

Processing ACH in Cashiering

In the Cashiering module, open the **Cashiering Entry** table.

The table opens to the **Cash Receipts** tab.

Click the **Add** icon to create a new batch.

The **Batch Name** field auto-populates with the creator's user_id.

At **Batch I.D.**, enter a name for the batch.

The following fields auto-populate:

- **Process Date** – Update if needed
- **Station** = 1
- **Bank Group** = 1
- **Print Receipt** – Uncheck the box
- **Reverse LP** = leave blank
- **Cashier** = creator's user_id

Click **OK** to save the batch.

Cashiering > Cashiering Entry

Cash Processing (ADD)

Cash Receipts Cash Maintenance Verification Listing Journal Print Post

None Selected OK Cancel ?

Batch Name	Batch ID	Station	Cashier
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Batch Information

Batch Name: aenfelt1

Batch I.D.: ACH TEST

Process Date: 2020-06-22

Station: 1

Bank Group: 1

Print Receipt:

Reverse LP:

Cashier: aenfelt

Select Cash Drawer

More Information

In Use:

Journal: 0

Journal By:

Journal Number:

Locked:

Print Receipts?

Next, open the **Pre-Authorized** table located in the Cashiering module.

On the **Main** tab, search for the **P.A.P. Creation Number**.

In the sample, P.A.P. Creation Number was 43.

Click the **Batch Totals** button.

Cashiering > Pre-Authorized

Pre-Authorized Payments (BROWSE)

Main | Transfer | Delete

1 of 6

Batch Totals

Pre-Authorized Payments

Creation Number: 43

Account Number: 110 22 RG1 Cust 11

Service: E ELECTRIC

Date: 2020-06-22

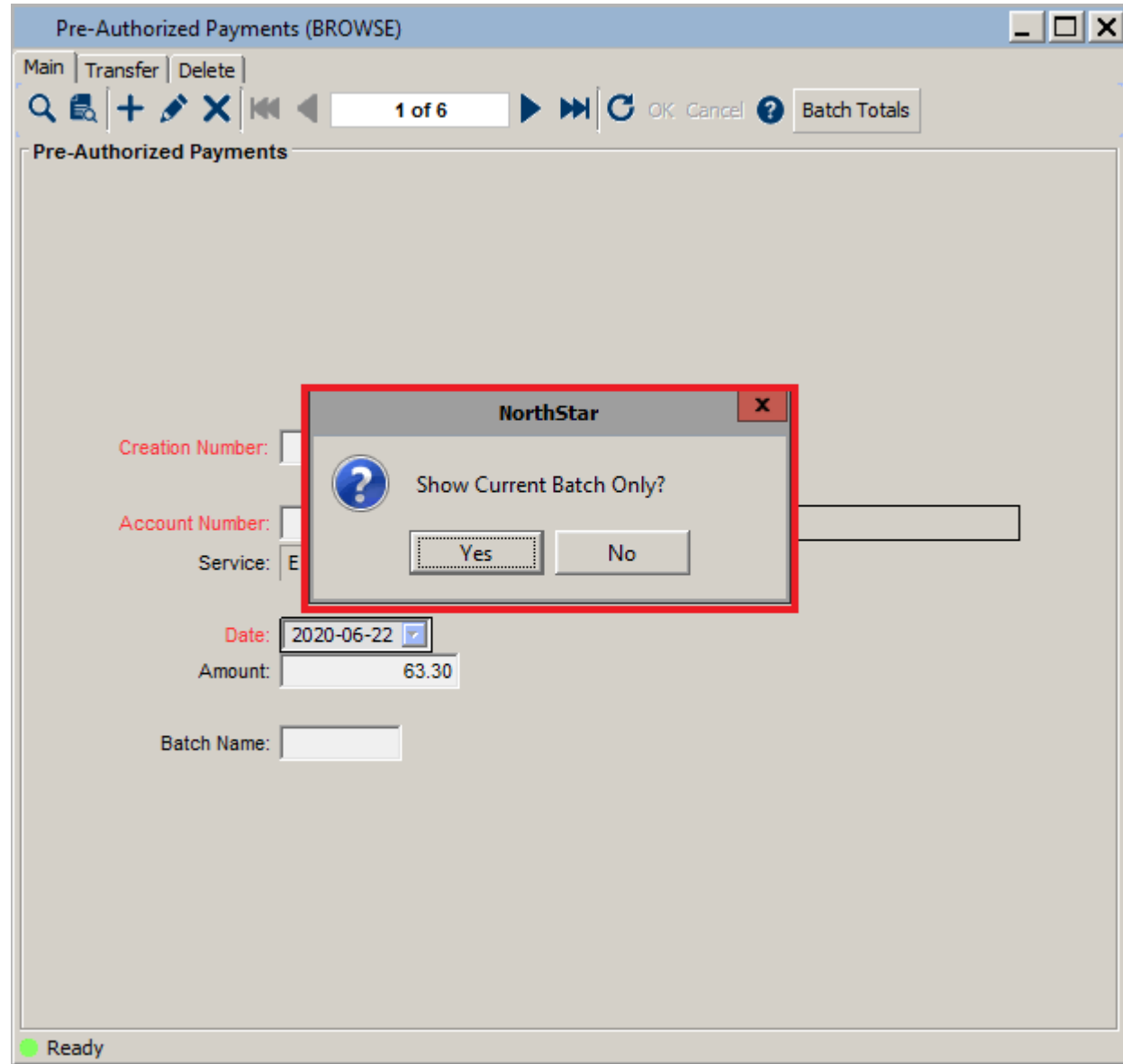
Amount: 63.30

Batch Name:

Ready

A pop-up window appears.

Click **Yes** to view the total amounts for the selected P.A.P. Creation Number.



A pop-up window appears containing the total dollar amount for the batch.

Note: If the Creation Number contains multiple dates, the total amount for each date displays on a separate line.

Verify the Batch Total matches the total sent to the bank.

Click **OK** to close the window.

The screenshot shows a window titled "Batch Totals" with a close button (X) in the top right corner. The window contains a table with the following data:

Create No	Date	Amount
43	2020-06-22	\$346.50

At the bottom of the window, the text "Total Amount: 346.50" is displayed. To the right of this text is an "Ok" button, which is highlighted with a red dashed border.

Move to the **Transfer** tab.

Select the **Batch Name** from the dropdown menu.

Enter the **Creation Number** for the ACH batch.

Set the **Payment Date** for the selected batch.

Click **OK** to execute the transfer of payments to the Cashiering batch.

Cashiering > Pre-Authorized Payments > Transfer

Pre-Authorized Payments (BROWSE)

Main **Transfer** Delete

Batch Transfer (BROWSE)

Batch Name: aenfelt1

Creation Number: 43

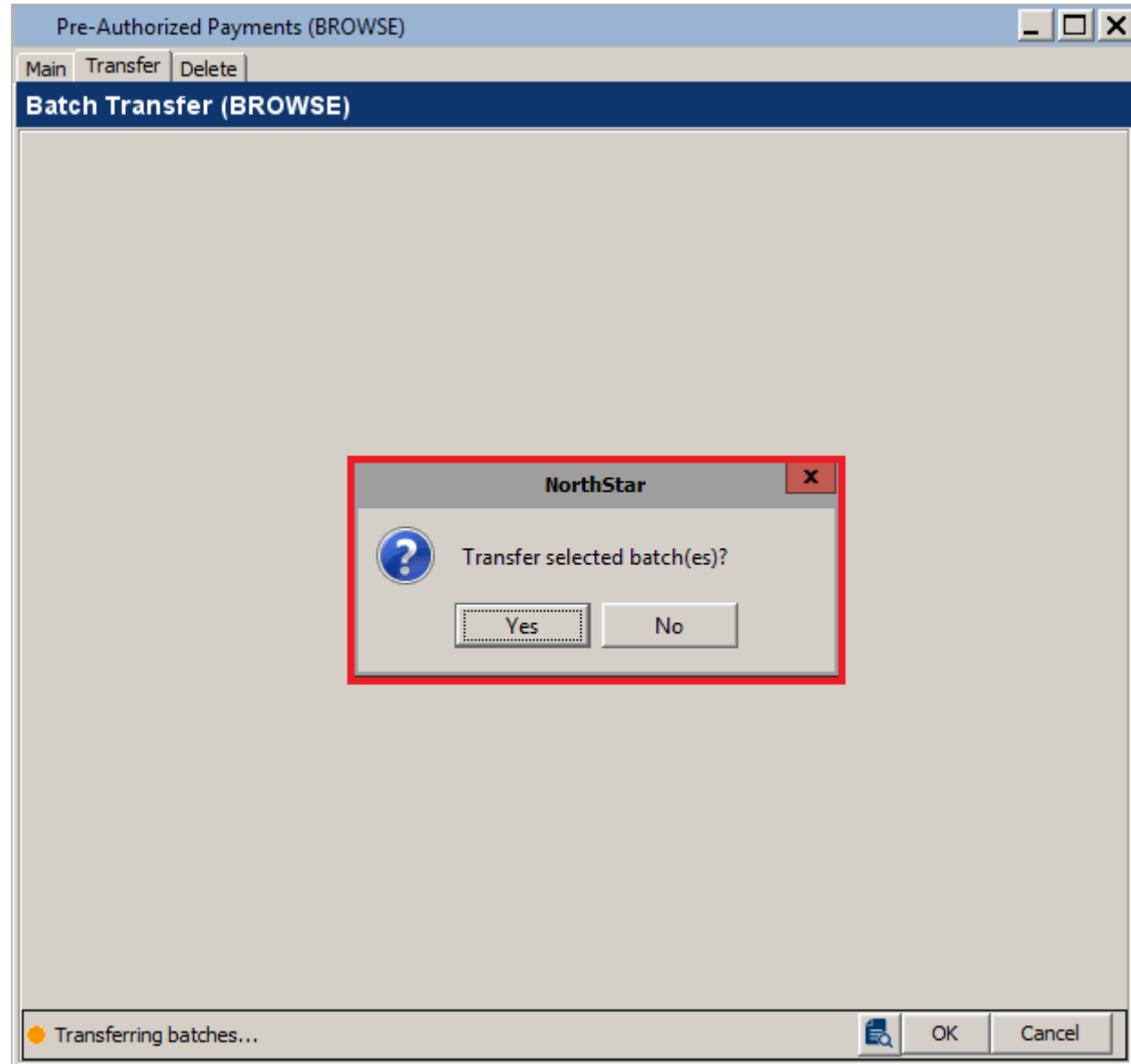
Payment Date: <= 2020-06-22

Ready

OK Cancel

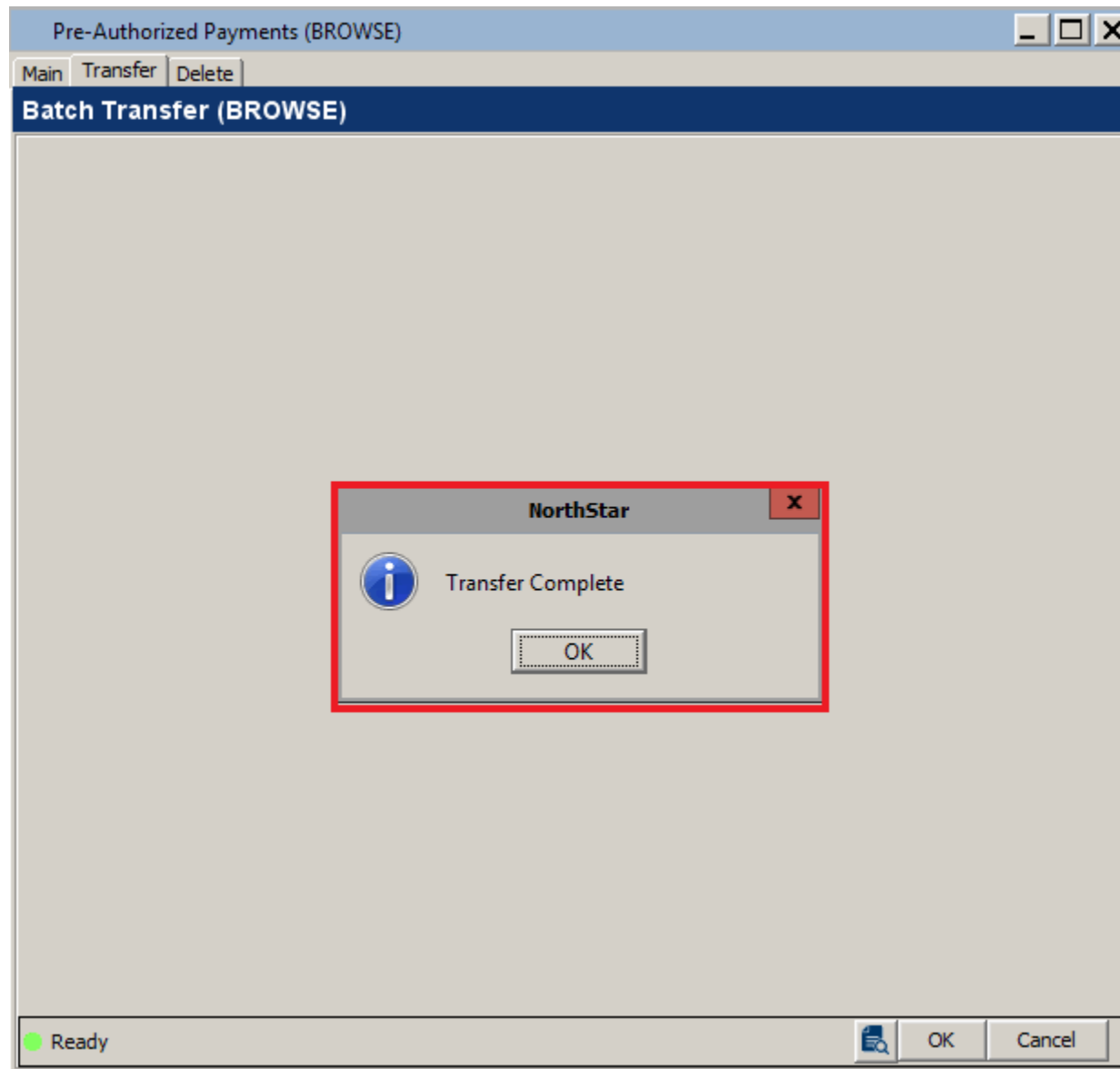
A pop-up window appears.

Click 'Yes' to verify the transfer of the selected batch(es).



A **Transfer Complete** pop-up window appear when the payments successfully transfer to the Cashiering batch.

Click **OK** to close the window.



Return to the **Cashiering Entry** table.

Locate and open the **ACH batch**.

Move to the **Cash Maintenance** tab.

Verify the **Receipt Totals** located at the bottom of the table.

If the Receipt Totals equals the total from the ACH bank file, complete the remainder of the Cash process including:

- **Verification**
- **Journal Print**
- **Post**

Cashiering > Cashiering Entry > Cash Maintenance

Cash Processing (BROWSE)

Cash Receipts **Cash Maintenance** Verification Listing Journal Print Post

Cash Entry Add Many

Receipt (BROWSE)

1 of 1

Date: 2020-06-22 Batch Name: aenfelt1 Entry: 1 READY

Agency #: Station: 1 Type: 7 PAP

Receipt #: 215091 Name on Receipt: RG1 Cust 11 Receipt Printed:

Account Payments Miscellaneous Transactions Method of Payment

Payments on Account (BROWSE)

1 of 6

Ap	Account	Occ.	Name	Balance	Payment	Deposit	Next Deposit	NSF/CARe
E	110	22	RG1 Cust 11	63.30	63.30	0.00		
P	110	22	RG1 Cust 11	1.80	1.80	0.00		
R	110	22	RG1 Cust 11	64.55	64.55	0.00		
S	110	22	RG1 Cust 11	33.80	33.80	0.00		
U	110	22	RG1 Cust 11	35.00	35.00	0.00		
W	110	22	RG1 Cust 11	148.05	148.05	0.00		

Account Payment Totals Balance: 346.50 Payment: 346.50 Deposit Required: 0.00

Receipt Totals Amount Owing: 346.50 Amount Tendered: 346.50 Change: 0.00

Ready

After posting completes, view applied payments in Account Gateway's **Account Balance History** table.

Verify a few payments the Cash batch applied to their respective accounts.

Account Gateway > Account Balance History

Account Management View (BROWSE) ACTIVE/PAP

Quick Info Account Details

Account Info
 Account: 110 22 Active:
 Name: RG1 Cust 11
 Customer: 110

Service Address
 House #: 110 Mod: S Street: SYCAMORE ST Apt:
 Region: City: ANYTOWN State: WI
 Home: Bus: Zip: 5312

Ready

Account Balance History (BROWSE)

Browse Detail Service Statistic Change AR Code

Trans Date	Jour Code	Jour No	Amount	Description	Balance
2020-06-22	CR	1520	-346.50	ACH PAYMENT	0.00
2020-06-12	BJ	301	346.50	REGULAR BILLING	346.50
2020-01-23	CR	1519	-554.40	CHECK PAYMENT	0.00
2020-01-13	BJ	497	554.40	REGULAR BILLING	554.40