

AR PAYMENT BATCH ACCOUNTING > AR PAYMENT BATCH

1 PERIOD 2 DIVISION 3 BANK ACCOUNT

Mar 2024 All All

Open 2 \$ 62,471.36 Voiced 0 \$ 0.00 Posted 0 \$ 0.00

BATCH #	DIVISION	TYPE	IS MERCHANT	STATUS	DATE	BANK CLEARED DATE	BANK ACCOUNT	COUNT	TOTAL	CREATED ON	GL BATCH
11224	CORPUS	Payment	Pineapple Auto Pay	Open	3/1/24		COMERICA - FWS	429	\$ 41,845.66	2/19/24 1:03 pm	
11225	CORPUS	Payment	Pineapple eCheck Auto Pay	Open	3/1/24		COMERICA - FWS	211	\$ 20,625.70	2/19/24 1:03 pm	

BATCH - 11224 DIVISION - CORPUS

DATE 03/01/2024 BANK ACCOUNT COMERICA - FWS AMOUNT \$ 41,845.66 COUNT 429 STATUS Open

NOTE CREATED BY: Allena Somers - 02/19/2024 1:03 pm POSTED BY:

ACCOUNT ID STATUS BALANCE ACCOUNT NAME SITE ID SITE NAME PREVIOUS ID

31928 Example Customer Active \$ 118.64 Credit Card 118.64 0.00

33782 Example Customer Active \$ 83.30 Credit Card 83.30 0.00

42438 Example Customer Active \$ 93.38 Credit Card 93.38 0.00

45665 Example Customer Active \$ 123.68 Credit Card 123.68 0.00

32929 Example Customer Active \$ 148.94 Credit Card 148.94 0.00

33616 Example Customer Active \$ 84.48 Credit Card 84.48 0.00

33826 Example Customer Active \$ 83.70 Credit Card 83.70 0.00

32783 Example Customer Active \$ 118.08 Credit Card 118.08 0.00

42385 Example Customer Active \$ 82.90 Credit Card 82.90 0.00

46019 Example Customer Active \$ 65.90 Credit Card 65.90 0.00

POST PRINT REPORT VOID IMPORT

1. Choose a **Period** from the drop down menu to view batches in which auto-pay processing was scheduled for a future date.
2. Choose a **Division** filter or leave it set to 'All' to display all divisions for the selected period. This step is optional.
3. Optionally, select a **Bank Account** filter.
4. Review the **Status** and **Date** columns. An 'Open' status indicates that a payment has not been posted. Additionally, the row is highlighted in purple.
5. Double-click within the row of the batch that is ready to post. This will open the Batch details screen.
6. Click on the **'Post'** button. When the Confirmation window displays, select "Yes" to continue posting the AR Batch.
 - A blue notification popup will display once the auto pay has finished processing.
 - After posting, the batch status displays as 'Posted' and the row for the batch will display in green.