## Editing Batched Payments

All payments that are entered with a status of “B” are batched for future processing. At any time, these batched payments may be reviewed, approved, posted, deleted and/or released (when pended) by anyone with the proper access level.

Use the Process-Batched Payments menu and click Process to view all the payments.

Use the Previous and Next buttons to page through the list. The columns contain the following information.

| **Column** | **Contents** |
| --- | --- |
| Type | The type of payment where C = check and V = voucher |
| Status | “A” if the Approve feature is used, otherwise empty. |
| Entry | The code for the user who entered the payment or AUTO if the system batched the reoccurring payment. |
| Amount | The amount of the payment |
| Payee | The name of the payee |
| From/Thru | The dates in the billing period |
| Due | The date the payment is to be issued |
| Desc | The pay code |
| Transaction | The claim number followed by an asterisk and the number of the payment issued for the claim |
| Voucher | The number assigned when the item has been exported with the Accounting Interface module |
| Entry Date | The date the payment was batched |

### Mode Filters

The Edit Batch utility has a wide variety of features as evidenced by the number of buttons and check/edit boxes that appear on the form. Each of the features, including those available from the menu, will be covered in the following sections.

There are two buttons that may be used to process batched (the default) or pended payments which were entered for more than the operator’s check writing limit.

The following filters are available to select a specific group of batched payments.

#### (Not) Approved

The ATS System has a Pre-Approve feature that may be used to require the approval of payments before they can be printed.

If the Pre-Approve flag has been set using the Module Parameters screen, these filters will be enabled so that all payments that are not approved will be listed when the Process button is clicked. Remove the check in the Not box to get a list of approved payments. (Approved payments will have an "A" in the Status column.)

#### (Not) Exported

By default, all the payments that have not been exported using the Accounting Interface will be listed. Remove the check in the Not box to get a list of exported payments that have a number in the Voucher column.

#### Region

When the Region feature has been implemented, this filter may be used to display a list of payments for claims in a specific region. An operator may only view payments for a particular region if one is specified in the operator's record and the Region View is turned on.

#### Selected Claims

By default, the payments for all the claims that meet the other criteria (filters) will be listed. When this is a long list, it may be difficult to find a payment for a specific claim. In that case, click the Claims ellipsis button to display the Select Claim screen. Pick a claim and only those payments will appear on the list.

#### Due Date

The Payment program allows you to specify a Due Date for each batched payment. By default, this field is empty so this filter will have no effect.

Depending on the settings entered using the Module Parameters screen, post-dating payments may be allowed. In that case, the Due Date filter may be used to display payments with dates either on or before the date specified (in the filter) or blank.

### Operations

A variety of buttons are available so you can perform the following functions.

#### Approve

If the Pre-Approve flag has been set to "Y" using the Module Parameters screen, the Approve button will be enabled so batched payments can be approved by an operator with the authority to print checks. Otherwise, this button will be disabled (grayed out) since this step is not required. When this feature is used, approved payments will have an "A" in the Status column.

#### Delete

Any payment may be deleted from batch by an operator with Delete permission. Simply highlight the desired item and click the Delete button. The program will ask if you want to perform the operation. To continue, click the Yes button. The program will remove all references to the batched payment from the system and adjust the reserves/paid amounts for the claim.

#### Post

When a check has been made out by hand or printed with a foreign system, an operator with Print Payments permission should use the Post button to post the payment to the check history table. The date and form number may be changed if necessary.

The next voucher number is found in the client’s record, whereas check numbers are stored in the information for the bank account.

#### Release

Use Pend mode to view any payments that were entered for an amount over the operator’s check writing limit. Select one of the payments. If your check writing limit is higher than the amount of the payment, the Release button will be available to place it in Batch mode.

#### View

Use the View button to view all of the information on a specific payment. Notice the Browse button in the Payee group. Suppose that a payment had issued to the wrong vendor. This button may be used to display the Select Vendor dialog and pick the correct vendor without having to void the payment and enter a new one. After making a change, click the Process button again to update the Payee name on the list.

### Reports

The Edit Batch Report button may be used to produce a wide variety of reports with the currently listed payments. Clicking the button will display the specification screen with all of the default values as shown below. Check the Page Eject box if you want a new page to be used when the value being sorted by changes.

The report specifications are as follows:

| **Field** | **Contents** |
| --- | --- |
| Sort By | Payments may be sorted by Adjuster (the default), Claimant, Reserve Category/ Pay Code, ATS Claim Number, Alternate Claim Number, or Region/Level 1. |
| Mode | Batched or Pending payments. |
| Checks | A check will display only checks on the report. |
| Vouchers | A check will display only vouchers on the report. |
| (Un) Approves | If the Pre-Approve feature is used, a check will indicate which payments should be included. |
| (Not) Exported | A check will either include the payments that have been exported (for printing) or not. |
| Claim Number | By default, the wildcard % is used to include all claims. Click the ellipsis button to select a particular one. |
| Region | By default, payments for all regions will be included. |
| Level 1 | By default, payments for all levels will be included. |
| Page Eject | A check will cause a page eject each time the Sort By value changes. |

When you have finished entering the specifications, click the Print Preview button to load the report into the ATS Print Previewer where it may be reviewed and/or printed.