



How to Use the Customer Knock Off Form

Overview:

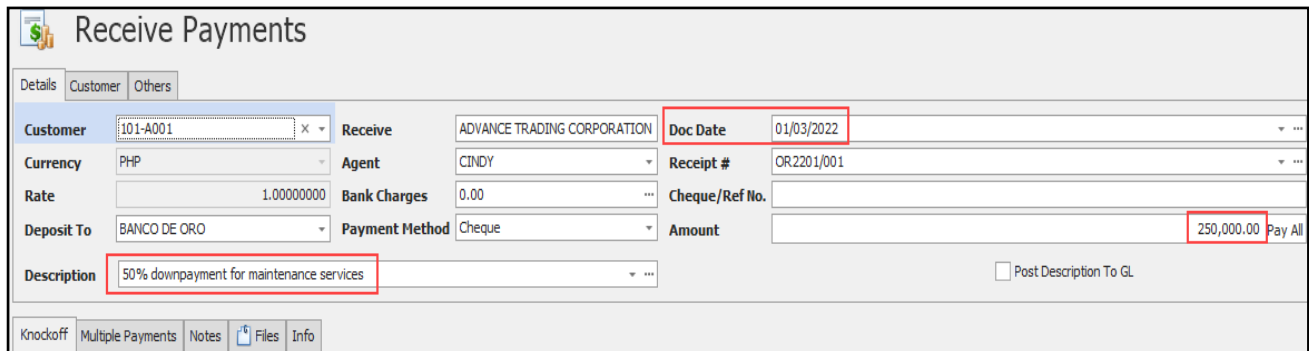
'Customer Knock Off' is a form that can be used to knock off the Receipts or Customer Credit Notes with Invoices or Customer Debit Notes. It displays all floating/outstanding transactions or documents for a particular debtor.

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 Receive: ADVANCE TRADING CORPORATION Doc Date: 01/03/2022

Currency: PHP Agent: CINDY Receipt #: OR2201/001

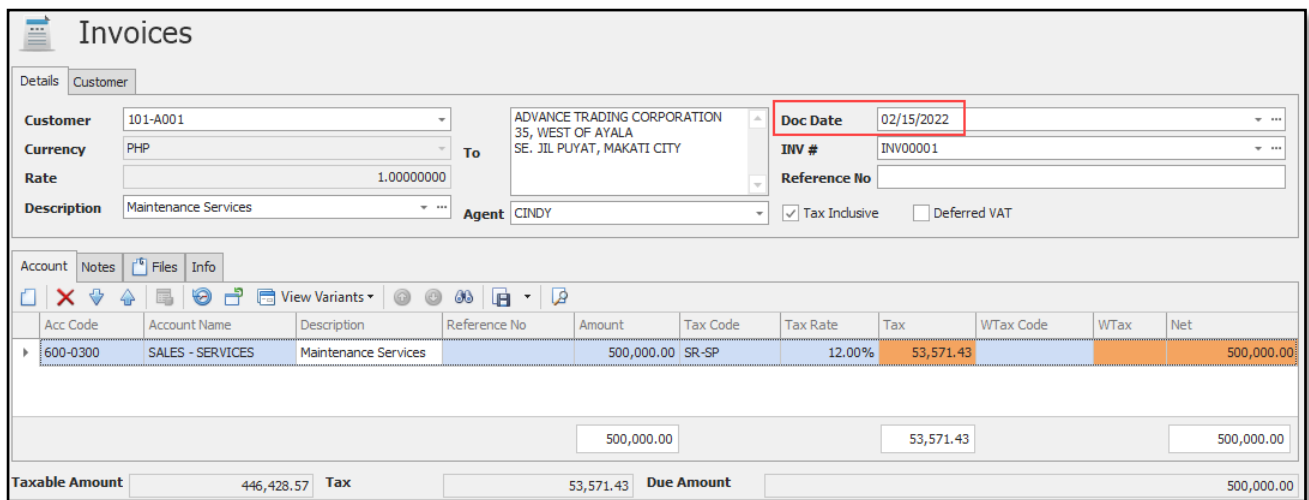
Rate: 1.00000000 Bank Charges: 0.00 Cheque/Ref No.:

Deposit To: BANCO DE ORO Payment Method: Cheque Amount: 250,000.00 Pay All

Description: 50% downpayment for maintenance services

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 INV #: INV00001

Rate: 1.00000000 Reference No.:

Description: Maintenance Services Agent: CINDY

☒ Tax Inclusive ☐ Deferred VAT

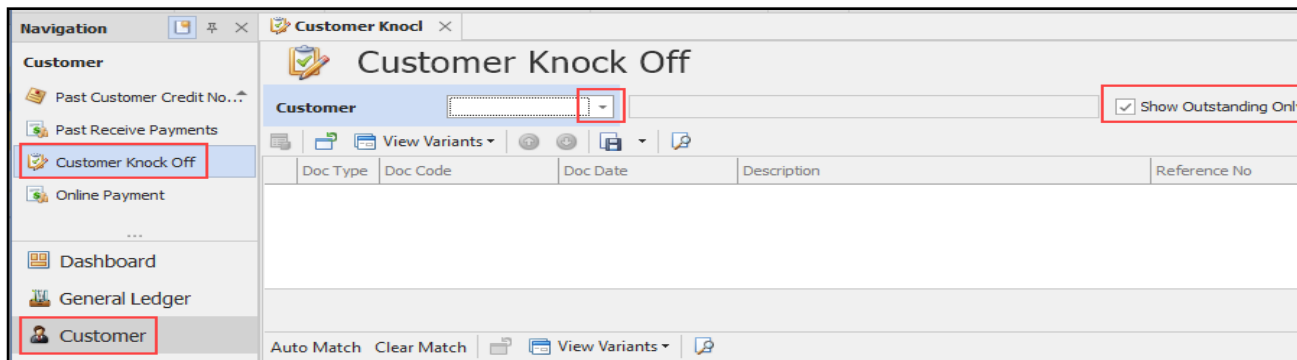
Account Notes Files Info

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

500,000.00 53,571.43 500,000.00

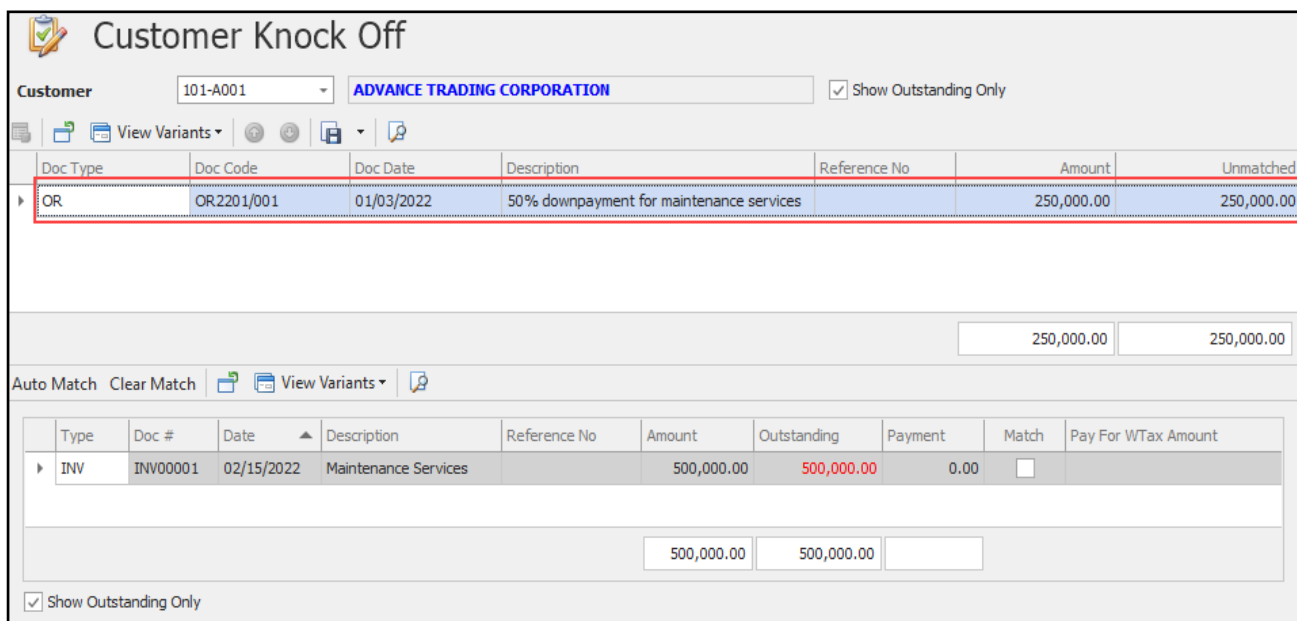
Taxable Amount 446,428.57 Tax 53,571.43 Due Amount 500,000.00

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



The screenshot shows the 'Customer Knock Off' window. On the left, the 'Customer' menu item is highlighted in the navigation pane. In the main window, the 'Customer' dropdown menu is open, and the 'Show Outstanding Only' checkbox is checked.

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



The screenshot shows the 'Customer Knock Off' window with the 'Customer' dropdown set to '101-A001' and 'ADVANCE TRADING CORPORATION'. The 'Show Outstanding Only' checkbox is checked. The first table displays outstanding transactions:

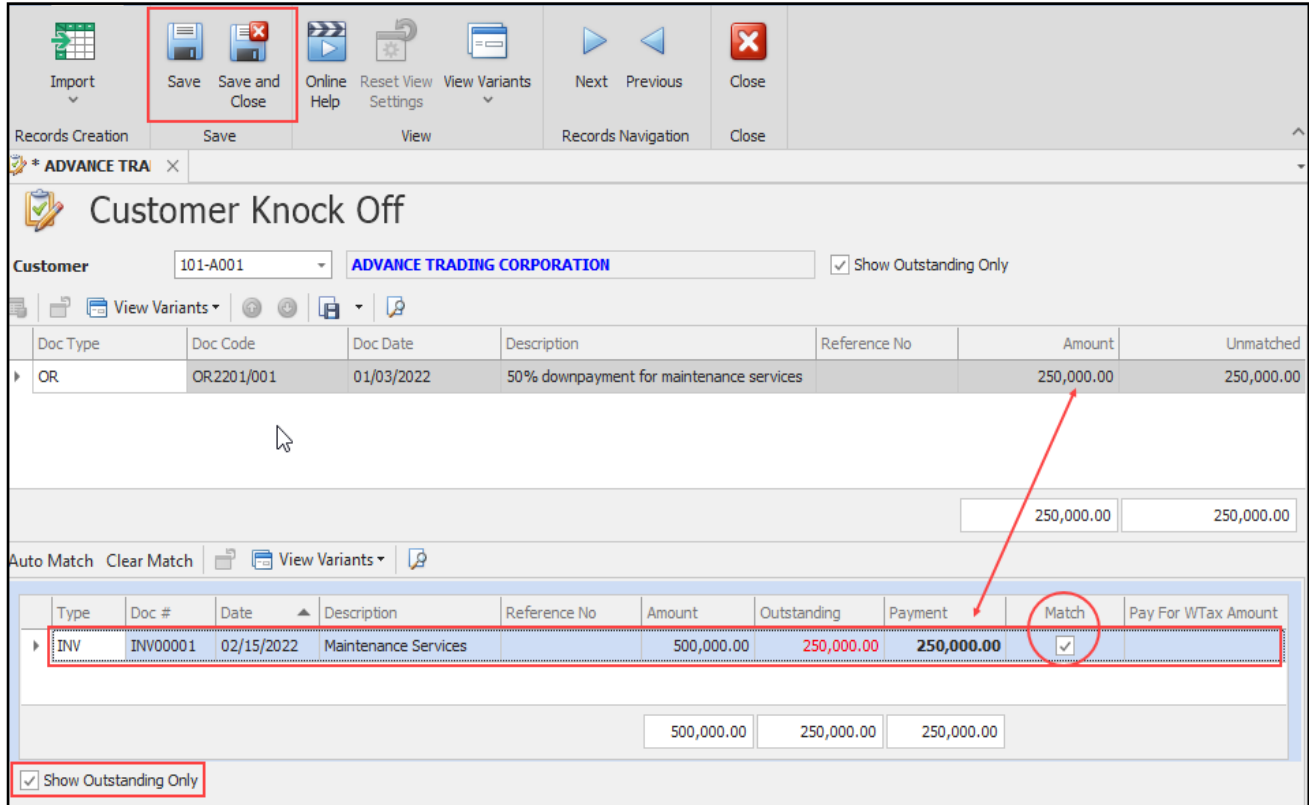
Doc Type	Doc Code	Doc Date	Description	Reference No	Amount	Unmatched
OR	OR2201/001	01/03/2022	50% downpayment for maintenance services		250,000.00	250,000.00

Below the table, the amounts 250,000.00 and 250,000.00 are displayed. The second table shows a list of transactions:

Type	Doc #	Date	Description	Reference No	Amount	Outstanding	Payment	Match	Pay For WTax Amount
INV	INV00001	02/15/2022	Maintenance Services		500,000.00	500,000.00	0.00		

At the bottom, the amounts 500,000.00 and 500,000.00 are displayed. The 'Show Outstanding Only' checkbox is checked.

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 Knock Off

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>



Learn with us.

Grow with us.



QNE KNOWLEDGE BASE

Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines

Tel. No.: +63 2 8567-4248, +63 2 8567-4253 Fax No.: +63 2 567-4250

Website: www.qne.com.ph

Facebook: <https://www.facebook.com/QnEPH>

Follow our Twitter and Instagram account: @qnesoftwareph