AR Payment Batch

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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.

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.

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.*
   - 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			Open 3	Voided 0	Posted 0
Apr 2024	HOUSTON	All			$ 626.93	$ 0.00	$ 0.00

| 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 **Note** testing	HOUSTON	Payment		Open	4/5/24		BANK OF NAVU	1
11268	HOUSTON	Payment	None	Open	4/5/24		COMERICA - FWS	1

Batch Payment Editor

Search and Add Accounts/Sites
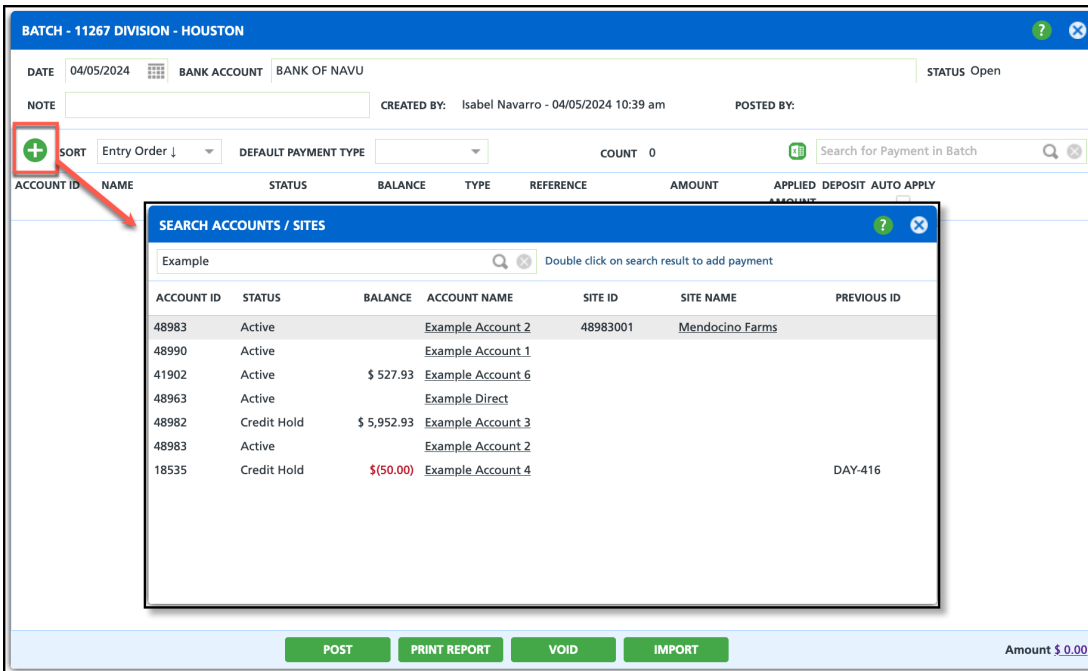
1. Initiate the account/site search by clicking the **green +** icon, or the F5 key on your keyboard to open 'Search Accounts/Sites.'
2. Search for accounts within the 'Search Accounts/Sites' search bar.
3. Double-click on the row corresponding to the account for which the payment is intended. Avoid 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
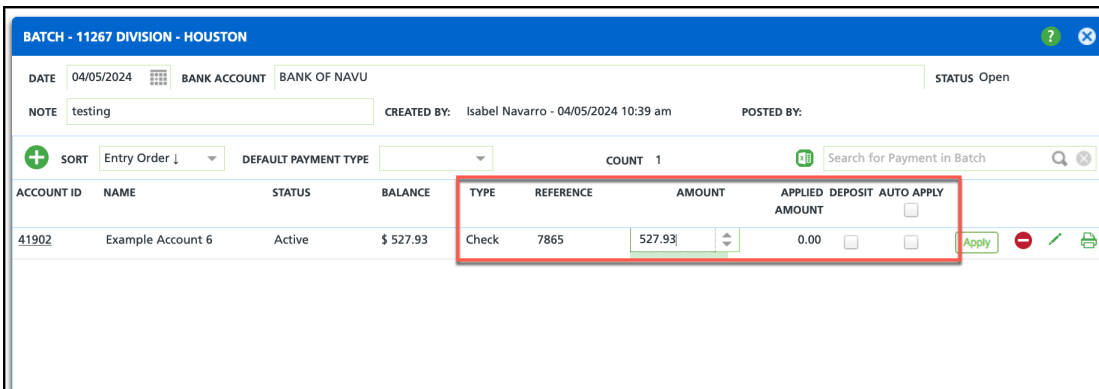
1. Select the **Type** of payment received by clicking within the 'Type' column.
2. Enter a **Reference ID b**y clicking within the 'Reference' column. *This is not required. Refer to your company's policies on entries to this field.*
3. Enter a value for the **Amount** received by clicking within the '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.

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.

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.

Step-By-Step Process

1. Double click within the row of the **open batch** you would like to review from he 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.