

# AR Payment Batch

Last Modified on 02/12/2025 11:17 am 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		<input checked="" type="checkbox"/> Open 14 \$ 26,356.52		<input checked="" type="checkbox"/> Posted 19 \$ 3,085.79		<input checked="" type="checkbox"/> Voided 0 \$ 0.00		<input type="text" value="Search"/> <input type="button" value="Q"/> <input type="button" value="X"/> <input type="button" value="Refresh"/>	
BATCH #	DIVISION	TYPE	SOURCE	STATUS	DATE	BANK CLEARED DATE	BANK ACCOUNT	COUNT	TOTAL	CREATED ON	GL BATCH		
11455	CORPUS (2 - \$ 101.50)	Payment	Pineapple Applied Payment	Posted	12/3/24		COMERICA - FWS	2	\$ 101.50	12/3/24 7:54 am			
11456	HOUSTON (2 - \$ 252.00)	Payment		Open	12/3/24		COMERICA - FWS	2	\$ 252.00	12/3/24 9:05 am			
11457	CORPUS (2 - \$ 0.00)	Payment	Pineapple Applied Payment	Posted	12/4/24		COMERICA - FWS	2	\$ 0.00	12/4/24 2:49 pm			
11458	CORPUS (2 - \$ 23,023.10)	Payment		Open	12/4/24		COMERICA - FWS	2	\$ 23,023.10	12/4/24 2:50 pm			
11459	HOUSTON (1 - \$ 15.00)	Payment		Open	12/5/24		COMERICA - FWS	1	\$ 15.00	12/5/24 8:36 am			
11460	HOUSTON	Payment		Voided	12/6/24		COMERICA - FWS	0	\$ 0.00	12/6/24 3:14 am			
Note Houston Pri...													
11461	QAWASTE (2 - \$ 8.37)	Payment		Posted	12/1/24		BANK OF NAVU	2	\$ 8.37	12/6/24 2:26 pm			
11464	QAWASTE (2 - \$ 13.82)	Payment		Posted	12/2/24		NAVU WELLS	2	\$ 13.82	12/6/24 2:53 pm			
11465	HOUSTON (1 - \$ 1,120.00)	Payment		Open	12/8/24		COMERICA - FWS	1	\$ 1,120.00	12/8/24 12:30 pm			
11466	QAWASTE (1 - \$ 100.00)	Payment		Posted	12/11/24		BANK OF NAVU	2	\$ 150.00	12/11/24 1:01 pm			
Note Houston Pri... HOUSTON (1 - \$ 50.00)													
11467	QAWASTE (1 - \$ 100.00)	Payment		Posted	12/11/24		NAVU WELLS	2	\$ 600.00	12/11/24 11:06 am			
Note QA Primary ... HOUSTON (1 - \$ 500.00)													
11468	QAWASTE (1 - \$ 1,004.95)	Payment	Pineapple Applied Payment	Posted	12/11/24		BANK OF NAVU	1	\$ 1,004.95	12/11/24 3:11 pm			
11469	HOUSTON (1 - \$ 0.00)	Payment	CardPointe eCheck Scheduled ...	Posted	12/15/24		COMERICA - FWS	1	\$ 0.00	12/15/24 3:46 pm			
11470	HOUSTON (3 - \$ 600.00)	Payment		Open	12/16/24		COMERICA - FWS	3	\$ 600.00	12/16/24 8:10 am			
11472	HOUSTON (2 - \$ 535.92)	Payment		Open	12/17/24		COMERICA - FWS	2	\$ 535.92	12/17/24 7:46 am			

## 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
<b>Filters</b>	
'+' 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.

<b>Bank Account</b>	Filters on the bank account payments are deposited into.
<b>Open</b>	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.
<b>Voided</b>	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.
<b>Posted</b>	Select to display only posted payment batches. The numerical value shown represents the total amount of payments that have been applied/posted to accounts.
<b>Fields</b>	
<b>Batch #</b>	Identifies the batch.
<b>Division</b>	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.
<b>Type</b>	Indicates the transaction type, or the form the payment came in (cash, check, ACH, etc.).
<b>Is Merchant</b>	Displays the name of the third party processing system used for credit card processing.
<b>Deposit Date</b>	Displays the date the payment was deposited into the bank account.
<b>Bank Account</b>	Identifies the bank account payments are deposited into.
<b>Deposit Cleared Date</b>	Indicates the date the payment was successfully deposited into the selected bank account.
<b>Count</b>	Displays a total count of payments received for the batch.
<b>Total</b>	Displays the total amount of all payments included in the batch.
<b>Created On</b>	Records when the payment batch was created.
<b>GL Batch</b>	Displays the Batch ID for the General Ledger (Accounting > GL Batch Processing).
<b>Search</b>	Broad search across all fields in the AR Payment Batch screen.
<b>Excel</b>	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' interface. At the top, there are filters for PERIOD (Dec 2024), DIVISION (All), and BANK ACCOUNT (All). On the right, there are summary statistics: Open 14 (\$26,356.52), Posted 19 (\$3,085.79), and Voiced 0 (\$0.00). Below this is a table with columns: BATCH #, DIVISION, TYPE, SOURCE, STATUS, DATE, BANK CLEARED DATE, BANK ACCOUNT, and COUNT. A 'CREATE PAYMENT BATCH' pop-up window is overlaid on the table, containing fields for DIVISION, DATE, PERIOD, BANK ACCOUNT, SOURCE, and NOTE, with a 'SAVE' button at the bottom. A red arrow points from the green '+' icon in the main screen to the same icon in 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 (if added) display on the AR Payment Batch screen as well as on the Batch Report.
  - o Select the **Division** the payment batch belongs to. If the batch includes payments for accounts in another division, the division selected here is considered the **primary** division.
  - o Enter or select a **Deposit Date** payments recorded in the payment batch will be deposited.
  - o Select a calendar **Period** the payment batch falls into.
  - o 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.

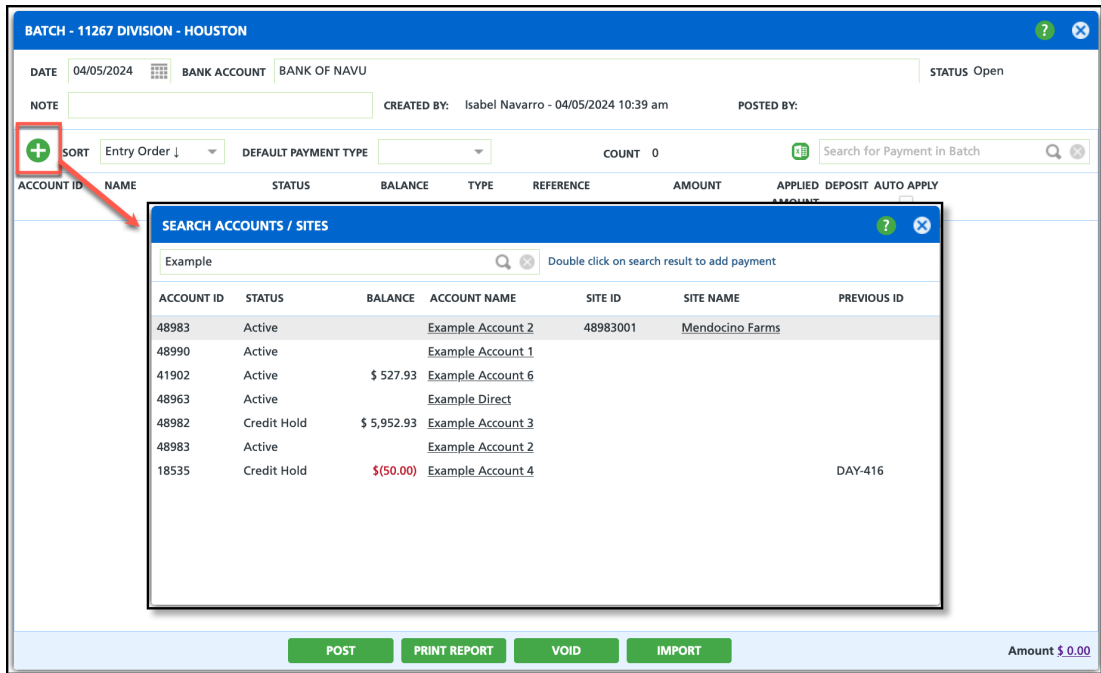
## Add Payment to an Open Batch

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"/> Voiced 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

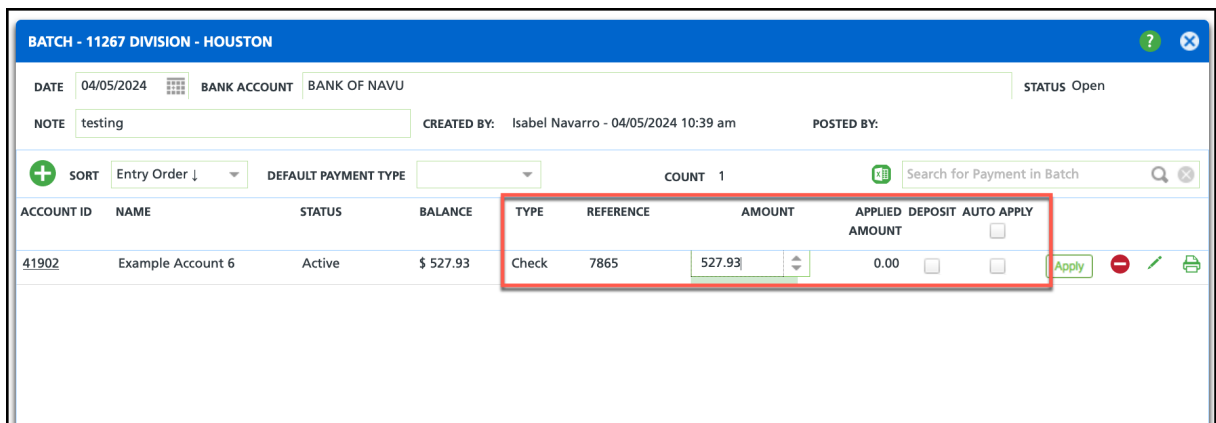


1. Initiate the account/site search by clicking the **green +** icon, or pressing the **F5** key on your keyboard.
2. Search for accounts within the 'Search Accounts/Sites' search bar.
3. Double-click on the row corresponding to the account for which the payment is intended. Avoid clicking on the account 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

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.



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

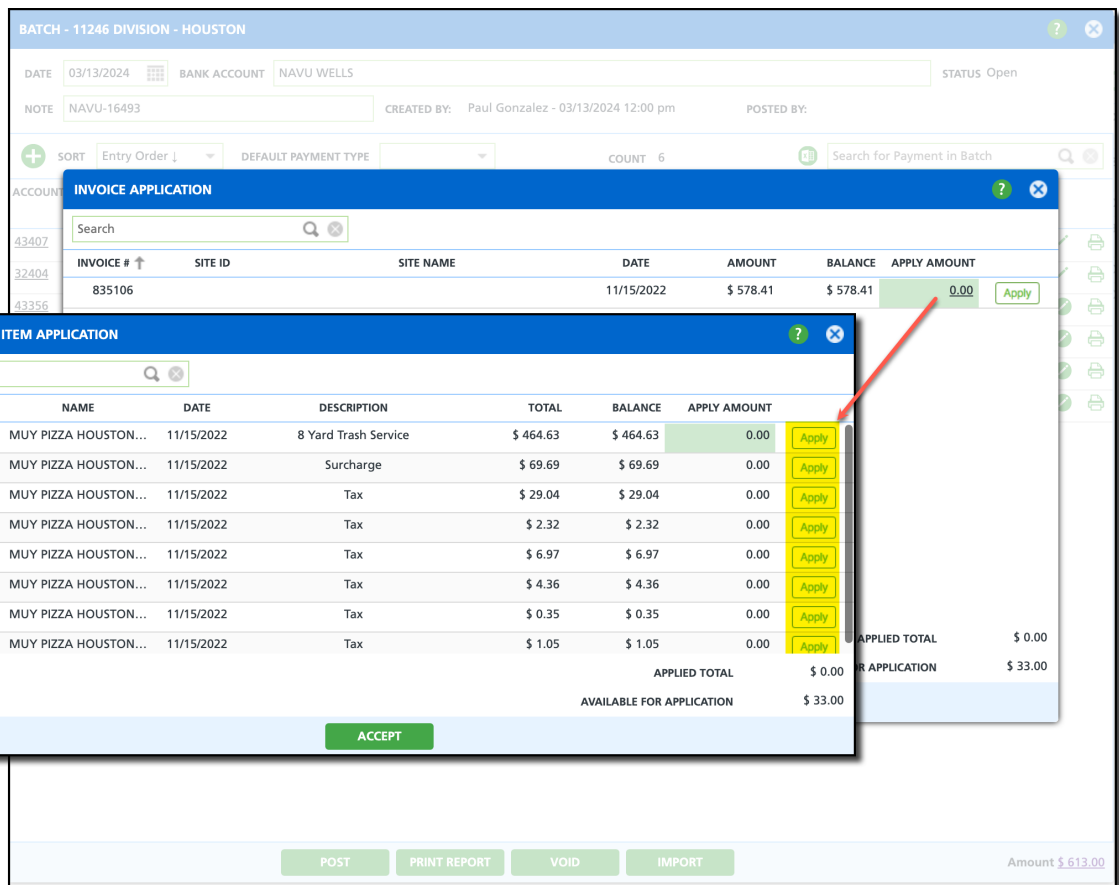
Sort: Entry Order ↓ | DEFAULT PAYMENT TYPE: | COUNT: 2 | Search for Payment in Batch

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

Buttons: 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.



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 (Mar 2024), Division (HOUSTON), and Bank Account (All). Summary statistics include: Open 4 (\$933.00), Voided 0 (\$0.00), and Posted 1 (\$4,308.65). A table lists several batches, with batch 11246 highlighted in green. A red arrow points to this batch. Below the table, a pop-up window titled 'BATCH - 11246 DIVISION - HOUSTON' is open, showing details for the selected batch. It includes fields for Date (03/13/2024), Bank Account (NAVU WELLS), and Status (Open). A table of applied payments is shown, with columns for Account ID, Name, Status, Balance, Type, Reference, Amount, Applied Amount, Deposit, and Auto Apply. The total amount applied is \$613.00. At the bottom, there are buttons for POST, PRINT REPORT, VOID, and IMPORT. A red arrow points to the POST button.

BATCH #	DIVISION	TYPE	IS MERCHANT	STATUS	DATE	BANK CLEARED DATE	BANK ACCOUNT	COUNT	TOTAL	CREATED ON	GL BATCH
11242	HOUSTON	Payment	Pineapple Applied Payment	Posted	3/5/24		COMERICA - FWS	2	\$ 4,308.65	3/5/24 1:06 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	
11251	HOUSTON	Payment	None	Open	3/19/24		COMERICA - FWS	2	\$ 310.00	3/19/24 8:34 am	
11262	HOUSTON	Payment	None	Open	3/28/24		COMERICA - FWS	1	\$ 10.00	3/28/24 2:11 pm	

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"/>
32404	GOODWILL	Bad Debt		ACH	786	100.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
43356	PAPPA JOHN'S PIZZA	Active	\$ 514.96	Cash		150.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
48975	Unmatch AR Account	Active	\$(45.63)	Check		120.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
48975	Unmatch AR Account	Active	\$(45.63)	Check		110.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
48975	Unmatch AR Account	Active	\$(45.63)	Check		100.00	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.
  - o After posting, the **Post** button will change to 'Un-Post' should the batch need to be un-posted and returned to an 'Open' status.
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 - 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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## Related Articles

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

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