

# How to Add a Manual Payment Batch

Last Modified on 06/03/2026 4:53 pm EDT

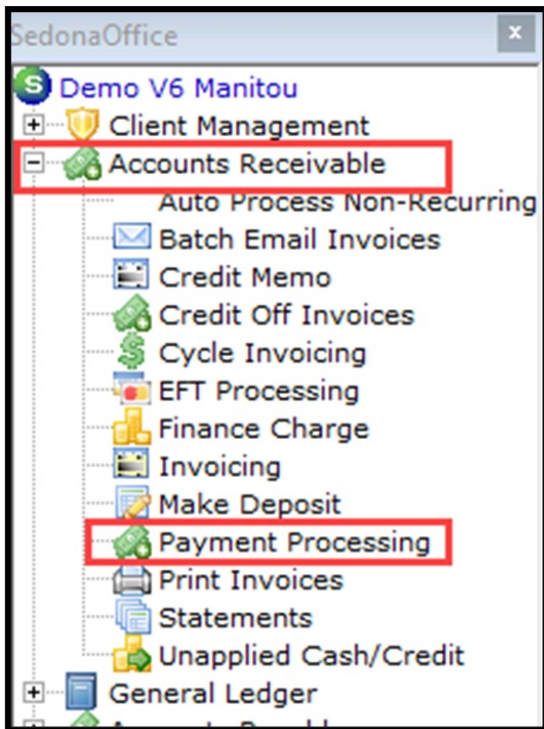
There are times when SedonaOffice will not get transaction information about EFT payments back from Forte. When this happens a manual payment batch will need to be entered to account for that transaction. Steps below are using SedonaOffice version 6.2.0.x.

## Overview

The steps below assume the user has the correct permissions to perform the required steps below.

Steps:

1. Open Payment Processing under Accounts Receivable:



2. In the Payment Processing Batches window, click the New button:

Payment Processing Batches

View Options

Show only batches that are tagged as ready to deposit

Show Deposited Batches

Date Range From Date: 6/10/2024 Thru Date: 6/10/2024

Ready	Date	Description	Qty	Tape Total	Entered Total	Balance	Deposit Date	Check 21	Created By	Created On	Funding Id	Funding S
<input type="checkbox"/>	6/5/2024	210778_AMER20240605	2	76.66	76.66	0.00	**Undeposited**	N	RSHAWLEY	6/5/2024 8:30:30 AM		
<input type="checkbox"/>	6/5/2024	Code Changes 06012024	1	150.00	53.88	96.12	**Undeposited**	N	RSHAWLEY	6/5/2024 11:32:16 AM		
<input type="checkbox"/>	5/17/2024	210778_CC20240517	2	21022.03	21022.03	0.00	**Undeposited**	N	RSHAWLEY	5/17/2024 8:27:17 AM		
<input type="checkbox"/>	5/17/2024	R210778_CC20240517	1	-1200.00	-1200.00	0.00	**Undeposited**	N	RSHAWLEY	5/17/2024 9:35:41 AM		
<input checked="" type="checkbox"/>	5/13/2024	pay	1	10.00	10.00	0.00	**Undeposited**	N	RSHAWLEY	5/13/2024 6:05:35 PM		
<input type="checkbox"/>	4/30/2024	210778_CC20240430	1	240.00	240.00	0.00	**Undeposited**	N	RSHAWLEY	4/30/2024 12:47:05 PM		
<input type="checkbox"/>	4/19/2024	210778_CC20240419	2	134.57	134.57	0.00	**Undeposited**	N	RSHAWLEY	4/19/2024 4:09:23 PM		
<input type="checkbox"/>	4/19/2024	Resubmit Payment Inv 658410	0	26.82	0.00	26.82	**Undeposited**	N	RSHAWLEY	4/19/2024 4:25:10 PM		
<input type="checkbox"/>	11/28/2022	Testing	0	-100.00	0.00	-100.00	**Undeposited**	N	Administrator	11/28/2022 1:36:32 PM		
<input type="checkbox"/>	11/28/2022	More testing	0	100.00	0.00	100.00	**Undeposited**	N	Administrator	11/28/2022 1:37:53 PM		
<input type="checkbox"/>	10/6/2022	Manual	0	111.11	0.00	111.11	**Undeposited**	N	Administrator	10/6/2022 12:36:27 PM		

Total Entered: 20,339.14

Buttons: View Deposits, Deposit, Edit, **New**, Close

3. When the New Batch Information window opens, fill in the Batch Date, Description, and Tape Total, and then click the Save Button.

New Batch Information

Batch Information

Batch Date: 6/3/2024

Description: Customer 650 EFT payment

Tape Total: 30000.00

Entered Amount: 0.00

Remaining Amount: 30000.00

Check 21 Batch:

Ready to Deposit:

Bank Information

Bank Account:

Deposit Date:

Reconcile Date:

Buttons: **Save**, Close

4. The new Payment Batch will now show in the list for the Batch Date that was entered. Double-click on that batch to open.

Payment Processing Batches

View Options

Show only batches that are tagged as ready to deposit

Show Deposited Batches

Date Range: From Date: 6/10/2024, Thru Date: 6/10/2024

Ready	Date	Description	Qty	Tape Total	Entered Total	Balance	Deposit Date	Check 21	Created By	Created On	Funding Id	Funding S
<input type="checkbox"/>	6/5/2024	210778_AMER20240605	2	78.66	78.66	0.00	**Undeposited**	N	RSHAWLEY	6/5/2024 8:30:30 AM		
<input type="checkbox"/>	6/5/2024	Guido Chicago 04920004	1	-150.00	-150.00	-96.33	**Undeposited**	N	RSHAWLEY	6/5/2024 4:44:20:45 AM		
<input type="checkbox"/>	6/2/2024	Customer 630 EFT payment	0	30000.00	0.00	30000.00	**Undeposited**	N	RSHAWLEY	6/10/2024 10:28:04 AM		
<input type="checkbox"/>	5/17/2024	210778_CC20240517	4	-21022.03	-21022.03	0.00	**Undeposited**	N	RSHAWLEY	5/17/2024 9:27:17 AM		
<input type="checkbox"/>	5/17/2024	R210778_CC20240517	1	-1200.00	-1200.00	0.00	**Undeposited**	N	RSHAWLEY	5/17/2024 9:35:41 AM		
<input checked="" type="checkbox"/>	5/13/2024	pay	1	10.00	10.00	0.00	**Undeposited**	N	RSHAWLEY	5/13/2024 6:05:35 PM		
<input type="checkbox"/>	4/30/2024	210778_CC20240430	1	240.00	240.00	0.00	**Undeposited**	N	RSHAWLEY	4/30/2024 12:47:05 PM		
<input type="checkbox"/>	4/19/2024	210778_CC20240419	2	134.57	134.57	0.00	**Undeposited**	N	RSHAWLEY	4/19/2024 4:09:23 PM		
<input type="checkbox"/>	4/19/2024	Resubmit Payment Inv 658410	0	26.82	0.00	26.82	**Undeposited**	N	RSHAWLEY	4/19/2024 4:35:10 PM		
<input type="checkbox"/>	11/28/2022	Testing	0	-100.00	0.00	-100.00	**Undeposited**	N	Administrator	11/28/2022 1:36:32 PM		
<input type="checkbox"/>	11/28/2022	More testing	0	100.00	0.00	100.00	**Undeposited**	N	Administrator	11/28/2022 1:37:53 PM		
<input type="checkbox"/>	10/6/2022	Manual	0	111.11	0.00	111.11	**Undeposited**	N	Administrator	10/6/2022 12:36:27 PM		

Total Entered: 20,339.14

Buttons: View Deposits, Enter Payments, Deposit, Edit, New, Close

5. When the Payment Processing Window opens, fill in the Customer number, Memo, Full Amount to be paid, Payment Method (either Auto Apply or manually fill in the amounts to be paid on invoices):

Payment Processing

Batch Tape Amount: 30,000.00, Amount Entered: 0.00, Batch Balance: 30,000.00, Entry # 1 of 1

Branch: OH

Customer: 630

Invoice #: [ ]

Address: Diamond Pizza, 2600 ROCKSIDE RD, ACEDD IN MAN

Memo: Customer 630 payment to pay in full & xtra service

Balance to Apply: 647.13

Amount: 30,000.00

Payment Method: EFT

Check Number: [ ]

Posting Date: 6/7/2024

Check Date: [ ]

Other Credits: 0.00

Invoices | Other

Site Name	Invoice #	Date	Amount	Net Due	Payment	Purchase Order
Diamond Pizza	662969	6/1/2024	135.77	135.77		
Diamond Pizza	662975	5/31/2024	32234.10	0.01		
Diamond Pizza	662982	6/7/2024	29217.09	29217.09	29,217.09	

Total Due: 629,352.87

Buttons: View Checks, Import Lockbox, Scan Batch, Save, Close

If there are any amounts left over, click on the Other tab to apply the balance to Unapplied Cash to use later. Click Save.

Payment Processing

Batch Tape Amount: 30,000.00, Amount Entered: 0.00, Batch Balance: 30,000.00, Entry # 1 of 1

Branch: OH

Customer: 630

Invoice #: [ ]

Address: Diamond Pizza, 2600 ROCKSIDE RD, ACEDD IN MAN

Memo: Customer 630 payment to pay in full & xtra service

Balance to Apply: 0.00

Amount: 30,000.00

Payment Method: EFT

Check Number: [ ]

Posting Date: 6/7/2024

Check Date: [ ]

Other Credits: 0.00

Invoices | Other

Miscellaneous

Advance Deposit

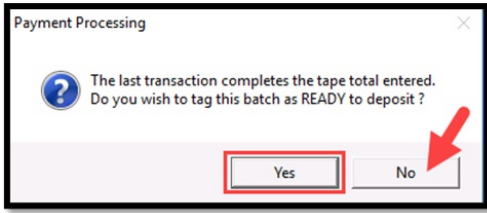
Unapplied Cash

Amount: 647.13

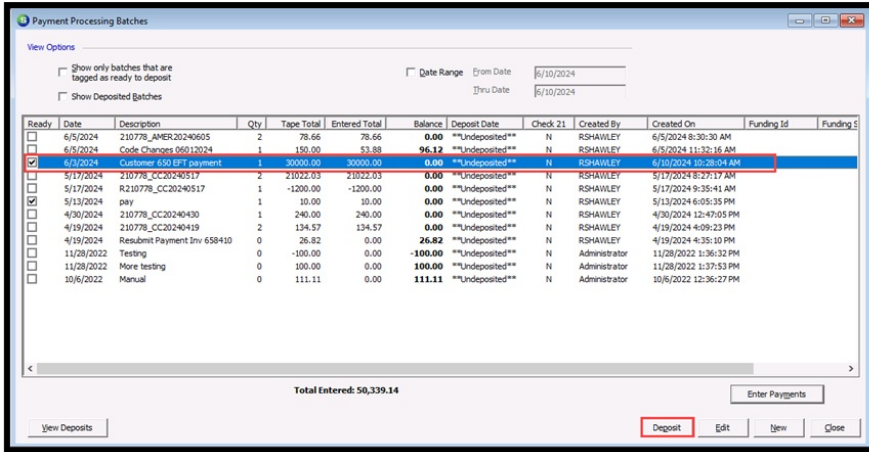
Future Auto Apply

Buttons: View Checks, Import Lockbox, Scan Batch, Save, Close

6. The Payment Processing pop up will open. If ready to deposit the new payment batch, click Yes. If not ready yet, click No.



7. Once ready to deposit the Payment Batch, select the batch and click Deposit.



8. Open the customer the payment was for and now the invoice(s) will show as paid, and any overage will show as unapplied cash on the account to be used later.

