



How to Use the Customer Knock Off Form

Overview:

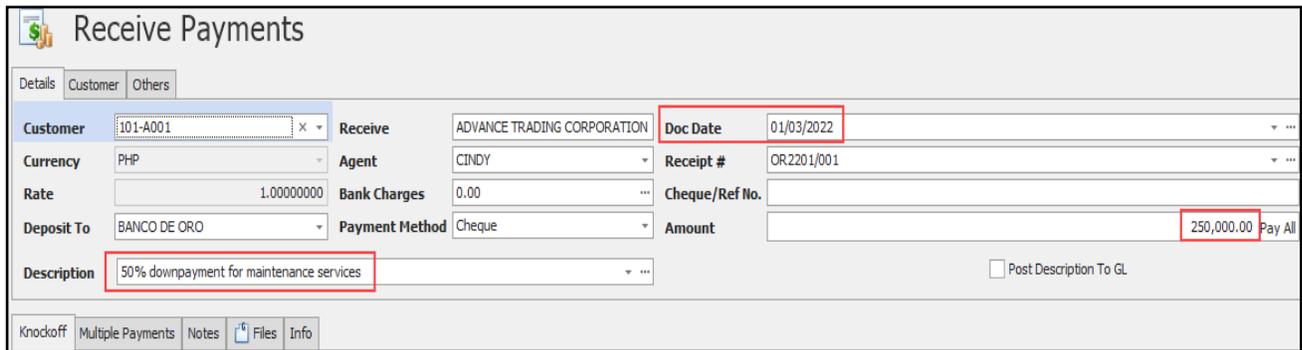
'Customer Knock Off' is a form that can be used to knock off the Receipts or Customer Credit Notes with Invoices or Customer Debit Notes. It displays all floating/outstanding transactions or documents for a particular debtor.

Scenario:

An outstanding Receipt already has a corresponding Invoice. Match these two transactions via Customer Knock Off.

Procedure:

1. A particular customer has an advance payment made from the previous month.



Receive Payments

Details Customer Others

Customer: 101-A001 x

Receive: ADVANCE TRADING CORPORATION

Doc Date: 01/03/2022

Currency: PHP

Agent: CINDY

Receipt #: OR2201/001

Rate: 1.00000000

Bank Charges: 0.00

Cheque/Ref No.:

Deposit To: BANCO DE ORO

Payment Method: Cheque

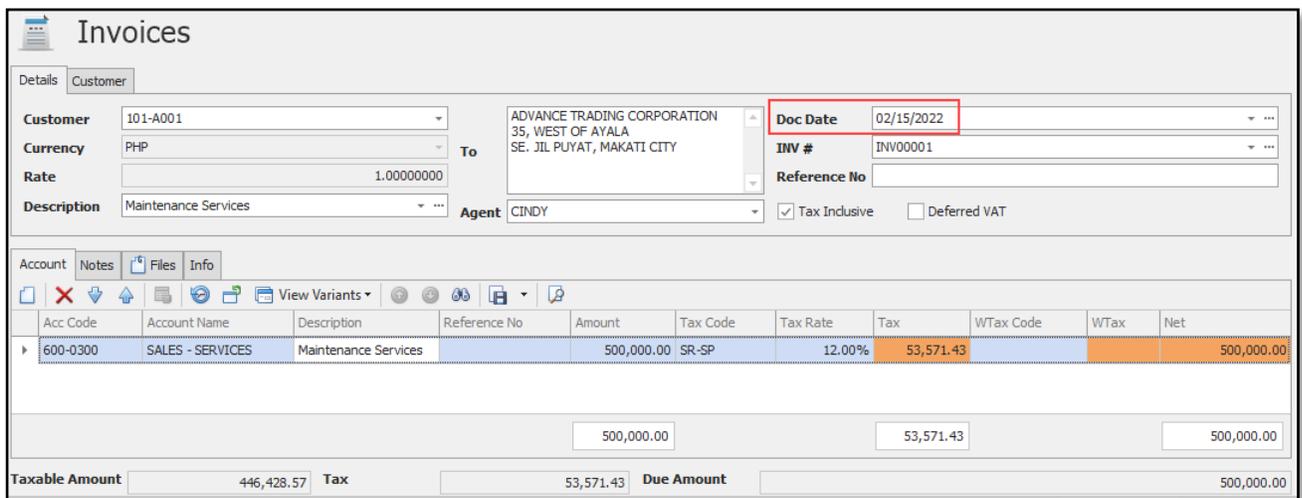
Amount: 250,000.00 Pay All

Description: 50% downpayment for maintenance services

Post Description To GL:

Knockoff Multiple Payments Notes Files Info

2. The corresponding Invoice is issued to the customer in the current month.



Invoices

Details Customer

Customer: 101-A001

To: ADVANCE TRADING CORPORATION
35, WEST OF AYALA
SE. JIL PUYAT, MAKATI CITY

Doc Date: 02/15/2022

Currency: PHP

Rate: 1.00000000

INV #: INV00001

Description: Maintenance Services

Agent: CINDY

Reference No.:

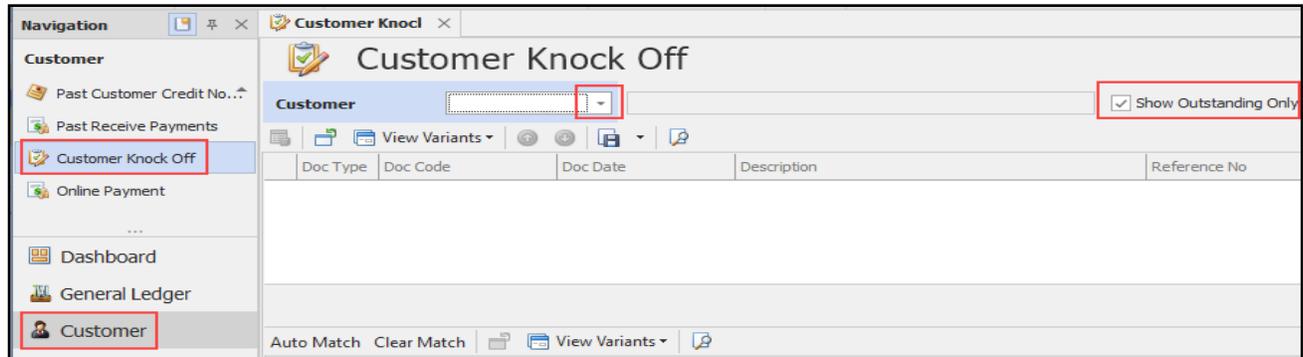
Tax Inclusive: Deferred VAT:

Account Notes Files Info

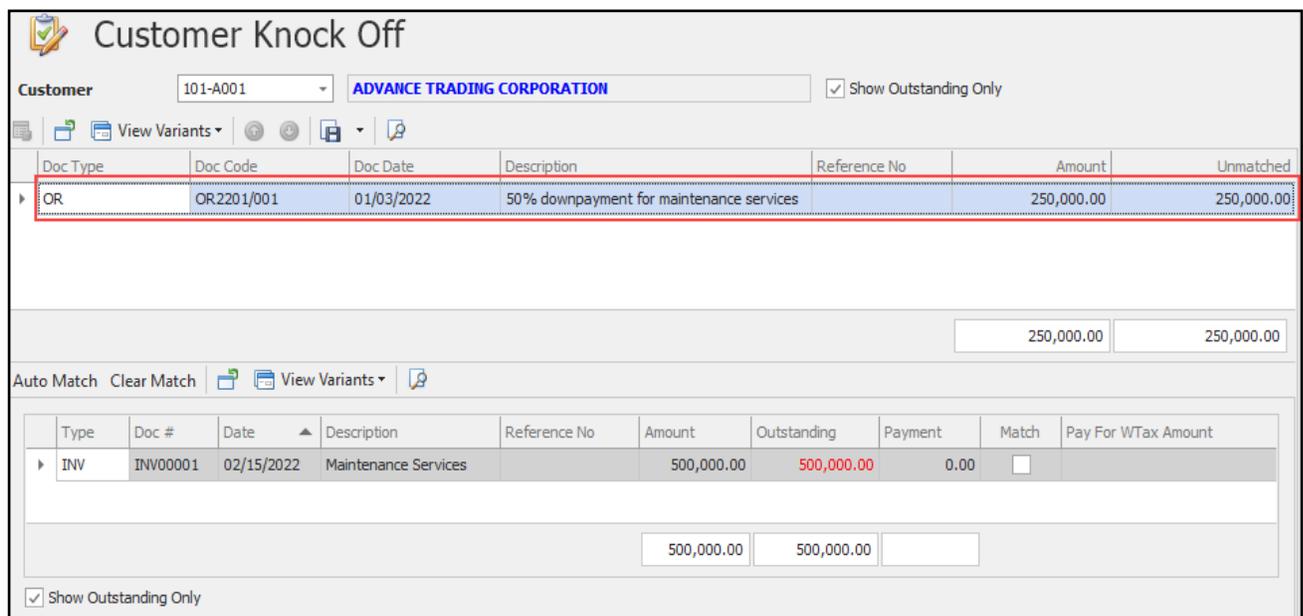
Acc Code	Account Name	Description	Reference No	Amount	Tax Code	Tax Rate	Tax	WTax Code	WTax	Net
600-0300	SALES - SERVICES	Maintenance Services		500,000.00	SR-SP	12.00%	53,571.43			500,000.00

Taxable Amount: 446,428.57 Tax: 53,571.43 Due Amount: 500,000.00

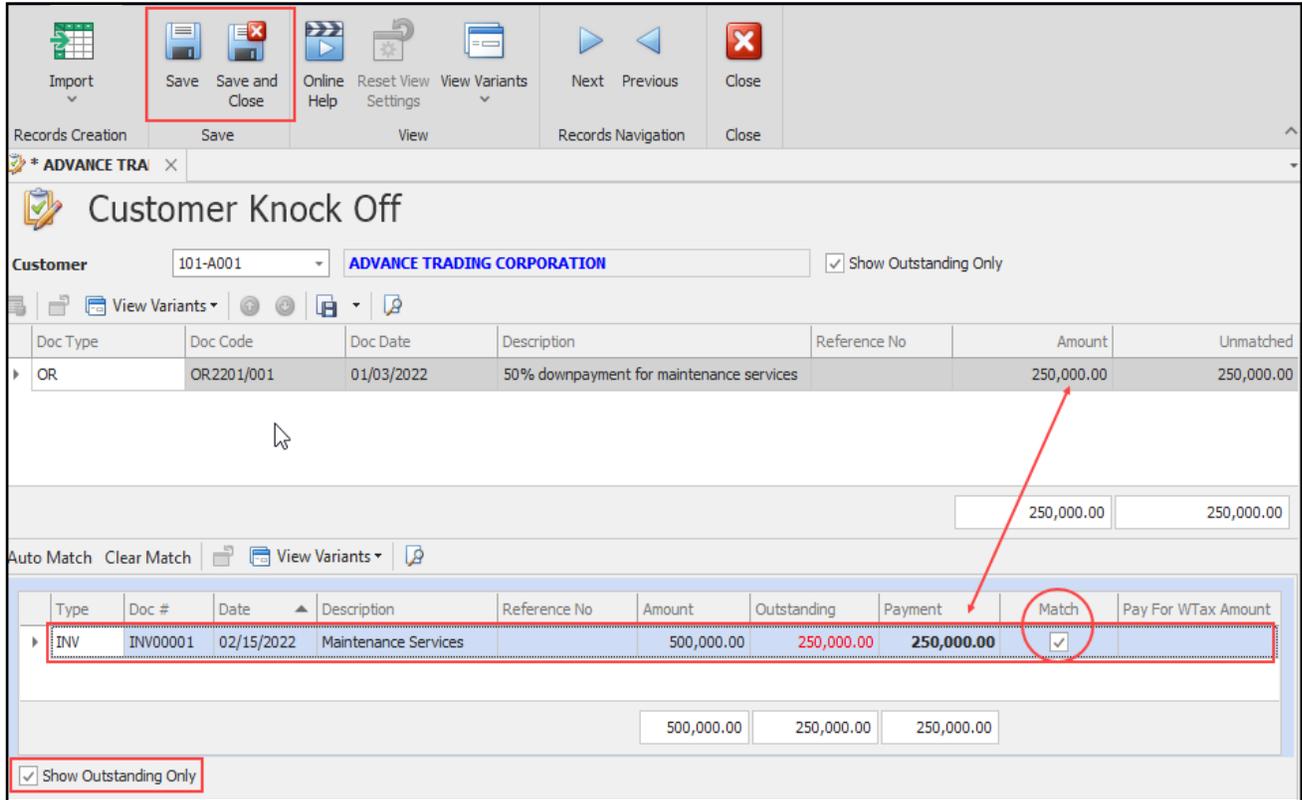
3. Navigate to *Customer > Customer Knock Off* and select the particular customer. Tick the checkbox for 'Show Outstanding Only.'



4. The first (top) table shows all outstanding Receipts and Customer Credit Notes. Click to select the transaction you want to knock off.



5. The second table (bottom) shows all outstanding Invoices and Customer Debit Notes. Under the 'Match' column, tick the checkbox for the transaction to be matched.



Customer: 101-A001 ADVANCE TRADING CORPORATION Show Outstanding Only

Doc Type	Doc Code	Doc Date	Description	Reference No	Amount	Unmatched
OR	OR2201/001	01/03/2022	50% downpayment for maintenance services		250,000.00	250,000.00

Auto Match Clear Match View Variants

Type	Doc #	Date	Description	Reference No	Amount	Outstanding	Payment	Match	Pay For WTax Amount
INV	INV00001	02/15/2022	Maintenance Services		500,000.00	250,000.00	250,000.00	<input checked="" type="checkbox"/>	

Show Outstanding Only



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>



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QNE KNOWLEDGE BASE

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