

AR Payment Batch

Last Modified on 04/05/2024 3:48 pm EDT

Pathway: Accounting > AR Payment Batch

The AR Payment Batch screen consolidates and manages payments received from accounts. When a payment is received, users can apply it to the account in an existing open AR batch, or create a new batch to record the payment in. Payments are applied to accounts after the batch has been posted.

AR PAYMENT BATCH										ACCOUNTING > AR PAYMENT BATCH	
PERIOD		DIVISION		BANK ACCOUNT		<input checked="" type="checkbox"/> Open 9 \$ 25,627.39		<input checked="" type="checkbox"/> Voided 0 \$ 0.00		<input checked="" type="checkbox"/> Posted 8 \$ 7,637.48	
+ Mar 2024		All		All						<input type="text" value="Search"/> <input type="button" value="Q"/> <input type="button" value="X"/> <input type="button" value="Refresh"/>	
BATCH #	DIVISION	TYPE	IS MERCHANT	STATUS	DATE	BANK CLEARED DATE	BANK ACCOUNT	COUNT	TOTAL	CREATED ON	GL BATCH
11224	CORPUS	Payment	Pineapple Auto Pay	Posted	3/1/24		COMERICA - FWS	429	\$ 0.00	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	
11239	DAYTON	Payment		Open	3/1/24		COMERICA - FWS	1	\$ 527.93	3/1/24 10:40 am	
11241	CORPUS	Payment	Pineapple Applied Payment	Posted	3/5/24		COMERICA - FWS	2	\$ 2,389.92	3/5/24 12:39 pm	
11242	HOUSTON	Payment	Pineapple Applied Payment	Posted	3/5/24		COMERICA - FWS	2	\$ 4,308.65	3/5/24 1:06 pm	
Note This note ...											
11243	CORPUS	Payment	Pineapple Scheduled Auto Pay	Posted	3/5/24		COMERICA - FWS	1	\$ 0.00	3/5/24 3:22 pm	
11244	HOUSTON	Payment		Open	3/5/24		TBD	0	\$ 0.00	3/5/24 3:25 pm	
11246	HOUSTON	Payment		Open	3/13/24		NAVU WELLS	6	\$ 613.00	3/13/24 12:00 pm	
Note NAVU-16493											
11247	QAWASTE	Payment	Pineapple Applied Payment	Posted	3/15/24		COMERICA - FWS	1	\$ 10.50	3/15/24 1:10 pm	
11250	QAWASTE	Payment	Pineapple Applied Payment	Posted	3/18/24		COMERICA - FWS	3	\$ 13.65	3/18/24 2:29 pm	
11251	HOUSTON	Payment	None	Open	3/19/24		COMERICA - FWS	2	\$ 310.00	3/19/24 8:34 am	
11252	QAWASTE	Payment		Open	3/19/24		NAVU WELLS	8	\$ 2,008.00	3/19/24 6:32 pm	
Note NAVU-165...											
11253	CORPUS	Payment		Open	3/21/24		COMERICA - FWS	2	\$ 374.76	3/21/24 9:48 am	
11254	QAWASTE	Payment		Posted	3/15/24		TBD	1	\$ 20.00	3/21/24 2:39 pm	
Note NAVU-16489											
11256	CORPUS	Payment	Pineapple Scheduled Auto Pay	Posted	3/24/24		COMERICA - FWS	1	\$ 894.76	3/24/24 3:42 pm	
11261	CORPUS	Payment		Open	3/28/24		COMERICA - FWS	3	\$ 1,158.00	3/28/24 11:05 am	
11262	HOUSTON	Payment	None	Open	3/28/24		COMERICA - FWS	1	\$ 10.00	3/28/24 2:11 pm	

Permissions

The following permissions are required to use the AR Payment Batch tool:

Permission ID	Permission Name
117	AR Payment Batch
269	Apply Deposit - affects the Deposit check box

Filters and Field Descriptions

Field	Description
Filters	
'+' Icon	Creates a new payment batch.
Period	Filters on the calendar period payment batches are categorized. Period is established at the creation of a batch.
Division	Filters on the Division payment batches are assigned.
Bank Account	Filters on the bank account payments are deposited into.
Open	Select to display only the Open payment batches. An Open payment batch is one that has not been posted or voided. The numerical value shown represents the total amount of payments that are still tied to an open batch.

Voided	Select to display only the voided payment batches. The numerical value shown represents the total amount of payments that are associated with a voided batch.
Posted	Select to display only posted payment batches. The numerical value shown represents the total amount of payments that have been applied/posted to accounts.
Fields	
Batch #	Identifies the batch.
Division	Indicates the Division the batch is assigned.
Type	Indicates the transaction type, or the form the payment came in (cash, check, ACH, etc.).
Is Merchant	Displays the name of the third party processing system used for credit card processing.
Deposit Date	Displays the date the payment was deposited into the bank account.
Bank Account	Identifies the bank account payments are deposited into.
Deposit Cleared Date	Indicates the date the payment was successfully deposited into the selected bank account.
Count	Displays a total count of payments received for the batch.
Total	Displays the total amount of all payments included in the batch.
Created On	Records when the payment batch was created.
GL Batch	Displays the Batch ID for the General Ledger (Accounting > GL Batch Processing).
Search	Broad search across all fields in the AR Payment Batch screen.
Excel	Exports the AR Payment Batch screen to an excel file.

Create an AR Payment Batch

The following process must be followed to create a new AR Payment Batch to process payments.

The screenshot shows the 'AR PAYMENT BATCH' screen with a 'CREATE PAYMENT BATCH' pop-up window. The main screen displays a table of payment batches with columns: BATCH #, DIVISION, TYPE, IS MERCHANT, STATUS, DATE, BANK CLEARED DATE, BANK ACCOUNT, COUNT, TOTAL, CREATED ON, and GL BATCH. The pop-up window has the following fields: DIVISION (dropdown), DATE (calendar icon), PERIOD (dropdown), BANK ACCOUNT (dropdown), and NOTE (text area). A 'SAVE' button is at the bottom of the pop-up. A red arrow points from the '+' icon in the top left of the main screen to the pop-up window.

1. From the AR Payment Batch screen, select the green '+' icon to display the 'Create Payment Batch' pop-up editor.
2. Complete all required fields highlighted in red. * Notes display on the AR Payment Batch screen as well as on the Batch Report.
 - o Select the **Division** the payment batch belongs.

- Enter or select a **Deposit Date** payments recorded in the payment batch will be deposited.
 - Select a calendar **Period** the payment batch falls into.
 - Select the **Bank Account** payments will be deposited to.
3. Select **Save** when finished and the new payment batch will display on the AR Payment Batch screen.

Add Payment to an Open Batch

Received payments can be applied to an open batch, with the requirement that the division for the account aligns with the division of the batch. To access a batch and start applying payments, double-click on the row of an open batch within the AR Payment Batch screen. This action will launch the batch editor. Refer to the steps outlined in the Payment Batch Editor section below to begin adding payments to the batch.

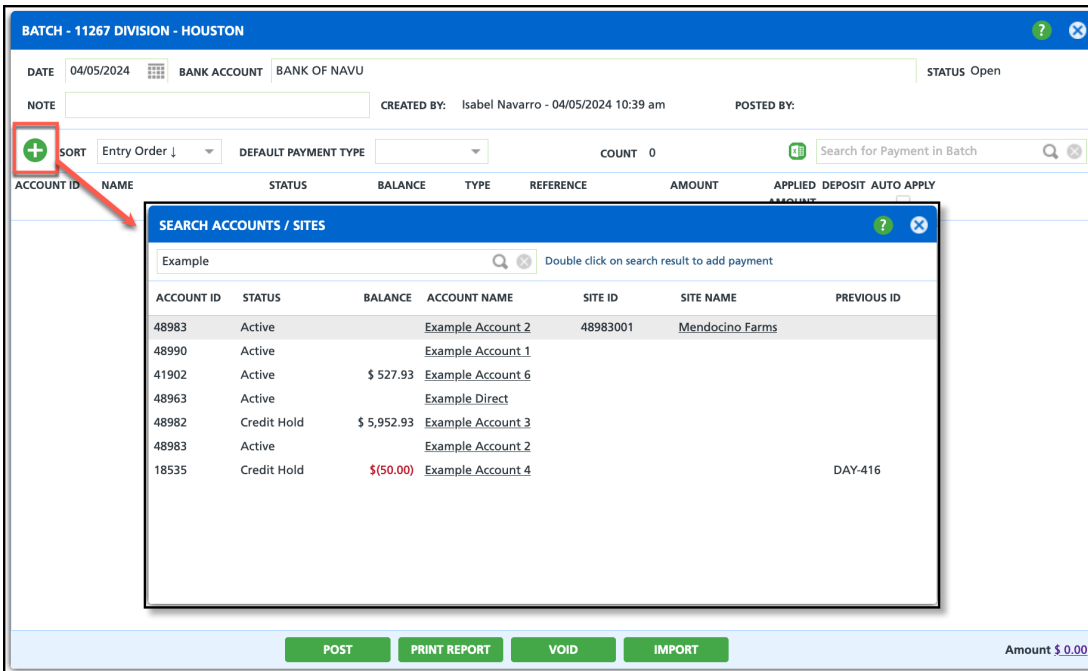


When viewing batch details, the F5 key on your keyboard acts as a shortcut to open the "Search Accounts / Sites" screen.

AR PAYMENT BATCH											
PERIOD		DIVISION		BANK ACCOUNT		<input checked="" type="checkbox"/> Open 3 \$ 626.93		<input checked="" type="checkbox"/> Voided 0 \$ 0.00		<input checked="" type="checkbox"/> Posted 0 \$ 0.00	
	Apr 2024	HOUSTON	All								
BATCH #	DIVISION	TYPE	IS MERCHANT	STATUS	DATE	BANK CLEARED DATE	BANK ACCOUNT	COUNT			
11266	HOUSTON	Payment	None	Open	4/4/24		COMERICA - FWS	2			
11267	HOUSTON	Payment		Open	4/5/24		BANK OF NAVU	1			
Note testing											
11268	HOUSTON	Payment	None	Open	4/5/24		COMERICA - FWS	1			

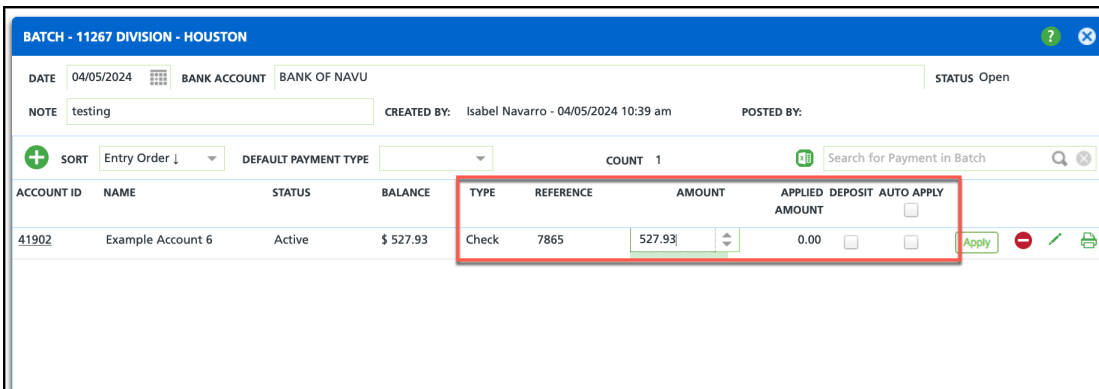
Batch Payment Editor

Search and Add Accounts/Sites



1. Initiate the account/site search by clicking the **green +** icon, or the F5 key on your keyboard to open 'Search Accounts/Sites.'
2. Search for accounts within the 'Search Accounts/Sites' search bar.
3. Double-click on the row corresponding to the account for which the payment is intended. Avoid clicking on the account name. Once the account/site is selected, it will automatically appear in the payment section of the batch, and the search screen will close.

Apply Payments to the Account/Site



1. Select the **Type** of payment received by clicking within the 'Type' column.
2. Enter a **Reference ID** by clicking within the 'Reference' column. **This is not required. Refer to your company's policies on entries to this field.*
3. Enter a value for the **Amount** received by clicking within the 'Amount' column.
4. Select the **Deposit** checkbox if the payment should be recorded as a deposit on the account and not towards an invoice.
5. Select the **Auto Apply** check box and the system will automatically apply the amount entered to the oldest invoices first OR select the **Apply** button (displays after an amount is entered) to manually distribute the funds received to open invoices. More information on the "Apply" option is captured below.

Using the Apply Option

To manually distribute payments to open invoice balances, enter an amount into the Amount field and click away.

Upon clicking away, the Apply button will display.

Manually Select and Apply to Invoices

In the Invoice Application screen, each invoice with an open balance for an account is listed beginning with the oldest invoice first. Follow the steps outlined below to manually apply payment amounts to invoices.

1. From the **Invoice Application** screen, click on the value from under the **'Apply Amount'** column. This will open the **'Invoice Line Item Application'** screen.

2. Select the **Apply** button for each invoice the payment should be applied to.
 - As you select 'Apply,' the 'Applied Total' and 'Available for Application' values displayed at the bottom right corner of the popup will automatically update to reflect the changes.
3. Select **Accept** to save the payment amount to the invoices it was applied. This will also close the Invoice Line Item Application popup.
4. Click **Save** on the Invoice Application popup and the payment will be recorded in the batch.

Post an AR Payment Batch

When ready, 'Post' the Payment Batch and payments will be reflected on the accounts they were applied. If a payment batch was created that should be removed, the 'Void' option can be used to void all payments in the batch.

The screenshot displays the 'AR PAYMENT BATCH' screen. At the top, there are filters for PERIOD (Mar 2024), DIVISION (HOUSTON), and BANK ACCOUNT (All). Summary statistics show: Open 4 (\$933.00), Voided 0 (\$0.00), and Posted 1 (\$4,308.65). A table lists several batches, with batch 11246 highlighted. A red arrow points to this batch, and a larger popup window shows its details.

BATCH - 11246 DIVISION - HOUSTON

DATE: 03/13/2024 | BANK ACCOUNT: NAVU WELLS | STATUS: Open
 NOTE: NAVU-16493 | CREATED BY: Paul Gonzalez - 03/13/2024 12:00 pm | POSTED BY:

ACCOUNT ID	NAME	STATUS	BALANCE	TYPE	REFERENCE	AMOUNT	APPLIED DEPOSIT AMOUNT	DEPOSIT	AUTO APPLY	Apply	Print
43407	MUY PIZZA HOUSTO...	Active	\$ 578.41	Cash		33.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Apply	Print
32404	GOODWILL	Bad Debt		ACH	786	100.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Apply	Print
43356	PAPPA JOHN'S PIZZA	Active	\$ 514.96	Cash		150.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Apply	Print
48975	Unmatch AR Account	Active	\$(45.63)	Check		120.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Apply	Print
48975	Unmatch AR Account	Active	\$(45.63)	Check		110.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Apply	Print
48975	Unmatch AR Account	Active	\$(45.63)	Check		100.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Apply	Print

Buttons: POST, PRINT REPORT, VOID, IMPORT. Amount: \$ 613.00

1. Double-click within the row of the payment batch that is ready to be posted to display the batch pop-up editor.
2. Review the **Batch ID** located at the top of the editor to confirm the correct batch will be posted.
3. Select **Post**. A Confirmation popup displays, select 'Yes' to confirm.
 - After posting, the **Post** button will change to 'Un-Post'. Select Un-Post in the event the payment batch should be reverted back to an 'Open' status.
4. If the payment batch was successfully posted, a Success popup will display and the batch's record will display in green on the AR Payment Batch screen.

Void an AR Payment Batch

If a batch is in an 'Open' status, the option to void is available. Posted batches may also be voided if the 'Un-Post' option remains available and the user 'un-posts' the batch. Voided batches will continue to display on the AR Payment Batch screen highlighted in yellow with a 'Voided' status.

BATCH - 11246 DIVISION - HOUSTON

DATE: 03/13/2024 BANK ACCOUNT: NAVU WELLS STATUS: Open

NOTE: NAVU-16493 CREATED BY: Paul Gonzalez - 03/13/2024 12:00 pm POSTED BY:

SORT: Entry Order ↓ DEFAULT PAYMENT TYPE: COUNT: 6 Search for Payment in Batch

ACCOUNT ID	NAME	STATUS	BALANCE	TYPE	REFERENCE	AMOUNT	APPLIED AMOUNT	DEPOSIT	AUTO APPLY	
43407	MUY PIZZA HOUSTO...	Active	\$ 578.41	Cash		33.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Apply
32404	GOODWILL	Bad Debt		ACH	786	100.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Apply
43356	PAPPA JOHN'S PIZZA	Active	\$ 514.96	Cash		150.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Apply
48975	Unmatch AR Account	Active	\$(45.63)	Check		120.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Apply
48975	Unmatch AR Account						0.00	<input type="checkbox"/>	<input type="checkbox"/>	Apply
48975	Unmatch AR Account						0.00	<input type="checkbox"/>	<input type="checkbox"/>	Apply

CONFIRMATION

Voiding AR Batch will delete all records for this batch. Do you want to continue?

YES NO

POST PRINT REPORT VOID IMPORT Amount \$ 613.00

Review Lockbox Payments and 'Change Account'

If payments have been uploaded into the system from Lockbox, and the wrong account is listed with a payment, a 'Change Account' option is available by opening the batch and right-clicking within the row of the account.

BATCH - 11107 DIVISION - HOUSTON

DATE: 11/10/2023 BANK ACCOUNT: BANK OF NAVU

NOTE: Search for Account/ Site

SEARCH ACCOUNTS / SITES

18714

ACCOUNT ID	STATUS	BALANCE	ACCOUNT NAME	SITE ID	SITE NAME	PREVIOUS ID
18714	Active	\$ 47,409.15	CITY OF DAYTON			DAY-21242

CANCEL

ACCOUNT ID	NAME	STATUS	BALANCE	TYPE	REFERENCE	AMOUNT	APPLIED AMOUNT	DEPOSIT	AUTO APPLY	
18691	HUFFMAN ISD	Active	\$ 1,676.89	Check	2222	20,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Apply

Change Account

POST PRINT REPORT VOID IMPORT

Step-By-Step Process

1. Double click within the row of the **open batch** you would like to review from the AR Payment Batch screen. This will display the Batch Details screen.
2. Right click within the row of the account the change applies. This will display the 'Change Account' button.

3. Select 'Change Account' and the 'Search Account / Sites' popup will display.
 4. Type the name or ID of the correct account in the search box, then press Enter on your keyboard or click the search icon to locate the account.
 5. Once the account has populated in the search results, double-click within its row. When the Confirmation popup displays, choose 'Yes' to confirm, and the change will be applied.
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