

AR Payment Batch

Last Modified on 11/13/2025 12:03 pm PST

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 reflected in an account's AR History after the batch has been posted.

AR PAYMENT BATCH											
ACCOUNTING > AR PAYMENT BATCH											
PERIOD		DIVISION		BANK ACCOUNT		Open 9 \$ 21,616.00		Posted 6 \$ 1,960.65		Voided 0 \$ 0.00	
+ Apr 2025		All		All						Search	
BATCH #	DIVISION	TYPE	SOURCE	STATUS	DATE	BANK CLEARED DATE	BANK ACCOUNT	COUNT	TOTAL	CREATED ON	GL BATCH
11521	HOUSTON	Payment		Voided	4/4/25		COMERICA - FWS	0	\$ 0.00	4/4/25 5:31 am	
11522	QAWASTE (3 - \$ 560.31) HOUSTON (1 - \$ 20,000.00)	Payment		Open	4/4/25		BANK OF NAVU	4	\$ 20,560.31	4/4/25 9:32 am	
11526	QAWASTE (1 - \$ 55.68)	Payment		Open	4/9/25		BANK OF NAVU	1	\$ 55.68	4/9/25 2:54 pm	
11529	HOUSTON (1 - \$ 0.00)	Payment	CardPointe Scheduled Auto Pay	Posted	4/15/25		COMERICA - FWS	1	\$ 0.00	4/15/25 12:49 am	
11530	HOUSTON (1 - \$ 0.00)	Payment	CardPointe eCheck Scheduled ...	Posted	4/15/25		COMERICA - FWS	1	\$ 0.00	4/15/25 3:23 pm	
11531	QAWASTE (1 - \$ 1,000.00)	Payment		Posted	4/15/25		BANK OF NAVU	1	\$ 1,000.00	4/15/25 5:39 pm	
11532	QAWASTE (3 - \$ 300.01) DAYTON (1 - \$ 700.00)	Payment		Open	4/17/25		BANK OF NAVU	4	\$ 1,000.01	4/17/25 3:33 pm	
11533	DAYTON (2 - \$ 103.50)	Payment	CardPointe Applied Payment	Posted	4/22/25		COMERICA - FWS	2	\$ 103.50	4/22/25 3:49 pm	
11534	CORPUS	Payment		Open	4/23/25		COMERICA - FWS	0	\$ 0.00	4/23/25 3:55 pm	
11535	CORPUS (1 - \$ 857.15)	Payment	Pineapple Scheduled Auto Pay	Posted	4/24/25		COMERICA - FWS	1	\$ 857.15	4/24/25 3:27 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

Logic

Division

- If a batch contains a payment from another division, that division will be listed below the batch's primary division on the AR Aging Management screen.
- If users are restricted to specific divisions, only the divisions they have access to will appear in the division dropdown filter. However, when viewing a batch for an accessible division that includes payments from a restricted division, the user can see payments for both divisions within that batch.

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 were created for and are limited to what the user has access to.

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. If a batch includes a payment for an account of another division, the division for that account will be listed below the batch's primary division.
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.

AR PAYMENT BATCH

PERIOD: May 2025 | DIVISION: HOUSTON | BANK ACCOUNT: All

Open 3 \$ 4.63 | Posted 29 \$ 2,388.85 | Voided 0 \$ 0.00

BATCH #	DIVISION	TYPE	SOURCE	STATUS	DATE	BANK CLEARED DATE	BANK ACCOUNT	COUNT
11539	HOUSTON (3 - \$ 4.63)	Payment		Open	5/4/25		COMERICA - FWS	3
11540	HOUSTON						COMERICA - FWS	5
11541	HOUSTON						COMERICA - FWS	6
11545	HOUSTON						COMERICA - FWS	3
11546	HOUSTON						COMERICA - FWS	1
11547	HOUSTON						COMERICA - FWS	5
11548	HOUSTON						COMERICA - FWS	0
11549	HOUSTON						COMERICA - FWS	8
11552	HOUSTON						COMERICA - FWS	1

CREATE PAYMENT BATCH

DIVISION: Select Division

DATE:

PERIOD:

BANK ACCOUNT: Select Bank Account

SOURCE: Select Source

CONTROL TOTAL:

NOTE:

SAVE

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.
 - Select the **Division** the payment batch belongs. If the batch includes payments for accounts in another division, the division selected here is considered the **primary** division.
 - 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 Control Total

A **control total** can be used as a checks-and-balances measure to help prevent data entry errors and ensure batch accuracy before processing. This value can be entered when creating a batch using the **Create Payment Batch** popup, or it can be added or updated later in the **Batch Details** screen by entering a value in the **Control Total** field.

Adding a control total affects the ability to post the batch and uses the following logic:

- If the Control Total field is null/blank for the batch, the Post button is enabled.
- If a value is entered in the Control Total field and the payment amount does not match exactly, the Post button is disabled and a message is displayed indicating the discrepancy.

AR PAYMENT BATCH

+

PERIOD

May 2025

DIVISION

QAWASTE

BANK ACCOUNT

All

BATCH #

11543

Note Control Test

DATE

05/14/2025

PERIOD

May 2025

BANK ACCOUNT

NAVU WELLS

SOURCE

Select Source

CONTROL TOTAL

500.00

NOTE

SAVE

BATCH - 11543 DIVISION - QAWASTE

DATE

05/14/2025

BANK ACCOUNT

NAVU WELLS

SOURCE

Navu Bank

NOTE

Control Total test

CREATED BY:

Aliena Somers - Admin-NS (Sales) - 05/14/2025 6:54 am

STATUS

Open

+

Sort

Entry Order ↓

DEFAULT PAYMENT TYPE

COUNT

1

Search for Payment in Batch

ACCOUNT ID	NAME	STATUS	BALANCE	TYPE	REFERENCE	AMOUNT	APPLIED AMOUNT	DEPOSIT	AUTO APPLY
49315	Viebrock Associates	Active		Cash		500.01	0.00		

Apply

Posting disabled, batch total \$ 500.01 does not match control total \$ 500.00.

POST

PRINT REPORT

VOID

IMPORT

CONTROL TOTAL

500.00

Amount \$ 500.01

X

Add Payment to an Open Batch

To access a batch and start applying payments, double-click on the row of an open batch in the AR Payment Batch screen. This will open the Batch Payment Editor. Follow the steps in the Batch Payment Editor section below to add payments to the batch.

AR PAYMENT BATCH									
+	PERIOD	DIVISION	BANK ACCOUNT		<input checked="" type="checkbox"/> Open 14 \$ 26,356.52		<input type="checkbox"/> Posted 19 \$ 3,085.79		<input type="checkbox"/> Voided 0 \$ 0.00
	Dec 2024	All	All						
BATCH #	DIVISION	TYPE	SOURCE	STATUS	DATE	BANK CLEARED DATE	BANK ACCOUNT	COUNT	
11456	HOUSTON (2 - \$ 252.00)	Payment		Open	12/3/24		COMERICA - FWS	2	
11458	CORPUS (2 - \$ 23,023.10)	Payment		Open	12/4/24		COMERICA - FWS	2	
11459	HOUSTON (1 - \$ 15.00)	Payment		Open	12/5/24		COMERICA - FWS	1	
11465	HOUSTON (1 - \$ 1,120.00)	Payment		Open	12/8/24		COMERICA - FWS	1	
11470	HOUSTON (3 - \$ 600.00)	Payment		Open	12/16/24		COMERICA - FWS	3	
11472	HOUSTON (2 - \$ 535.92)	Payment		Open	12/17/24		COMERICA - FWS	2	
11474	HOUSTON (1 - \$ 598.00)	Payment		Open	12/18/24		COMERICA - FWS	1	
11477	HOUSTON (1 - \$ 162.50)	Payment		Open	12/20/24		COMERICA - FWS	1	
11478	HOUSTON (1 - \$ 50.00)	Payment		Open	12/23/24		COMERICA - FWS	1	
11479	QAWASTE	Payment	Navu Bank	Open	12/23/24		NAVU WELLS	0	

Batch Payment Editor

Search and Add Accounts/Sites

BATCH - 11554 DIVISION - HOUSTON

DATE: 05/22/2025 BANK ACCOUNT: BANK OF NAVU Fort Knox SOURCE: Select Source

NOTE: CREATED BY: Aliena Somers - Admin-NS (Sales) - 05/22/2025 1:53 pm STATUS: Open

+ SORT: Entry Order ↓ DEFAULT PAYMENT TYPE: COUNT: 0 Search for Payment in Batch

ACCOUNT ID	NAME	STATUS	BALANCE	TYPE	REFERENCE	AMOUNT	APPLIED	DEPOSIT	AUTO APPLY
SEARCH ACCOUNTS / SITES									
SEARCH TYPE: Accounts Example Double click on search result to add payment									
ACCOUNT ID	STATUS	BALANCE	ACCOUNT NAME	SITE ID	SITE NAME	PREVIOUS ID			
18535	Active	\$ 59.03	Example Account 4			DAY-416			
18553	Active	\$(5.00)	Example Account 3			DAY-8338			
21198	Active	\$ 5,587.47	Example Account 3			DAY-4725			
41902	Active	\$ 4,072.54	Example Account 6						
48963	Active	\$ 1,454.67	Example Direct						
48982	Internal Co...	\$ 5,952.93	Example Account 3						
48983	Active		Example Account 2						
48990	Active		Example Account 1						
49158	Active		Example Account - Scale						

POST PRINT REPORT VOID IMPORT CONTROL TOTAL Amount \$ 0.00

1. Initiate the account/site search by clicking the **green +** icon, or pressing the **F5** key on your keyboard.
2. Search for accounts using the **Search Type** drop down and the 'Search Accounts/Sites' search bar.
3. If only one result is returned, it will automatically populate in the **Batch Details**, and the search window will close. If multiple results are returned, double-click the appropriate row for the intended account—avoid clicking directly on the account name. Once selected, the account/site will appear in the payment section of the batch, and the search window will close.

Apply Payments to the Account/Site

After searching for and adding an account or site to the batch, a payment can be entered and applied. The system offers two payment application options: automatic or manual. If a payment is not applied to an invoice when the batch is posted (and un-post is not an option), it will remain unapplied until a user applies it through either AR History or the **Unapplied Management** tool in the Accounting module.

Tip: If all payment types are the same, simplify your process by setting a **Default Payment Type** to apply automatically to each new payment.

BATCH - 11267 DIVISION - HOUSTON

DATE: 04/05/2024 BANK ACCOUNT: BANK OF NAVU STATUS: Open

NOTE: testing CREATED BY: Isabel Navarro - 04/05/2024 10:39 am POSTED BY:

+ SORT: Entry Order ↓ DEFAULT PAYMENT TYPE: COUNT: 1 Search for Payment in Batch

ACCOUNT ID	NAME	STATUS	BALANCE	TYPE	REFERENCE	AMOUNT	APPLIED	DEPOSIT	AUTO APPLY
41902	Example Account 6	Active	\$ 527.93	Check	7865	527.93	0.00		

Apply

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 to open invoices. More information on the "Apply" option is captured below.

Using the Apply Button

To manually distribute payments to open invoice balances, enter the payment amount into the Amount field and click away. Upon clicking away, the Apply button will display.

BATCH - 11242 DIVISION - HOUSTON

DATE 03/05/2024

BANK ACCOUNT COMERICA - FWS

STATUS Posted

NOTE This note was added to the payment record

CREATED BY: Navusoft System (Inactive) - 03/05/2024 1:06 pm

POSTED BY: Aliena Somers - 03/14/2024 6:01 am

+

SORT Entry Order ↓

DEFAULT PAYMENT TYPE

COUNT 2

1E

Search for Payment in Batch

Q

X

ACCOUNT ID	NAME	STATUS	BALANCE	TYPE	REFERENCE	AMOUNT	APPLIED AMOUNT	DEPOSIT	AUTO APPLY	
45398	Waste Management WO# 7308241	Active	\$ 12,181.26	Credit Card	82227558_9999	100.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<div>Apply</div> <div>✓</div> <div>🖨</div>
43200	CPI WIRECLOTH & SC...	Active		Credit Card	123456_DEM...	4,208.65	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<div>Apply</div> <div>✓</div> <div>🖨</div>

UN-POST

PRINT REPORT

VOID

IMPORT

Amount \$ 4,308.65

Manually Select and Apply to Invoices

When the Apply button is selected, the Invoice Application screen opens, displaying all invoices with open balances for the account or site, sorted by oldest first. Follow the steps below to manually disperse and apply the payment to the invoices.

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: 43407 32404 43356

INVOICE APPLICATION

Search

INVOICE #	SITE ID	SITE NAME	DATE	AMOUNT	BALANCE	APPLY AMOUNT
835106			11/15/2022	\$ 578.41	\$ 578.41	0.00

INVOICE LINE ITEM APPLICATION

Search

SITE ID	NAME	DATE	DESCRIPTION	TOTAL	BALANCE	APPLY AMOUNT
43407001	MUY PIZZA HOUSTON...	11/15/2022	8 Yard Trash Service	\$ 464.63	\$ 464.63	0.00
43407001	MUY PIZZA HOUSTON...	11/15/2022	Surcharge	\$ 69.69	\$ 69.69	0.00
43407001	MUY PIZZA HOUSTON...	11/15/2022	Tax	\$ 29.04	\$ 29.04	0.00
43407001	MUY PIZZA HOUSTON...	11/15/2022	Tax	\$ 2.32	\$ 2.32	0.00
43407001	MUY PIZZA HOUSTON...	11/15/2022	Tax	\$ 6.97	\$ 6.97	0.00
43407001	MUY PIZZA HOUSTON...	11/15/2022	Tax	\$ 4.36	\$ 4.36	0.00
43407001	MUY PIZZA HOUSTON...	11/15/2022	Tax	\$ 0.35	\$ 0.35	0.00
43407001	MUY PIZZA HOUSTON...	11/15/2022	Tax	\$ 1.05	\$ 1.05	0.00

APPLIED TOTAL \$ 0.00

AVAILABLE FOR APPLICATION \$ 33.00

ACCEPT

POST PRINT REPORT VOID IMPORT Amount \$ 613.00

1. From the **Invoice Application** screen, click on the value from 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 applied amounts.
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. With the Invoice Application screen still displayed, click **Save** and the payment will be recorded to the batch.

Post an AR Payment Batch

After all payments have been added and applied, the batch can be posted. Once 'Post' is clicked, payments will be reflected on the accounts for the invoices they were applied.

The screenshot displays the 'AR PAYMENT BATCH' interface. The top section shows filters for PERIOD (May 2025), DIVISION (HOUSTON), and BANK ACCOUNT (All). It also includes status indicators for Open (\$3,063.66), Posted 29 (\$2,388.85), and Voided 0 (\$0.00). Below this is a table of payment batches. A red arrow points to the row for batch 11554, which is highlighted in green. A pop-up window titled 'BATCH - 11554 DIVISION - HOUSTON' is open, showing details for this batch. It includes a DATE (05/22/2025), BANK ACCOUNT (BANK OF NAVU), and a list of payments. A red arrow points to the 'POST' button at the bottom of the pop-up.

BATCH #	DIVISION	TYPE	SOURCE	STATUS	DATE	BANK CLEARED DATE	BANK ACCOUNT	COUNT	TOTAL	CREATED ON	GL BATCH
11539	HOUSTON (3 - \$ 4.63)	Payment		Open	5/4/25		COMERICA - FWS	3	\$ 4.63	5/4/25 4:18 pm	
11540	HOUSTON (5 - \$ 1.24)	Payment		Posted	5/5/25		COMERICA - FWS	5	\$ 1.24	5/5/25 2:41 am	
11541	HOUSTON (6 - \$ 1.05)	Payment		Posted	5/7/25		COMERICA - FWS	6	\$ 1.05	5/7/25 3:18 pm	
11545	HOUSTON (3 - \$ 1,000.12)	Payment									
11546	HOUSTON (1 - \$ 0.00)	Payment	Card eSch								
11547	HOUSTON (5 - \$ 1,000.12)	Payment	Card App								
11548	HOUSTON	Payment									
11549	HOUSTON (8 - \$ 386.32)	Payment	Card App								
11552	HOUSTON (1 - \$ 0.00)	Payment	Card eSch								
11554	QAWASTE (2 - \$ 3,059.03)	Payment									

ACCOUNT ID	NAME	STATUS	BALANCE	TYPE	REFERENCE	AMOUNT	APPLIED AMOUNT	DEPOSIT	AUTO APPLY
48982	J&M Roofing	Internal Co...	\$ 5,952.93	Check	1234	3,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
18535	Cascade Detailing	Active	\$ 59.03	Cash		59.03	0.00	<input type="checkbox"/>	<input type="checkbox"/>

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' should the batch need to be un-posted and returned to an 'Open' status.
 - The **Post** button is disabled if a control total has been entered and it does not exactly match the total **Amount** collected in the batch.
4. If the payment batch was successfully posted, a Success popup will display and the batch 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 first. Voided batches will continue to display on the AR Payment Batch screen highlighted in yellow with a 'Voided' status.

BATCH - 11554 DIVISION - HOUSTON

DATE: 05/22/2025 BANK ACCOUNT: BANK OF NAVU Fort Knox SOURCE: Select Source

NOTE: CREATED BY: Aliena Somers - Admin-NS (Sales) - 05/22/2025 1:53 pm STATUS: Open

+ SORT: Entry Order ↓ DEFAULT PAYMENT TYPE: COUNT: 2 Search for Payment in Batch

ACCOUNT ID	NAME	STATUS	BALANCE	TYPE	REFERENCE	AMOUNT	APPLIED AMOUNT	DEPOSIT	AUTO APPLY	
48982	J&M Roofing	Internal Co...	\$ 5,952.93	Check	1234	3,000.00	0.00			Apply
18535	Cascade Detailing	Active	\$ 59.03	Cash		59.03	0.00			Apply

CONFIRMATION

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

YES NO

POST PRINT REPORT VOID IMPORT CONTROL TOTAL Amount \$ 3,059.03

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 SEARCH ACCOUNTS / SITES

NOTE: Search for Account/ Site

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

CANCEL

SORT: Entry Order ↓

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			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.

Related Articles

[Unapplied Management](#)- Quickly audit and apply payments that were posted in a batch, but were not applied to an invoice.

[Daily Auto Apply](#)

[Lock Box Payment Import Format 3](#)
