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A/R Receipt Batches

Daily > Accounts Receivable Receipts > Receipt Batches

Displays all unposted receipt batches, with options to create new batches, import, add, edit, delete, or post a batch.

Once a receipt has been posted, if user permission allows, anything except the account and amount may be changed. See **A/R Cash Un-Application** if receipts need to be un-applied from a posted Invoice.

New Dropdown Menu/New Receipt Batch: Click this button to enter receipts in a new batch.

New Dropdown Menu/Import: This menu allows you to import receipts from outside systems. Contact SGA for assistance in setting up the import specs. Click **here** for more details about importing.

Add to Batch: Click this button to enter additional receipts in the batch selected.

Edit: Double-click the receipt line (or click to highlight a receipt and click Edit). Make changes, then click Save (or press Enter) when done. Additional lines may be added to the receipt by simply entering an additional distribution line in the grid. Right-click on a distribution line to delete a row, reposition a row in the grid, or copy comments to all rows.

Delete: Removes the batch that is highlighted. You can only delete a posted batch if you have high-level Admin permissions.

Post: You may post selected batches from this screen by checking the box on the far left column and clicking Post.

Refresh: Reloads the current view or screen, allowing it to display updates or new information, such as newly created batches. It is convenient if another user is entering receipts simultaneously.

Reports: Click the drop-down arrow to follow the link to the Detail Reports, or to print, preview, or export the list of receipts currently displayed on the screen to Excel.

Advanced Filters: This allows you to view a range of batches —posted or unposted —for a selected set of months.