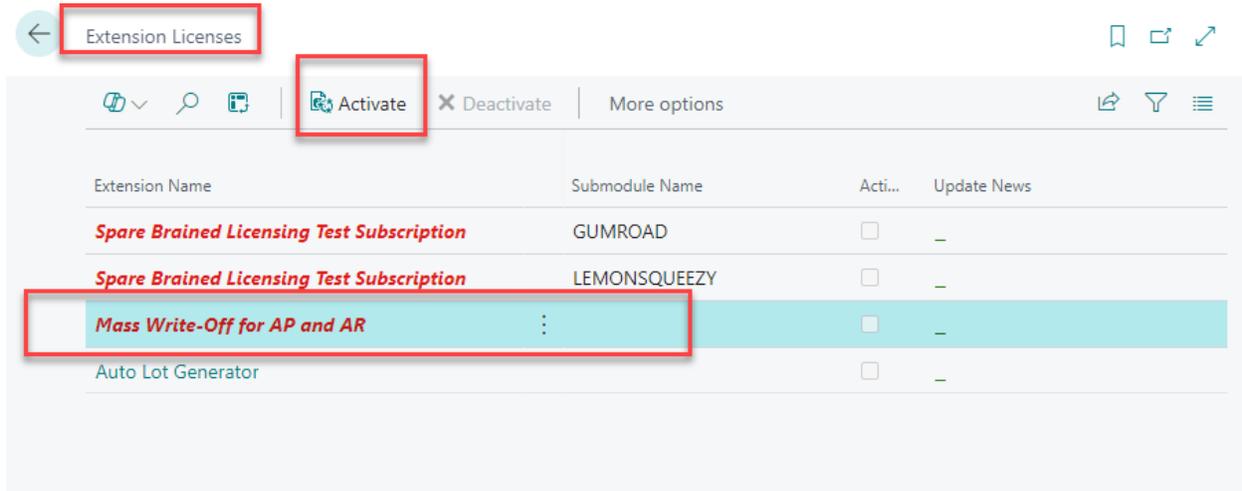
Licensing Activation Wizard

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.

Back   **Next**   Finish

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.

Pay by Card   Pay with PayPal

Email address
admin@bcappmakers.onmicrosoft.com

Card number
1234 1234 1234 1234

Expiration date   Security code
MM / YY   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.

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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.


The **WRITEOFFADMINWOAMK** permission set gives users the ability to install, configure and change the setup 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.
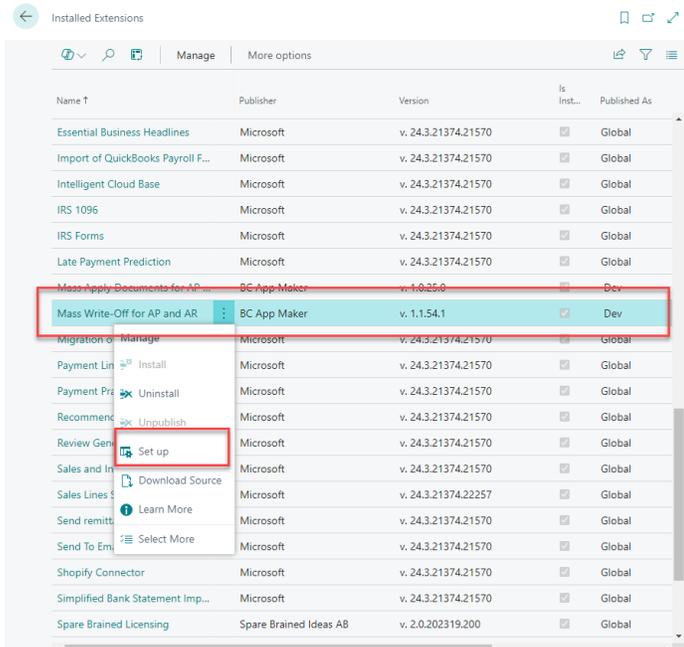
Another way to navigate to the setup window is from the **Tell Me Window**, look up **Automatic Write-Off Setup**.
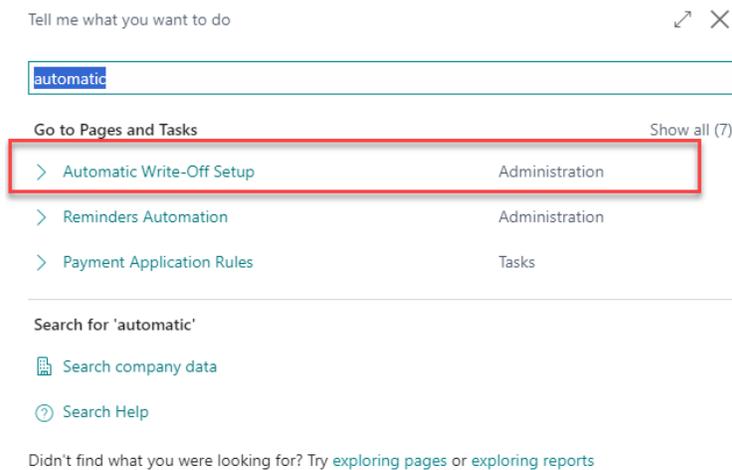
Automatic Write-Off Setup

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.

Automatic Write-Off Setup

General

Account No.	17400	Batch Name	WRITEOFF
Template Name	WRITEOFF		

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**.

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

The number series is also created when the setup occurs.

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	_	_	☑	☑	☐	☑	Sequence
SVC-INV+	Posted Service Invoices	PSVI000001	PSVI999999	_	_	☑	☑	☐	☑	Sequence
SVC-ITEM	Service Items	SV000001	SV999999	_	_	☑	☑	☐	☑	Sequence
SVC-ORDER	Service Orders	SVO000001	SVO999999	_	_	☑	☑	☐	☑	Sequence
SVC-SHIP+	Posted Service Shipments	PSVS000001	PSVS999999	_	_	☑	☑	☐	☑	Sequence
TASK	Task	TD000001	TD999999	_	_	☑	☑	☐	☑	Sequence
T-ORD	Transfer Order	1001	2999	_	1003	☑	☐	☐	☐	Normal
T-RCPT	Transfer Receipt	109001	1010999	4/1/2024	109001	☑	☐	☐	☐	Normal
TS	Time Sheet	TS00001	TS99999	_	_	☑	☑	☐	☑	Sequence
T-SHIP	Transfer Shipment	108001	108999	_	_	☑	☐	☐	☑	Sequence
T-SHPT	Transfer Shipment	108001	109999	4/1/2024	108001	☑	☐	☐	☐	Normal
VEND	Vendor	V00010	V99990	_	_	☑	☑	☐	☑	Sequence
WMS-MOV	Warehouse Movement	WM000001	WM999999	_	_	☑	☐	☐	☑	Sequence
WMS-MOVE+	Registered Whse. Movement	WM_000001	WM_999999	_	_	☑	☐	☐	☑	Sequence
WMS-PICK	Warehouse Pick	PI000001	PI999999	_	_	☑	☐	☐	☑	Sequence
WMS-PICK+	Registered Warehouse Pick	P_000001	P_999999	_	_	☑	☐	☐	☑	Sequence
WMS-PUT	Warehouse Put-away	PU000001	PU999999	_	_	☑	☐	☐	☑	Sequence
WMS-PUT-+	Registered Warehouse Put-away	PU_000001	PU_999999	_	_	☑	☐	☐	☑	Sequence
WMS-RCPT	Warehouse Receipt	RE000001	RE999999	_	_	☑	☐	☐	☑	Sequence
WMS-RCPT+	Posted Warehouse Receipt	R_000001	R_999999	_	_	☑	☐	☐	☑	Sequence
WMS-SHIP	Warehouse Shipment	SH000001	SH999999	_	_	☑	☐	☐	☑	Sequence
WMS-SHIP+	Posted Warehouse Shipment	S_000001	S_999999	_	_	☑	☐	☐	☑	Sequence
WORKCTR	Work Centers	W00010	W99990	_	_	☑	☑	☐	☑	Sequence
WRITEOFF	Write Off No. Series	WO00000001	WO99999999	8/2/2024	WO00000002	☑	☑	☐	☑	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
Template Name · · · · · ·	

Batch Name · · · · · · · · · WRITEOFF

	No.	Name	Income/Ba...	Bloc...	Direct Post...
→	17400	Write-down of Short-term inve...	Balance Sh...	☐	☑
	17999	Total, short term investments	Balance Sh...	☐	☐
	18000	Cash and Bank	Balance Sh...	☐	☐
	18100	Petty Cash	Balance Sh...	☐	☑
	18200	Business account, Operating, D...	Balance Sh...	☐	☑

+ New   Show details   Select from full list

Defaults

Customer Filter · · · · · · ·

Write-Off Limit · · · · · · ·

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.

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.

Automatic Write-Off Setup

✓ Saved

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**.

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

Batch Name .... WRITEOFF

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	Tr Ty
→ 8/2/2024	8/2/2024		WO00000002		Customer	40000	Write-Off	-20.00	G/L Account	17400	☑	Invoice	456TEST	5/10/2024		Bl
8/2/2024	8/2/2024		WO00000002		Customer	50000	Write-Off	-50.00	G/L Account	17400	☑	Invoice	589TEST	5/23/2024		Bl
8/2/2024	8/2/2024		WO00000002		Customer	10000	Write-Off	-15.00	G/L Account	17400	☑	Invoice	590TEST	6/9/2024		Bl
8/2/2024	8/2/2024		WO00000002		Customer	20000	Write-Off	-25.00	G/L Account	17400	☑	Invoice	591TEST	7/2/2024		Bl

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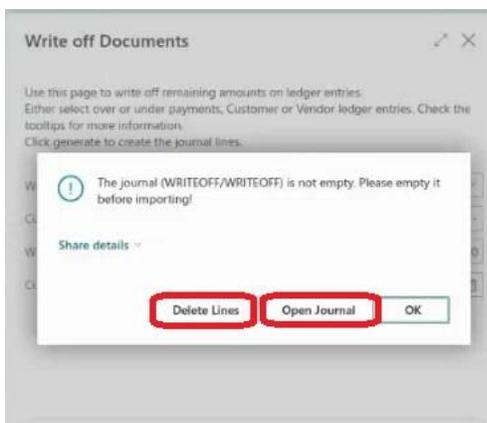
To resolve this error, open the journal and post the lines or decide to delete the lines. If you click OK, you cannot proceed until all the lines in the journal are resolved.

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.