

BCE – Full and Partial Matching – Quick Reference

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Introduction

This document provides a quick reference guide to:

- Full and partial matching of invoices
- Payments and receipts on account

Document matching is performed when creating bank payments for supplier and bank receipts for customers.

Payments and receipts can be paid 'On account' and will remain unmatched. These payments and receipts can be matched to invoices from the supplier and customer shows screens.

The document matching process is largely similar for supplier payments and customer receipts.

The following matching examples are illustrated:

Customer Bank – Fully Matched Receipt

Customer Bank – Receipt on Account

Customer Show Screen – Partially Matched

Customer Bank – Partially Match an Outstanding Invoice

Customer Bank – Fully Matched with Write Off

Suppliers – Bank Payments

Suppliers – Bank Payments on Account

The examples illustrated in this document are based on an example customer account, 'Kitchen Ceramics' who have three invoices outstanding:

Customer: Kitchen Ceramics Ltd

Main Contact

Donna Alos
01482 323232
01482 323231
thesam@centralaccounting.co.uk
NULL

Financial

Balance
664.56 GBP

Overdue
0.00 GBP

Terms
30 days

Value Allowed
2,000.00 GBP

Details

Outstanding Financial Documents

Filter Doc ID

Doc ID	Doc Type	Doc Date	Due Date	Acc Date	Ref. Item	Curr.	Value Curr.	Value GBP	Q/S GBP	Running Bal	Sent?	Matches
24	Invoice	01/07/2020	31/07/2020	01/07/2020		GBP	76.56	76.56	76.56	76.56	N	0
25	Invoice	08/07/2020	07/08/2020	08/07/2020		GBP	480.00	480.00	480.00	556.56	N	0
26	Invoice	15/07/2020	14/08/2020	15/07/2020		GBP	108.00	108.00	108.00	664.56	N	0
Total:										664.56		

Show Account Activity Report

Purpose of this Document

This document is intended as a quick reference guide to inform users how to:

- Fully and partially match invoices from bank payments and receipts
- Add an amount on account from bank payments and receipts
- Fully and partially match from supplier and customer show screens


Customer Bank – Fully Matched Receipt

Customer fully settles their invoice for £108.00.

From 'Bank', 'Receipts' add a 'New Customer Receipt' and enter the amount received as follows:


New Customer Receipt

Details

To 

Bank Current Account

▼


From 


Kitchen Ceramics Ltd

▼

Receipt date

27/07/2020



Amount 

108.00

Currency


GBP: Home Currency (GBP)


▼

Exchange rate

1

☐ Payment has CIS deducted?

Reference 

Narrative 

Documents to reconcile

Type	Id	Date	Customer Ref	Our Ref	Payment Ref	Owed	Paid	Outstanding
Invoice	24	01/07/2020				76.56		76.56
Invoice	25	08/07/2020				480.00		480.00
Invoice	26	15/07/2020				108.00		108.00

CREATE

CREATE & MATCH

CANCEL

To match the receipt to the outstanding invoice, click on 'CREATE & MATCH' to open the matching screen.

From the 'Matching Screen' the receipt is displayed in the list of 'Received' items and is preselected.

Select the invoice to be paid by clicking on the chevron button to populate the 'Match Value':

Matching Screen for Kitchen Ceramics Ltd (220)

Group By: NONE TYPE CURRENCY
Order By: TIMELINE TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT
Type: ASCENDING DESCENDING

First Column: RECEIVED OUTSTANDING

Received							Outstanding						
Type	Reference ID	Date Due Date	On Hold	Total	Received	Match Value	Type	Reference ID	Date Due Date	On Hold	Total	Outstanding	Match Value
Receipt		27/07/2020	N	108.00	108.00		Invoice		01/07/2020	N	76.56	76.56	
							Invoice		08/07/2020	N	480.00	480.00	
							Invoice		15/07/2020	N	108.00	108.00	

Received: ALL NONE Auto Match: ALL BY REFERENCE FROM RECEIVED FROM OUTSTANDING Match Priority: OLDEST FIRST DUE FIRST

Received: 108.00 GBP Difference: 0.00 GBP Outstanding: 108.00 GBP

CANCEL MATCH

Clicking on the 'MATCH' button opens the following screen:

Type	ID	Reference	Date	Total	Match Value
Invoice	26		15/07/2020	108.00 GBP	108.00 GBP
Receipt	24		27/07/2020	- 108.00 GBP	- 108.00 GBP
					0.00 GBP
Received: Total					- 108.00 GBP
Match Total (Outstanding)					108.00 GBP
Currency Gains and Loss					0.00 GBP
Difference					0.00 GBP
Write Off (Limit - 0.00 GBP)					

BACK CONFIRM MATCH

Click on the 'CONFIRM MATCH' button to complete the matching of the receipt to the invoice.

Note: For supplier payments created from the bank this process differs slightly. The payment amount is established by selecting outstanding invoices to be paid and the suppliers matching screen will not list the payment amount.


Customer Bank – Receipt on Account


Customer settles £200.00 on account which will remain as an unmatched amount.


From 'Bank', 'Receipts' add a 'New Customer Receipt' and enter the amount received as follows:


New Customer Receipt


Details

To  Bank Current Account

From  Kitchen Ceramics Ltd


Receipt date 27/07/2020 


Amount  200

Currency GBP: Home Currency (GBP) 

Exchange rate 1

☐ Payment has CIS deducted?

Reference 

Narrative 

Documents to reconcile

Type	Id	Date	Customer Ref	Our Ref	Payment Ref	Owed	Paid	Outstanding
Invoice	24	01/07/2020				76.56		76.56
Invoice	25	08/07/2020				480.00		480.00

As there is no outstanding invoice to match, click on the 'CREATE' button.

This will add the receipt as an outstanding amount that can be matched to invoices at a later date.

Customer Show Screen – Partially Matched

Customer has previously paid £200.00 on account and we now want to match this against an outstanding invoice.

From the customer show screen click on the 'MATCH FINANCIAL DOCUMENTS' button to open the following matching screen:

Matching Screen for Kitchen Ceramics Ltd (220)

Group By: NONE TYPE CURRENCY First Column: RECEIVED OUTSTANDING

Order By: TIMELINE TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT

Type: ASCENDING DESCENDING

Received							Outstanding							
Type	Reference ID	Date Due Date	On Hold	Total	Received	Match Value	Type	Reference ID	Date Due Date	On Hold	Total	Outstanding	Match Value	
Receipt		27/07/2020	N	200.00	200.00	>	200.00	Invoice		01/07/2020	N	76.56	76.56	>
								Invoice		08/07/2020	N	480.00	480.00	>
													200.00	

Received: ALL NONE Auto Match: ALL BY REFERENCE FROM RECEIVED FROM OUTSTANDING Match Priority: OLDEST FIRST QUE FIRST

Received: 200.00 GBP Difference: 0.00 GBP Outstanding: 200.00 GBP CANCEL MATCH

From the list of 'Received' items select enter the 'Match Value' to fully or partially match against an invoice from the 'Outstanding' list.

From the 'Received' items, click on the chevron to select the received value in full.

Type the amount to match directly into the invoice 'Match Value' field.

The 'Received' and 'Outstanding' totals at the foot of the screen should agree.

Click 'Match' to complete the partial matching.

Customer Bank – Partially Match an Outstanding Invoice

Customer pays £200.00 to partially settle an outstanding invoice.

From 'Bank', 'Receipts' add a 'New Customer Receipt' and enter the amount received as follows:

New Customer Receipt

Details

To

Bank Current Account

From

Kitchen Ceramics Ltd

Receipt date

27/07/2020

Amount

200.00

Currency

GBP: Home Currency (GBP)

Exchange rate

1

☐ Payment has CIS deducted?

Reference

Narrative

Documents to reconcile

Type	Id	Date	Customer Ref	Our Ref	Payment Ref	Owed	Paid	Outstanding
Invoice	24	01/07/2020				76.56		76.56
Invoice	25	08/07/2020				480.00		280.00

CREATE

CREATE & MATCH

CANCEL

Click on 'CREATE & MATCH' to open the following screen:

Matching Screen for Kitchen Ceramics Ltd (220)

Group By: NONE | TYPE | CURRENCY | First Column: RECEIVED | OUTSTANDING

Order By: TIMELINE | TYPE | ID | REFERENCE | DATE | DUE DATE | TOTAL | OUTSTANDING | AMOUNT

Type: ASCENDING | DESCENDING

Received							Outstanding						
Type	Reference ID	Date Due Date	On Hold	Total	Received	Match Value	Type	Reference ID	Date Due Date	On Hold	Total	Outstanding	Match Value
Receipt		27/07/2020	N	200.00	200.00	200.00	Invoice		01/07/2020	N	76.56	76.56	
							Invoice		08/07/2020	N	480.00	280.00	200.00

Received: ALL | NONE | Auto Match: ALL | BY REFERENCE | FROM RECEIVED | FROM OUTSTANDING | Match Priority: OLDEST FIRST | NEWEST FIRST

Received: 200.00 GBP | Difference: 0.00 GBP | Outstanding: 200.00 GBP | CANCEL | MATCH

From the 'Received' list the value of £200.00 will be already selected. To partially match against an outstanding invoice, from the 'Outstanding' list, type the amount in the 'Match Value' box.

Click on the 'MATCH' button to complete the matching.

Customer Bank – Fully Matched with Write Off

Customer paid £75.55 in settlement of their outstanding invoice of £76.56.

From 'Bank', 'Receipts' add a new customer receipt and enter the amount actually received as follows:

New Customer Receipt

Details

To
Bank Current Account

From
Kitchen Ceramics Ltd

Receipt date
27/07/2020

Amount
76.55

Currency
GBP: Home Currency (GBP)

Exchange rate
1

☐ Payment has CIS deducted?

Reference

Narrative

Documents to reconcile

Type	Id	Date	Customer Ref	Our Ref	Payment Ref	Owed	Paid	Outstanding
Payment on Account	308	27/07/2020					200.00	200.00
Invoice	24	01/07/2020				76.56		76.56
Invoice	25	08/07/2020				480.00		280.00

CREATE
CREATE & MATCH
CANCEL

Click on 'CREATE & MATCH' to open the matching screen:

Matching Screen for Kitchen Ceramics Ltd (220)

Group By: **NONE** TYPE CURRENCY First Column: **RECEIVED** OUTSTANDING

Order By: TIMELINE TYPE ID REFERENCE **DATE** DUE DATE TOTAL OUTSTANDING AMOUNT

Type: **ASCENDING** DESCENDING

Received							Outstanding						
Type	Reference ID	Date Due Date	On Hold	Total	Received	Match Value	Type	Reference ID	Date Due Date	On Hold	Total	Outstanding	Match Value
Receipt		27/07/2020	N	200.00	200.00		Invoice		01/07/2020	N	76.56	76.56	76.56
Receipt		27/07/2020	N	76.55	76.55	76.55	Invoice		08/07/2020	N	480.00	280.00	

Received: **ALL** NONE Auto Match: **ALL** BY REFERENCE FROM RECEIVED FROM OUTSTANDING Match Priority: **OLDEST FIRST** DUE FIRST

Received	Difference	Outstanding	CANCEL
76.55 GBP	-0.01 GBP	76.56 GBP	MATCH

From the list of 'Received' items, £76.55 will already be selected in the 'Match Value' field.

From the 'Outstanding' list, select the full amount of the invoice to be allocated.

The 'Difference' field shows a 0.01 balance.

Click on the MATCH button to open the following screen:

Type	ID	Reference	Date	Total	Match Value
Invoice	24		01/07/2020	76.56 GBP	76.56 GBP
Receipt	27		27/07/2020	- 76.55 GBP	- 76.55 GBP
					- 0.01 GBP
Received: Total					- 76.55 GBP
Match Total (Outstanding)					76.56 GBP
Currency Gains and Loss					0.00 GBP
Difference					- 0.01 GBP
Write Off (Limit 0.10 GBP)					0.01

BACK CONFIRM MATCH

The difference is written off by entering the value in the 'Write Off' field.

Click on 'CONFIRM MATCH' to complete the matching.

Notes: Individual users can be setup with 'Matching Write Off Limits' for both positive and negative values from their user settings.

Balance write offs can be performed when either entering a bank receipt or when matching invoices from the customer show screen.

Suppliers – Bank Payments


Supplier bank payments work slightly different to customer bank receipts.


To add a new bank payment for a supplier, complete the following New Supplier Payment screen:


New Supplier Payment


Details


☐ Payment on account?

To 
Clearaway Skips

From 
Bank Current Account

Payment date
28/07/2020 

Reference 

Narrative 

Documents to reconcile

Type	Id	Date	Due	Supplier Ref	Additional Ref	Payment Ref	Owed	Paid	Outstanding
Invoice	24	28/07/2020	27/08/2020				120.00		120.00
Invoice	25	15/07/2020	14/08/2020				252.00		252.00

CREATE & MATCH

CANCEL

No payment value is entered, as this will be calculated from the invoices that are selected to be fully or partially paid.

Click on 'CREATE & MATCH' to open the Matching Screen:

For this payment, no document is listed in the 'Payments' column.

Invoices are selected for full or partial payment by selecting either the chevron for the full match value or by entering an amount to be paid into the match value field

The 'New payment value' field is updated at the foot of the screen:

Matching Screen for Clearaway Skips (248)

Group By: **NONE** TYPE CURRENCY First Column: **PAYMENT** OUTSTANDING

Order By: TIMELINE TYPE ID REFERENCE **DATE** DUE DATE TOTAL OUTSTANDING AMOUNT

Type: **ASCENDING** DESCENDING

Payment						Outstanding						
Type	Reference ID	Date Due Date	On Hold	Total	Match Value	Type	Reference ID	Date Due Date	On Hold	Total	Outstanding	Match Value
Invoice		15/07/2020	N	252.00	252.00	Invoice		15/07/2020	N	252.00	252.00	252.00
Invoice		28/07/2020	N	120.00	120.00	Invoice		28/07/2020	N	120.00	120.00	

Selected payments: 0.00 GBP

New payment value: 252.00 GBP

Outstanding: 252.00 GBP

MATCH

When complete click on the 'MATCH' button to open the following screen:

Type	ID	Reference	Date	Total	Match Value
Invoice	25		15/07/2020	252.00 GBP	252.00 GBP
					- 252.00 GBP
Match Total (Outstanding)					252.00 GBP
Currency Gains and Loss					0.00 GBP
New Payment Amount					252.00 GBP

BACK **CONFIRM PAYMENT**

Click on 'CONFIRM PAYMENT' to complete the payment.

Suppliers – Bank Payments on Account

To add a new bank payment for a supplier payment on account, complete the 'New Supplier Payment' as follows:

Clicking the 'Payments on account?' tick box reveals an 'Amount' field.

The value to pay on account is entered and no option is provided to match this value to any outstanding invoices.

Matching to invoices can be completed at a later date directly from the suppliers account show screen.

New Supplier Payment

Details

☒ Payment on account?

To

Clearaway Skips

From

Bank Current Account

Payment date

28/07/2020

Amount

100.00

Currency

GBP: Home Currency (GBP)

Exchange rate

1

Reference

Narrative

Documents to reconcile

Type	Id	Date	Due	Supplier Ref	Additional Ref	Payment Ref	Owed	Paid	Outstanding
Invoice	24	28/07/2020	27/08/2020				120.00		120.00

CREATE

CANCEL

Click on the 'CREATE' button to complete the supplier payment on account.