Posting Payments in Accounts Receivable

Payments that you've entered don't affect balances until they are posted. After you have entered your payments, it's time to post the payments to the General Ledger.

When you post payments, enter a General Ledger reference number to track your deposit. You could also use the current date or the next General Ledger reference number to track your posting. This number is assigned to the General Ledger transaction and the Accounts receivable transaction and gives an audit trail between the Accounts Receivable payments and the deposit posted to General Ledger.

The Post Payments window simulates your deposit and how your payments clear at the bank. You can post specific batches of payments at the same time or select and post by payment types. If posting a single batch of transactions, Accounts Receivable filters the grid based on transaction types. In addition, if you've applied the payment to an invoice, the invoice displays below the payments grid.

Before Posting Transactions

The Post Payments window lets you print a proof list of your transactions and post the transactions. You can also view a transaction's details or delete a transaction if necessary.

We recommend that you preview and print a list of transactions before posting the transactions. This ensures that all transactions are correct prior to posting.

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Accounts Receivable Payments**, then click **Go** .
3. Click **Post Payments**.
4. To post payments in separate batches, select **Select Payment Types** and click **Select** to select the payment types you want to post. For example, you could post all credit card transactions as one batch.
5. Click **Preview** to view a proof list of the transactions, or click **Print** to print the list.
6. If you want the proof list to include invoice numbers, descriptions, and amounts, select **Print Distribution**.
7. To view the transaction details for a payment, select the appropriate payment and click **View**.
8. To delete a transaction, click **Delete**. This option deletes the payment completely and marks the invoice as unpaid.
9. To begin posting, click **Post Payments**.
10. When prompted, enter a General Ledger deposit reference number to track the deposit in General Ledger and Accounts Receivable. If applicable, select **Use Today's Date**. Click **OK**.

    Tip

    By default, the next General Ledger deposit reference number displays; however, you can select **Use Today's Date** to use the current date for tracking deposits. When **Use Today's Date** is selected, you can also add a number before or after the date to easily track multiple batches of transactions posted on the same day. If selected, the **Use Today's Date** setting is also saved for future payment postings.
11. The Payment Posting Completed window displays once the payments are successfully posted. Click **OK** .

Additional Field Information

Select Payment Types
Select to view unposted payments for a particular payment type, such as cash or checks. Click **Select** to select the payment type you want to view.

Preview
Preview a proof list before posting the transactions. It is recommended that you double-check all payments against the proof list before posting.

Print
Print a proof list before posting transactions. We recommend you print this list to ensure your transactions are correct.

View
View the payment's details in the View Payment window. From the View Payment window, you can also edit the transaction if necessary.

Delete
Delete the transaction and mark any paid invoices as unpaid.

Print Distribution
Preview and print the general payment information and the invoices to which the payment was applied.

Use Selection
To print or post specific payments highlighted in the payment grid, select this option. Only the selected payments preview, print, or post. After posting the selected payments, the unposted payments display.

Post Payments
Post payments to Accounts Receivable and the General Ledger.

Posting Date
This field defaults to the current date, but you can change it. The date is assigned to the General Ledger transaction upon posting.

Posting Period

- **All Users** — To view unposted payments entered by other ACS users within your organization, select this option.
- **All Periods** — To view unposted payments that have been entered for a past, current, or future posting period, select this option.
- **Month/Year** — Select a month and year for which to view unposted payments.