

## Posting Payments & Adjustments 10R1

When payments are received they need to be applied to the Invoices so that the balances are updated and the aging reports are current. To post a payment to an Invoice or make an Adjustment to an Invoice the user must first go to the A/R **Post** Tab. To create a new posting or adjustment session select the correct *Default Action* from the drop down (either "Payment" or "Adjustment") and click on the *NSR* button to the left as circled below.

\*Note – Although a Company Name and Invoice number may be displayed (like below) in the header in the upper right of the screen, the posting session can contain any number of Invoices and they do not all have to be for the Customer whose name is displayed (ie. American Banks).

Once the *Default Action* is selected from the drop down menu and the *NSR* button is clicked the following window will appear.

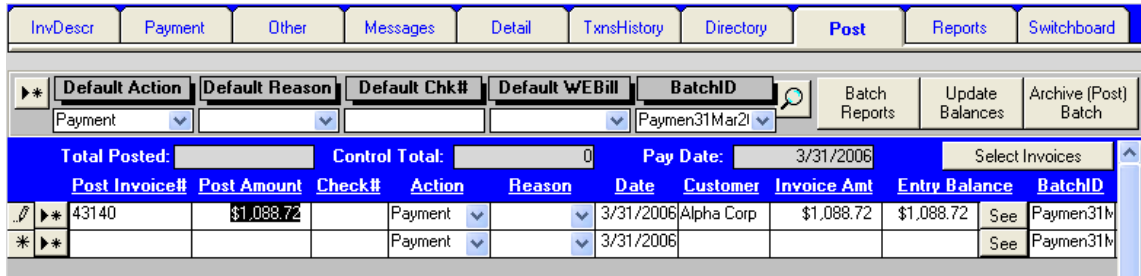
To continue with the posting session click on the *OK* button to bring up the next prompt.

\*Note – In the case of an Adjustment the prompt would read "Create new Adjustment batch ID?"

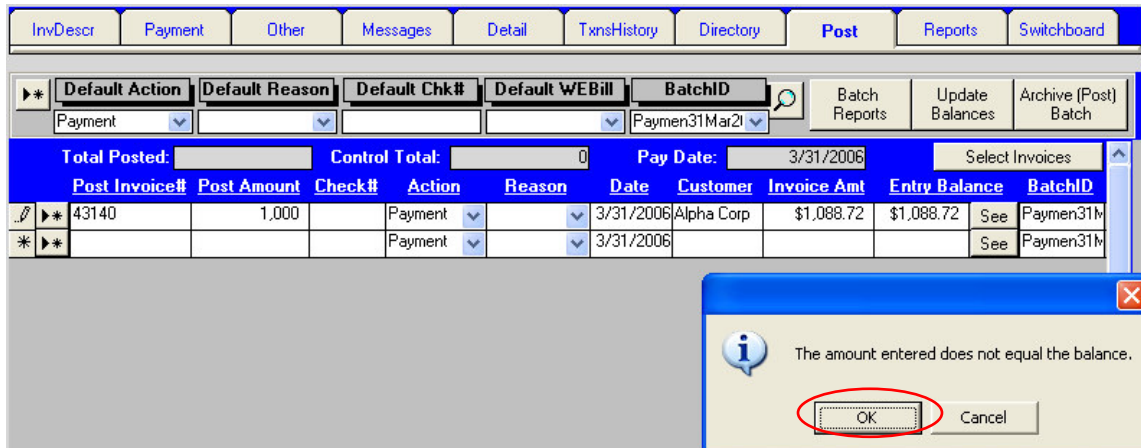
The *batch ID* will automatically be populated in the field as shown below with a unique number created by Tempworks. (This field does not need to be changed) To change the *batch ID* enter it into the field and then click on the *OK* button to move on to the next step.



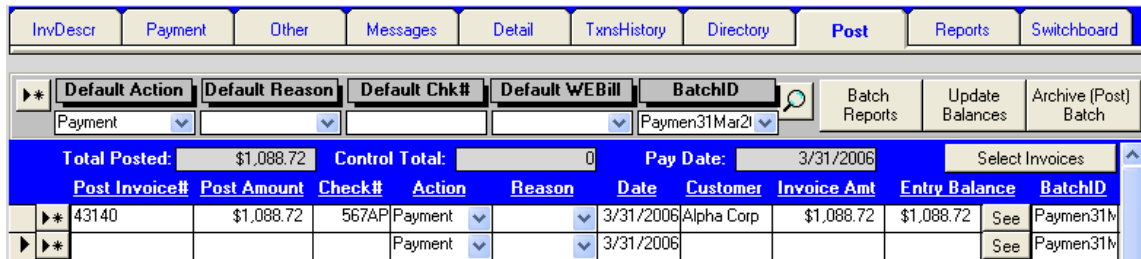
The posting date will automatically be defaulted to the current date by Tempworks, but it can be changed to a previous date if needed. This date should reflect whatever date the payment was received. Click on *OK* to proceed into the posting batch.



When the Invoice number is entered in the *Post Invoice#* column and the user tabs over or goes to the next line, the *Post Amount* automatically populates for the Invoice. If the actual payment amount does not match, enter the correct amount and move cursor or tab over to the next field.



If an amount that doesn't match the Invoice amount is entered the prompt box above will come up alerting the user that a different amount has been entered. If the amount entered is correct click on the *OK* button, if the amount was entered incorrectly click on the *Cancel* button.



Once the amount is correct the user needs to enter the check number in the *Check#* column. This can be letters or numbers.

**\*Note – This information allows the user to search for misapplied payments in the *Directory* tab.**

InvDescr	Payment	Other	Messages	Detail	TxnsHistory	Directory	Post	Reports	Switchboard
▶*	Default Action	Default Reason	Default Chk#	Default WEBill	BatchID		Batch Reports	Update Balances	Archive (Post) Batch
	Payment				Paymen31Mar21				
Total Posted:		\$1,088.72	Control Total:		0	Pay Date:	3/31/2006	Select Invoices	
Post Invoice#	Post Amount	Check#	Action	Reason	Date	Customer	Invoice Amt	Entry Balance	BatchID
▶*	43140	\$1,088.72	567AP Payment	DF	3/31/2006	Alpha Corp	\$1,088.72	\$1,088.72	See Paymen31M
*▶*			Payment		3/31/2006			See	Paymen31M

\*Note – For a payment transaction; in the case of an overpayment, or partial pay, a Reason can be selected from the drop down menu as selected above. For an adjustment transaction the Reason should be listed for the adjustment taking place.

Once all of the information has been entered for the Invoice, move to the next open line to enter more Invoice payments or if the payment/adjustment batch has been completed click on the *Batch Reports* button (as circled above) to print the reports associated with this posting batch. The batch reports will print to the user’s default printer.

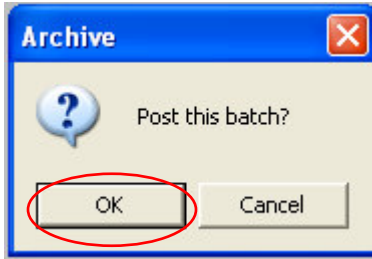
Next click on the *Update Balances* button as pictured below. This can be selected at anytime during the posting session to update the balances for the Invoices on the Customer record.

InvDescr	Payment	Other	Messages	Detail	TxnsHistory	Directory	Post	Reports	Switchboard
▶*	Default Action	Default Reason	Default Chk#	Default WEBill	BatchID		Batch Reports	Update Balances	Archive (Post) Batch
	Payment				Paymen31Mar21				
Total Posted:		\$1,088.72	Control Total:		0	Pay Date:	3/31/2006	Select Invoices	
Post Invoice#	Post Amount	Check#	Action	Reason	Date	Customer	Invoice Amt	Entry Balance	BatchID
▶*	43140	\$1,088.72	567AP Payment	DF	3/31/2006	Alpha Corp	\$1,088.72	\$1,088.72	See Paymen31M
*▶*			Payment		3/31/2006			See	Paymen31M

The last button that needs to be clicked to post the batch to payment history is *Archive (Post) Batch* as circled below.

InvDescr	Payment	Other	Messages	Detail	TxnsHistory	Directory	Post	Reports	Switchboard
▶*	Default Action	Default Reason	Default Chk#	Default WEBill	BatchID		Batch Reports	Update Balances	Archive (Post) Batch
	Payment				Paymen31Mar21				
Total Posted:		\$1,088.72	Control Total:		0	Pay Date:	3/31/2006	Select Invoices	
Post Invoice#	Post Amount	Check#	Action	Reason	Date	Customer	Invoice Amt	Entry Balance	BatchID
▶*	43140	\$1,088.72	567AP Payment	DF	3/31/2006	Alpha Corp	\$1,088.72	\$1,088.72	See Paymen31M
*▶*			Payment		3/31/2006			See	Paymen31M

When this button is clicked the following window will appear.



Tempworks prompts the user to verify that they are done with the payment or adjustment batch and that it should be posted. If the user does not desire to post the batch at this time they should click on the *Cancel* button. To complete archiving this session click on the *OK* button as circled to the left.

Post Invoice#	Post Amount	Check#	Action	Reason	Date	Customer	Invoice Amt	Entry Balance	BatchID
43140	\$1,088.72	567AP	Payment	DP	3/31/2006	Alpha Corp	\$1,088.72	\$1,088.72	See Paymen31M
*			Payment		3/31/2006			See	Paymen31M

The last prompt indicates that the batch has been archived. Click on the *OK* button as circled above to clear this prompt.