

# Business One in Action – How to Select Documents Not Included in the Proposed Postings in BSP Differences?



## Applies to:

[SAP Business One](#), [Accounting](#), [Banking/Reconciliation](#)

## Summary:

Although matching criteria are defined for a company to facilitate fast and easy reconciliation of bank statement data, it can occur that the desired transaction in SAP Business One is not automatically displayed. This article illustrates the steps the accountant can follow to pull up all open documents for a particular business partner and how to apply a partial payment on a higher value invoice.

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**Created on:** May 2010

## Author Bio:

Kerstin Pauquet joined SAP in 2003 and is currently active as Global Topic Lead and Support Expert for SAP Business One. She has worked as both technical and business consultant. She authored this article as a direct response to a partner enquiry during the Expert-on-Phone project, where she consulted on mainly financial and banking related topics.

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## How to Select Documents Not Included in the Proposed Postings in BSP Differences?

The *Bank Statement Processing* (BSP) functionality in SAP Business One allows the import and speedy and easy processing of electronic bank statements. One of its key features is the facility to define matching criteria such that the application can propose suitable un-reconciled transactions. There may be cases, however, where the matching criteria exclude a document that the user wishes to work with, for example when a user wishes to apply a received payment to a range of invoices or possibly as a part-payment to a large invoice.

In order to be able to draw such a document into the *BSP* window, follow the steps below which use the example of a payment over EUR 100 towards an invoice with a total balance due of EUR 250. The matching criteria for documents are defined as using *Customer/Supplier Name* as *Rule 1* with a *Matching difference* of 5 (unit of local currency) for the *Balance Amount* in *Rule 2*:

Matching Criteria - Documents - Setup

Round 1 Round 2 Round 3

Rule 1 Customer/Supplier Name Relate to 4 First Chars.

Rule 2 Balance Amount Matching Difference 5

Rule 3

OK Cancel

Consider a business partner (BP) with several open invoices over different amounts:

Account Balance - XYZ, The XYZ Customer

BP Code XYZ The XYZ Customer

Posting Date from 01.02.2009

Display 50 Last Transactions

Display Unreconciled Trans. Only

#	Posting Date	Origin	Origin No.	Offset Account	Details	C/D (LC)	Balance Due (LC)	C/...
1		OB					0,0000 EUR	
2	25.03.2009	IN	143	4400	AR Invoice - XYZ	250,0000 EUR	250,0000 EUR	
3	25.03.2009	IN	144	4400	AR Invoice - XYZ	250,0000 EUR	250,0000 EUR	
4	25.03.2009	IN	145	4400	AR Invoice - XYZ	100,0000 EUR	100,0000 EUR	
							600,0000 EUR	

View by Control Account

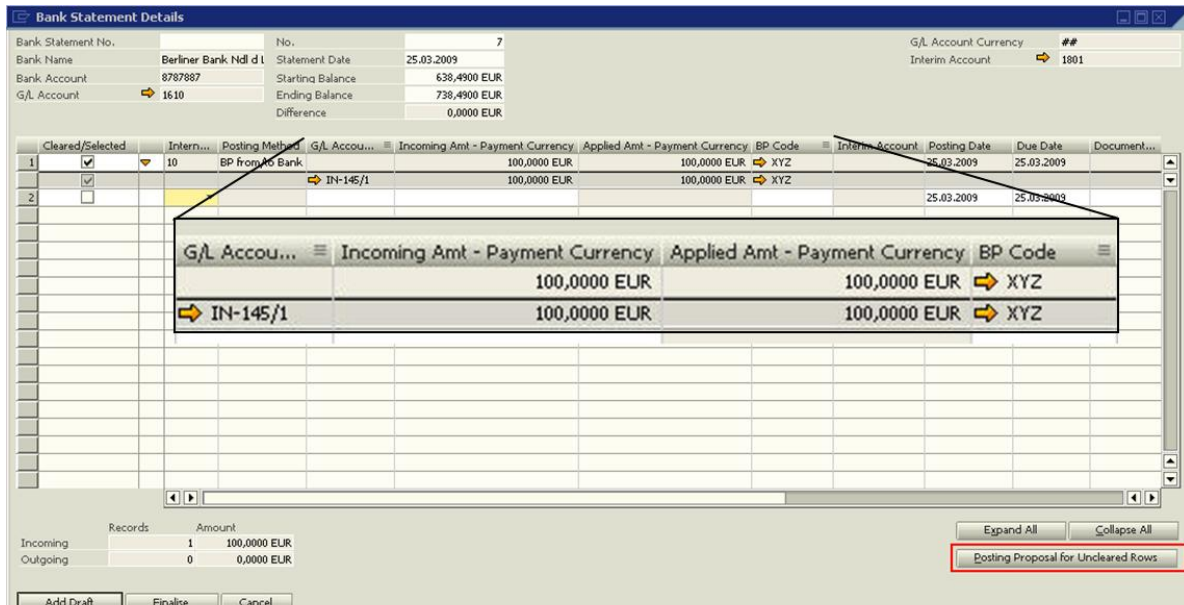
Ageing Report Internal Reconciliation

OK

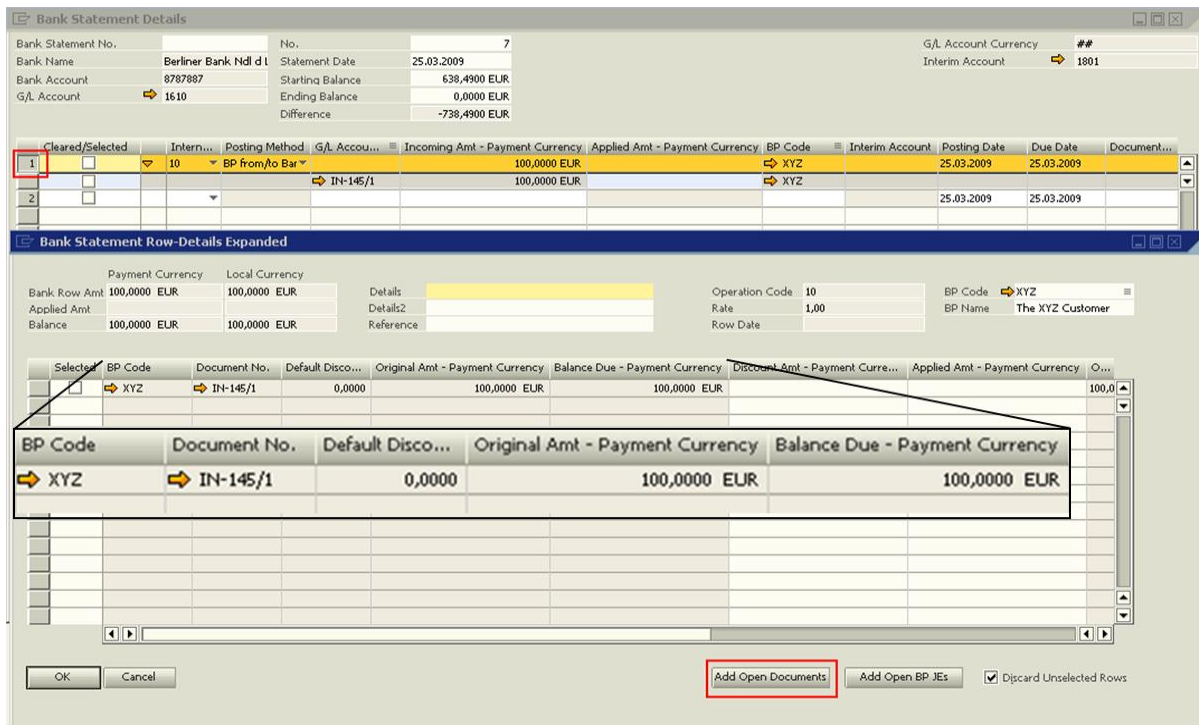
Note: The screenshots are from a German localisation database where the decimal place separator is defined as a comma (,).

The bank statement shows that customer XYZ has transferred EUR 100 to the company's account and earlier that day the customer stated clearly that this payment is meant to go towards AR invoice 144.

Going to Banking -> Bank Statements and External Reconciliation -> Bank Statement Processing -> the data is either input manually or imported. Clicking on *Posting Proposal for Uncleared Rows* will not result in the desired invoice to be shown:

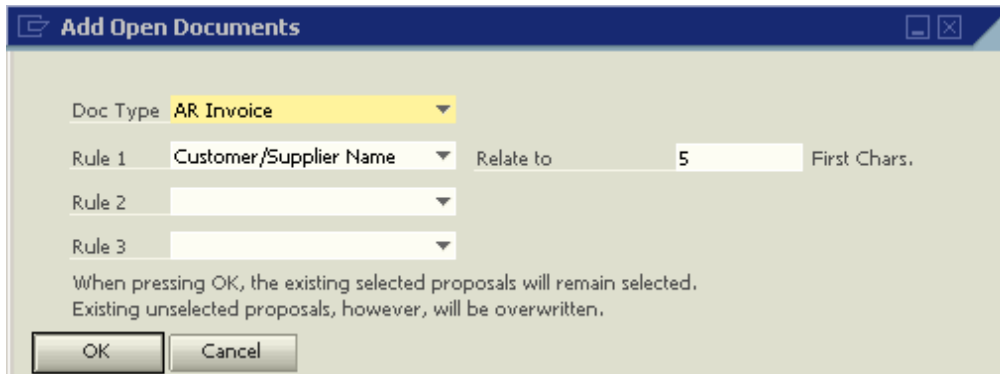


Invoice 144 is excluded by the matching criteria. To select invoice 144, deselect the proposed invoice 145 and double-click on the row number of the bank statement transaction. The *Bank Statement Details* window will be displayed:

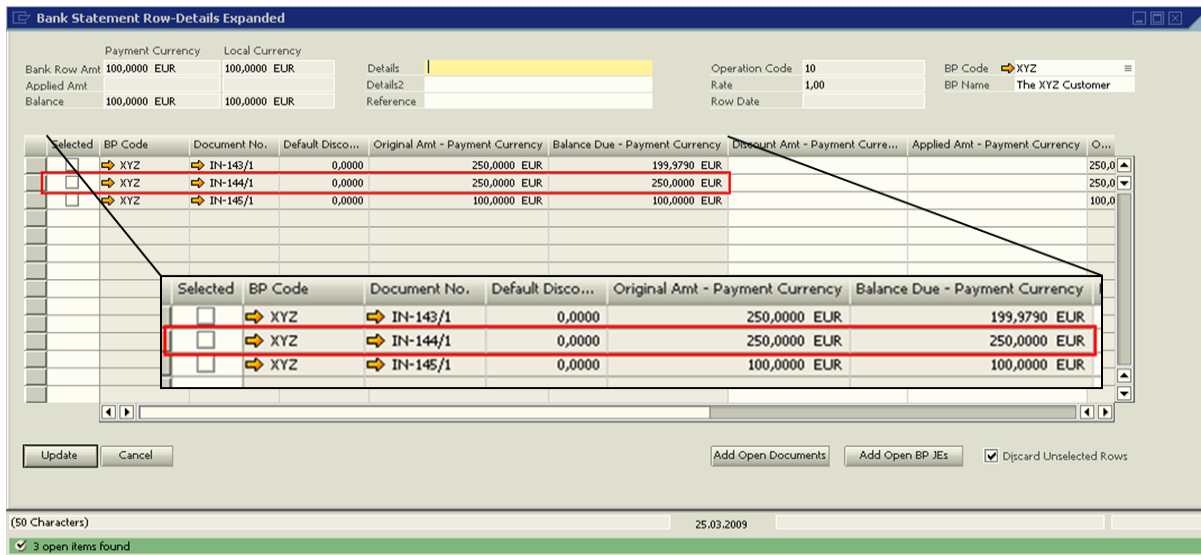


Click on *Add Open Documents* button to display the *Add Open Documents* window.

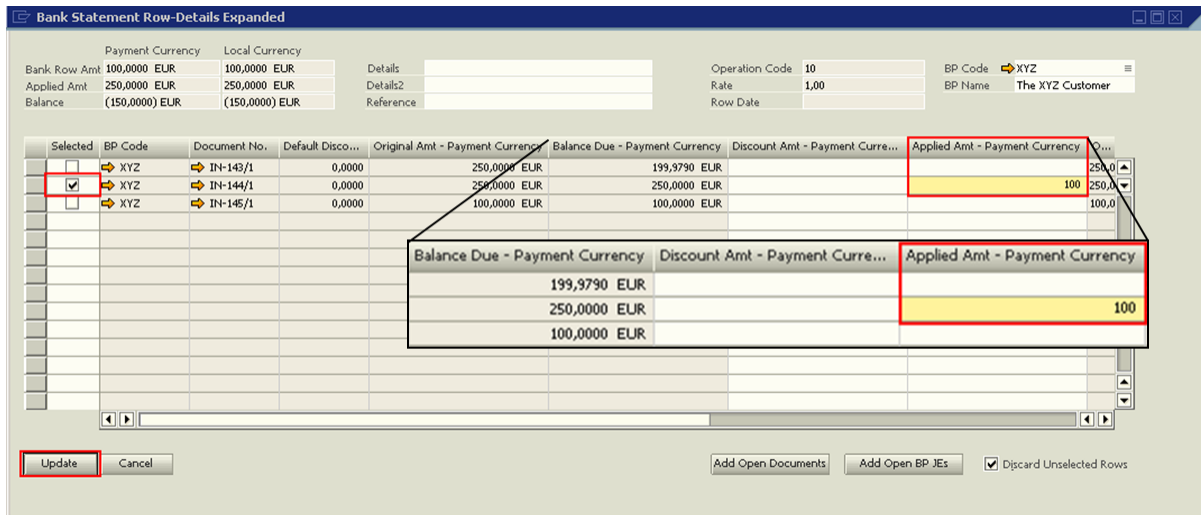
Select the relevant document type, in this example *AR Invoice* and as *Rule 1* the *Customer/Supplier Name* to match the first 5 characters and click on OK.



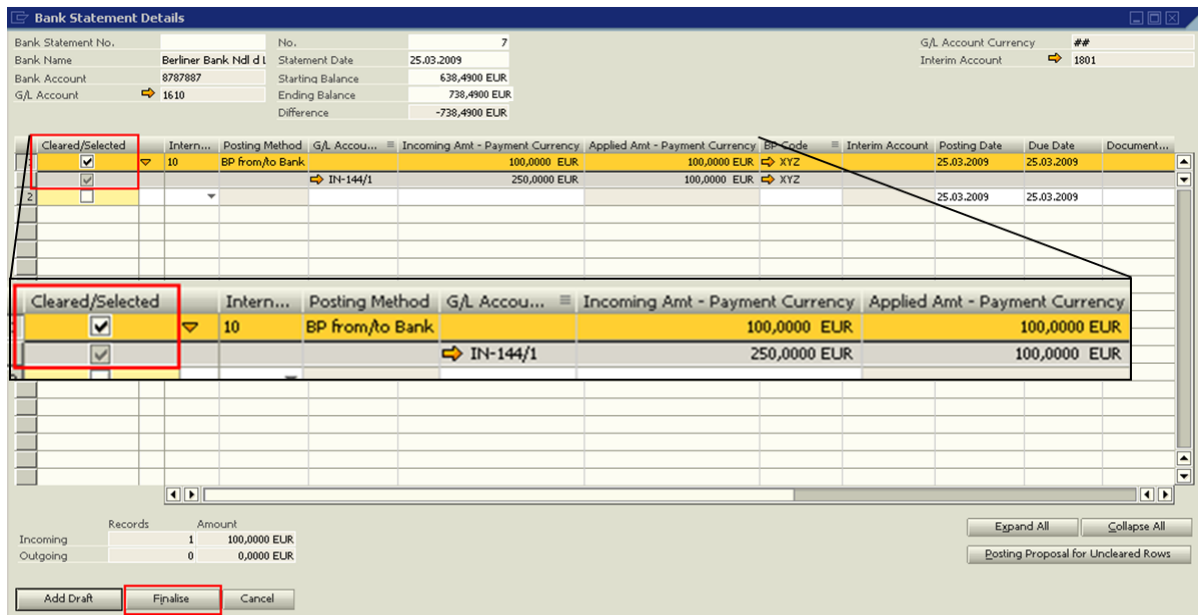
The window *Bank Statement Row - Details Expanded* now displays all open AR invoices for this BP that match the criteria defined above, including invoice 144:



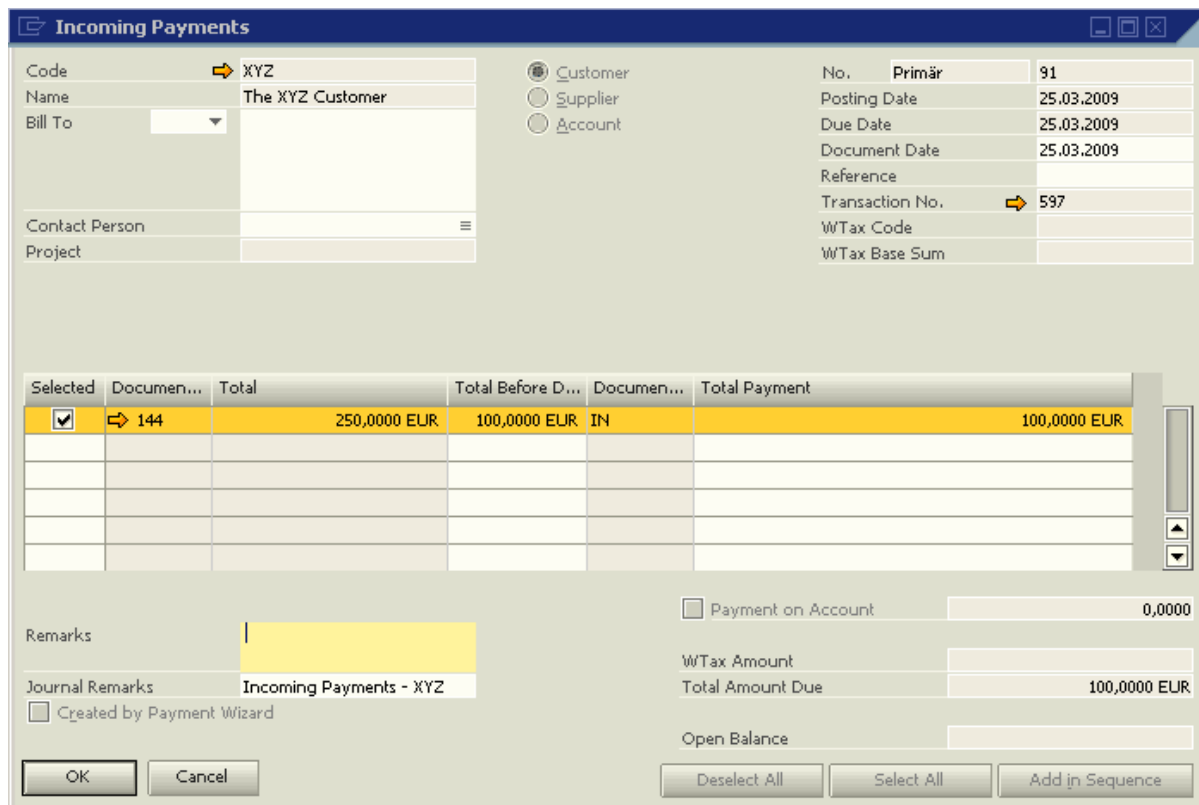
In order to apply the payment of EUR 100 to the AR invoice over EUR 250, tick the checkbox in the *Selected* column for that invoice and change the amount in the *Applied Amt - Payment Currency* to EUR 100, then click on *Update*.



AR invoice 144 is now available for selection in the matrix of the *Bank Statement Details* window. Tick both the checkbox for the banking transaction and the AR invoice, adjust the *Ending Balance* and click on *Finalise*.



SAP Business One will now automatically create an incoming payment which is applied to the AR invoice, reducing the balance due to EUR 150.



**AR Invoice**

Customer: XYZ  
 Name: The XYZ Customer  
 Contact Person: [dropdown]  
 Customer Ref. No.: [input]  
 Local Currency: [dropdown]

No.: Primär 144  
 Status: Open  
 Posting Date: 25.03.2009  
 Due Date: 25.03.2009  
 Document Date: 25.03.2009

Contents | Logistics | Accounting

Item/Service Type: Item Summary Type: No Summary

#	Item No.	Quantity	Unit Price	Disc...	VAT C...	Gross Price	Total (LC)
1	B100	1	250,000 EUR	0,00	A0	250,000 EUR	250,00

Sales Employee: -Kein Vertriebsmitarbeiter-  
 Owner: [input]

Remarks: [input]

Total Before Discount	250,000 EUR
Discount	%
Total Down Payment	
Freight	
Tax	
WTax Amount	
<b>Total</b>	<b>250,000 EUR</b>
Applied Amount	100,000 EUR
Balance Due	150,000 EUR

OK Cancel Copy From Copy To

## Related Contents

- [SAP Business One in Action Catalog Page](#)
- How-to-Guides are available from the [Documentation Resource Centre](#)
- SAP Note [1319492](#)
- For more information, visit the [Business One homepage](#).



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