## How to Add a Manual Payment Batch

Last Modified on 09/12/2024 6:03 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 on New button

B Payme	ent Processing	Batches										
View Op	tions											
	Show only b tagged as r	patches that are eady to deposit				Date Ra	ange From Date	6/10/202	14			
	Show Depo	sited Batches					<u>T</u> hru Date	6/10/202	14			
Ready	Date	Description	Qty	Tape Total	Entered Total	Balance	Deposit Date	Check 21	Created By	Created On	Funding Id	Funding S
	6/5/2024	210778 AMER20240605	2	78.66	78.66	0.00	**Undeposited**	N	RSHAWLEY	6/5/2024 8:30:30 AM		
	6/5/2024	Code Changes 06012024	1	150.00	53.88	96.12	**Undeposited**	N	RSHAWLEY	6/5/2024 11:32:16 AM		
	5/17/2024	210778_CC20240517	2	21022.03	21022.03	0.00	**Undeposited**	N	RSHAWLEY	5/17/2024 8:27:17 AM		
	5/17/2024	R210778_CC20240517	1	-1200.00	-1200.00	0.00	""Undeposited ""	N	RSHAWLEY	5/17/2024 9:35:41 AM		
	5/13/2024	pay	1	10.00	10.00	0.00	**Undeposited**	N	RSHAWLEY	5/13/2024 6:05:35 PM		
	4/30/2024	210778_CC20240430	1	240.00	240.00	0.00	**Undeposited**	N	RSHAWLEY	4/30/2024 12:47:05 PM		
	4/19/2024	210778_CC20240419	2	134.57	134.57	0.00	""Undeposited **	N	RSHAWLEY	4/19/2024 4:09:23 PM		
	4/19/2024	Resubmit Payment Inv 658410	0	26.82	0.00	26.82	""Undeposited""	N	RSHAWLEY	4/19/2024 4:35:10 PM		
	11/28/2022	Testing	0	-100.00	0.00	-100.00	**Undeposited**	N	Administrator	11/28/2022 1:36:32 PM		
	11/28/2022	More testing	0	100.00	0.00	100.00	**Undeposited**	N	Administrator	11/28/2022 1:37:53 PM		
	10/6/2022	Manual	0	111.11	0.00	111.11	**Undeposited**	N	Administrator	10/6/2022 12:36:27 PM		
<												>
				Total Er	tered: 20,339.1	4					Enter Payment	5
View	Deposits									Degosit Edit	New	Glose

3. When the New Batch Information window opens – Fill in Batch Date – Description – Tape Total – Then click Save Button

S New Batch Informa	×								
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	Γ								
<u>R</u> eady to Deposit	Γ								
Bank Information									
Bank Account									
Deposit Date									
Reconcile Date									
	Save	Close							
	Enc								

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.

View Op	tions											
	Show only b tagged as r	eady to deposit				Date Ra	ange Erom Date	6/10/202	4			
	Show Depo	sited Batches					<u>T</u> hru Date	6/10/202	4			
Ready	Date	Description	Qty	Tape Total	Entered Total	Balance	Deposit Date	Check 21	Created By	Created On	Funding Id	Funding
	6/5/2024	210778_AMER20240605	2	78.66	78.66	0.00	""Undeposited ""	N	RSHAWLEY	6/5/2024 8:30:30 AM		
	6/5/2024	Codo Changos 06012024		150.00	52.88	96.12	**Undopecited**	N	DCHAMLEY	6/5/2024 11:22:16 AM	_	
	6/3/2024	Customer 650 EFT payment	0	30000.00	0.00	30000.00	**Undeposited**	N	RSHAWLEY	6/10/2024 10:28:04 AM		
H	5/17/2024	210778_CC20240517	2	21022.03	21022.03	0.00	"Undeposited"	N	RSHAWLET	5/17/2024 8:27:17 AM		
	5/17/2024	R2107/8_CC20240517	1	10.00	-1200.00	0.00	** Indeposited**	N	RSHAWLET DCHAMLEY	5/17/2024 9:35:41 AM		
H	4/30/2024	210778 CC20240430	1	240.00	240.00	0.00	** Indenosited**	N	RSHAWLEY	4/30/2024 12:47:05 PM		
H	4/19/2024	210778 CC20240419	2	134.57	134.57	0.00	""Undeposited""	N	RSHAWLEY	4/19/2024 4:09:23 PM		
ŏ	4/19/2024	Resubmit Payment Inv 658410	0	26.82	0.00	26.82	""Undeposited ""	N	RSHAWLEY	4/19/2024 4:35:10 PM		
	11/28/2022	Testing	0	-100.00	0.00	-100.00	""Undeposited ""	N	Administrator	11/28/2022 1:36:32 PM		
	11/28/2022	More testing	0	100.00	0.00	100.00	**Undeposited**	N	Administrator	11/28/2022 1:37:53 PM		
	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										Enter Payments	

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 Er	ntered:0.00 Batch Bal	ance: 30,000.00 Entry # 1 of 1				
Branch OH Cystomer 650 • E Address Damond Paza 2000 ROCKSDE RD Address Castomer 650 payment to pay in full & str	19 🤿	Balance to Apply 647.13 Angunt 30,000.0 Payment Method 977 Check Number Posting Date 6/3/202 Check Date				
Invoices Qther		Other Credits	0.00			1
Cita Mana	Teurine #	Invoice List	America A	Not Due	Durant Durchara Order	
Diamond Pizza	662969	6/1/2024	135.77	135.77	135.77	
Diamond Pizza	662975	5/31/2024	32234.10	0.01	0.01	
Diamond Pizza	662982	6/7/2024	29217.09	29217.09	29,217.09	
					Total Due: \$29,352.87 فينه C	• lear
Vew Ogedis Import Lodbox Scan Batch	]			0 0	Save	glose

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

Payment Proce	essing		- • •
Batch Tape Amo	ount: 30,000.00 Amount Entered:0.00	Batch Balance: 30,000.00 Entry # 1 of 1	
Branch Or Cystomer 6 Invoice # Di Address Di Address Di Address Di	H SS	Balance to Apply 0.00 Angunt 20.000.00 Pagnet Method 07 Ore§ Anator Pennet Data Pagnet Data Pagnet Data Pagnet Data	
Ingoices Other		Other Credits 0.00	
G. Account Categgry Co Amount	ous	job	
⊂ Γ Late Fee − Δπ	nount [0.00	If Unappled Cash           gmount         [647:13           If Dutre Auto Apply	
			(m)
new Cleas	Import Loopox Scan Batch	0 0	Save Gose

6. The Payment Processing pop up will open – If ready to deposit the new payment batch – Click Yes if not ready yet then Click No



7. Once ready to deposit the Payment Batch – Select the batch and click on Deposit

	Show only b tagged as r	batches that are ready to deposit sited <u>B</u> atches				🗖 Date Ra	ange Erom Date	6/10/202	4			
eady	Date	Description	Qty	Tape Total	Entered Total	Balance	Deposit Date	Check 21	Created By	Created On	Funding Id	Funding
]	6/5/2024	210778_AMER 20240605	2	78.66	78.66	0.00	""Undeposited""	N	RSHAWLEY	6/5/2024 8:30:30 AM		
	6/5/2024	Code Changes 06012024	1	150.00	53.88	96.12	**Undeposited**	N	RSHAWLEY	6/5/2024 11:32:16 AM		
2	6/3/2024	Customer 650 EFT payment		30000.00	30000.00	0.00	**Undeposited**		RSHAWLEY	6/10/2024 10:28:04 AM		
	5/17/2024	210778_CC20240517	2	21022.03	21022.03	0.00	**Undeposited**	N	RSHAWLEY	5/17/2024 8:27:17 AM		
1	5/17/2024	R210778_CC20240517	1	-1200.00	-1200.00	0.00	**Undeposited**	N	RSHAWLEY	5/17/2024 9:35:41 AM		
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]	4/19/2024	210778_CC20240419	2	134.57	134.57	0.00	**Undeposited**	N	RSHAWLEY	4/19/2024 4:09:23 PM		
]	4/19/2024	Resubmit Payment Inv 658410	0	26.82	0.00	26.82	**Undeposited**	N	RSHAWLEY	4/19/2024 4:35:10 PM		
]	11/28/2022	Testing	0	-100.00	0.00	-100.00	""Undeposited ""	N	Administrator	11/28/2022 1:36:32 PM		
]	11/28/2022	More testing	0	100.00	0.00	100.00	**Undeposited**	N	Administrator	11/28/2022 1:37:53 PM		
]	10/6/2022	Manual	0	111.11	0.00	111.11	**Undeposited**	N	Administrator	10/6/2022 12:36:27 PM		
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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

650 Diamond Pizza						
Diamond Fizza	Damond Pizza - 650-Main Damond Pizza - 650-Main 2600 ROCKSIDE RD ADDED IN MAN Garfield Heights, OH 4125 (330) 555-4545 RASTESTONE@GMAIL.COM	Balance Due: Total Active RMR : Total Active RAR : Customer Type: Customer Since: Salesperson: Last Paymen Rec/d: # of Disp Last 1 Days	(\$647.13) \$159.00 Residential 6/27/2022 Jane Doe \$30,000.00 (6/3/2024) 0			
GOMAN-1563) Diamond Pizza-650-1     Gold Colored	Bill Contacts Title Contact	Phone	Ext	E-Mail		
Collections	Invoice # Site Name Open Credits \$647.13	Description	Date	Amount	Net Due	Late Fee
Credit Auto	Creat # Site name Diamond Pizza	CASH	6/3/2024	\$647.13	\$647.13	

650 Diamond Pizza     Customer Information     Customer Information     Payment Options     PaymentOptions     Payment Optiont     Payment Op	Diamond I 2600 ROC ADDED IN Garfield H (330) 555	Pizza KSIDE RD I MAN eights, OH -4545	44125			Balance Due: Total Active R Customer Typ Customer Sinc Salesperson: Last Payment # of Disp Last	MR : AR : e: .e: Rec'd: 1 Days	(\$647.13) \$159.00 \$1,908.00 Residential 6/27/2022 Jane Doe \$30,000.00 (6/3 0	(2024)	
B - (SOMAN-1583) Diamond Pizza-650-1     B - (So's) Diamond Pizza-650-2	Date 6/3/2024 5/13/2024	Method EFT Credit Card Total	Check #	Amount \$30,000 \$10.00 \$30,010	Reference Unapplied Cash Inv # 662969 Inv # 662975 Inv # 662982 Inv # 662959		Invoice Pmt \$647.13 \$135.77 \$0.01 \$29,217.09 \$10.00	Credit/Misc	Memo Customer 650 payment to Customer 650 payment to Customer 650 payment to	Has Im N N N N
Cent Auto Cent Auto										