

CHEQUE/EFT BATCH PAYMENT REVIEW PROCESS

Overview

The *Cheque/EFT Batch Payment Review Process* - also known as the AP Payment Approval Process - is used when you want supplier payments to be reviewed before the cheques are printed or the EFT files are generated for submission. Using the *Cheque/EFT Batch Payment Review Process* in agrē is optional.

When using the *Cheque/EFT Batch Payment Review Process* payments are made to suppliers, then individual payments are grouped into a batch. A *Cheque/EFT Approval report* is created and used during the manual review process. Until the batch is approved, the payments will not appear on the *Print Cheque* window and cannot be selected for printing, or if they are EFT payments they cannot be added to *EFT Payment Batches* so no EFT data file can be generated. Once a batch has been reviewed and approved, the payments appear in the *Print Cheques* window and can be printed and the EFT payments can be added to EFT Batches.

Using the *Cheque/EFT Batch Payment Review Process* also changes the way that you can cancel payments in a pending batch. A pending payment must be cancelled from within its batch and cannot be cancelled from the supplier's account.

What you'll find:

- Overview 1
- One-Time Tasks 2
 - Company Config Options 2
 - Starting Batch Reference Number 3
 - Security Permissions 4
- Cheque/EFT Batch Payment Review Process Outline 7
 - Pay the Suppliers..... 7
 - Create the Cheque/EFT Approval Batch 7
 - Review the *Cheque/EFT Approval Report*..... 10
 - Approve the Batch 10
 - Tweak the Batch before Approving 11
 - Cancelling a Payment in a Pending Batch 12
- Getting the Funds to Your Suppliers 13
 - Print the Cheques..... 13
 - Generate an EFT Payment Batch 13

One-Time Tasks

Company Config Options

Accounts Payable Tab

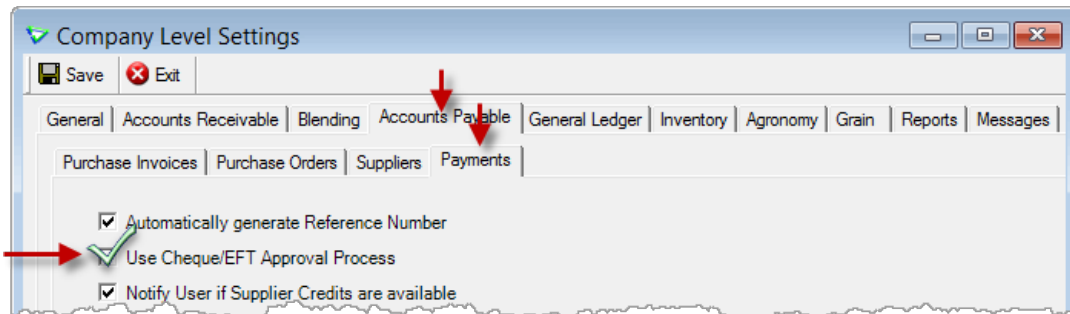
You'll need to activate the company configuration option before you can start using the *Cheque/EFT Batch Payment Review Process*.

Tip

It's a best practice to **have all cheques printed and all EFT batches submitted before turning on the payment review process** config item as it affects NEW payments only. It has **no effect on existing payments** (so the cheques for existing payments could be printed by anybody with permission to print cheques).

To configure the Cheque/EFT Batch Payment Review Process:

- Navigate to *File > Config Options > Company*. The *Company Level Settings* window opens.
- Navigate to the *Accounts Payable* tab.
- Check the box next to *Use Cheque/EFT Approval Process* in the *Supplier Payments* section.



File > Config Options > Company > Accounts Payable > Payments

- Click *Save*. The *Company Level Settings* window closes.

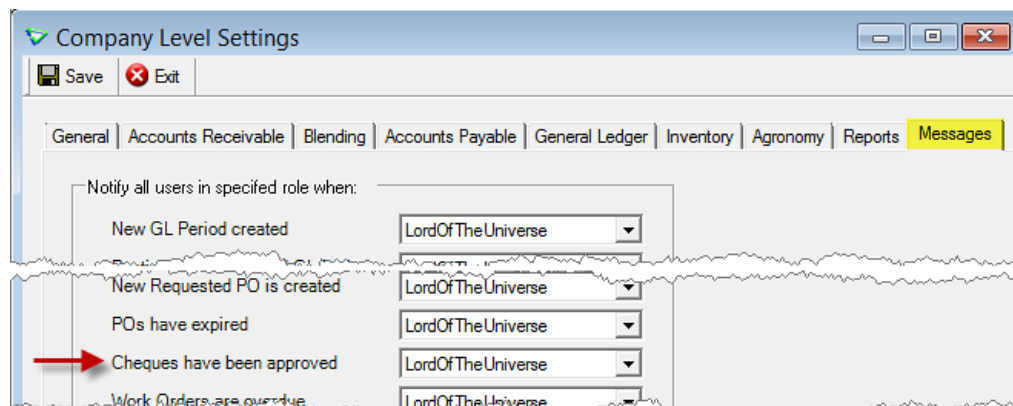
If this config item is *not* checked most elements of the *Cheque/EFT Batch Payment Review Process* can still be used but you'll be able to print the cheques or generate an EFT batch immediately as there is no enforced approval process.

Messages Tab

agrē can automatically send a message notification to users when a batch has been approved so that they know there are cheques ready to be printed.

To configure the approval notification role:

- Navigate to **File > Config Options > Company**. The **Company Level Settings** window opens.
- Navigate to the **Messages tab**.
- In the drop down field next to **Cheques have been approved** select the role of users that will receive the notification message.



File > Config Options > Company > Messages

Note Cheques is just a short cut label for “Cheques/EFTs”. agrē will send a message for all approved payment batches, even if they contain only EFTs.

- Click **Save**. The **Company Level Settings** window closes.

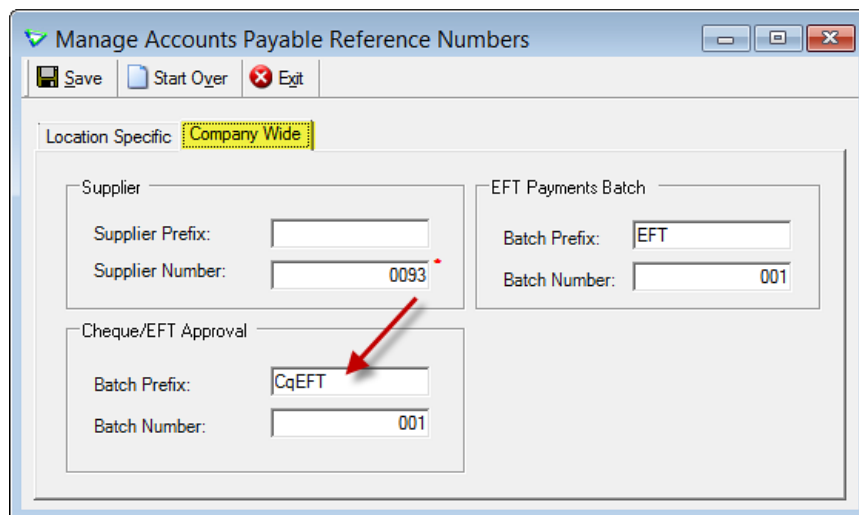
Starting Batch Reference Number

Payment batches must have unique reference numbers. If you'd like agrē to auto-number the batches, specify the starting number and an optional prefix for each batch. If you are going to use your own manual sequence of batch reference numbers, you can skip this task.

To setup the starting batch reference number:

* denotes a required field

- Navigate to **File > Manage > Reference Numbers > Accounts Payable**. The **Manage Accounts Payable Reference Numbers** window opens.
- Navigate to the **Company Wide** tab.
- In the **Cheque/EFT Approval** section, specify the **batch prefix** (optional). Specify the first **Batch Number**.



File > Manage > Reference Numbers > Accounts Payable

- Click **Save**.
The window switches to **Location Specific** tab.
- Click **Exit**.
The **Manage Accounts Payable Reference Numbers** window closes.

Security Permissions

Security permissions need to be allowed for both Batch-Makers and Batch-Approvers.

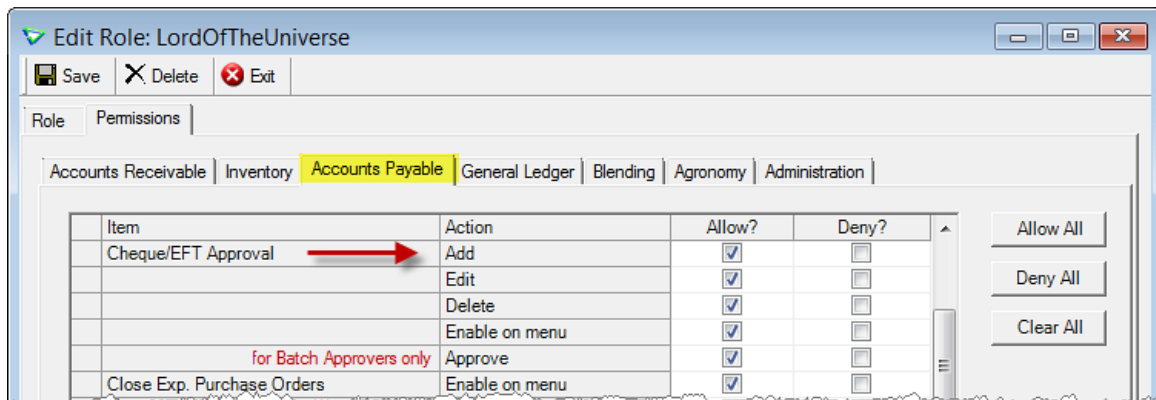
Cheque/EFT Approval & Reporting permissions

Batch-makers and **Batch-approvers** require different permissions.

To allow payment batch creation permission:

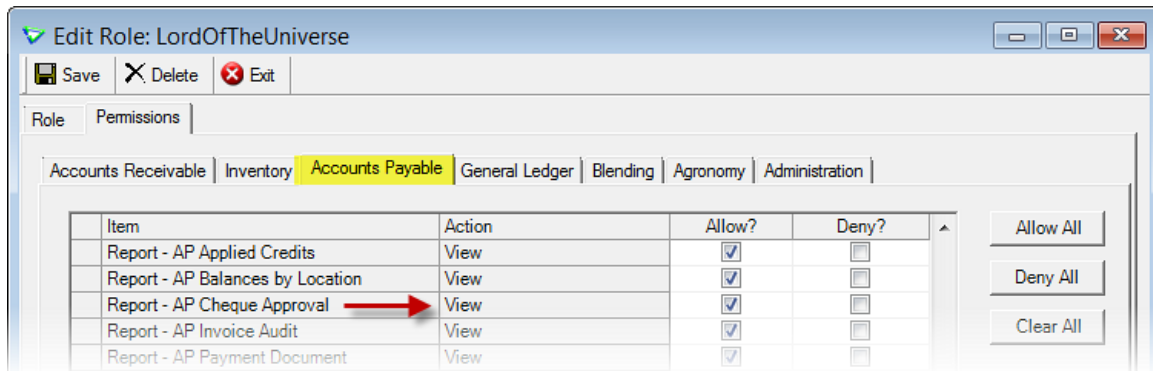
- Navigate to **File > Security > Manage Roles**.
The **Manage Roles** window opens.
- Select the appropriate role and click **Edit**.
The **Edit Role** window opens.
- Navigate to the **Permissions** tab, then to the **Accounts Payable** subtab.

- Next to the **Cheque/EFT Approval** item, check **Allow** for the following items:
 for **batch-makers**: Add, Edit, Delete, Enable on menu
 for **batch-approvers**: Add, Edit, Delete, Enable on menu, **Approve**



File > Security > Mange Roles

- Next to the **Report - AP Cheque Approval** item check the **Allow?** box.
Both batch-makers and batch-approvers may want to run this report.



Note

Remember “cheque” is just a shortcut label for cheque/EFT.

- Save** your changes.
The **Edit Role** window closes.
- Exit** the **Manage Roles** window.
The **Manage Roles** window closes.



Combined Batch-Maker/Batch-Approver Shortcut

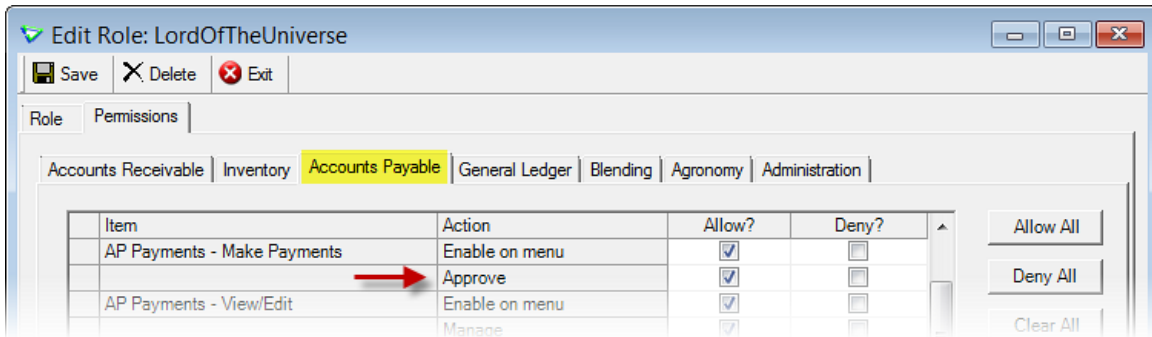
If there are users who are allowed to both create batches *and* approve them (*a.k.a. Approval Process Skippers*), you can allow them to skip the whole **Cheque/EFT Batch Payment Review Process** and go directly from making the payment to printing the cheque or creating the EFT batch (just as if there was no approval or review required). Any payments the user makes will be flagged as **Approved** on creation.

Payments made by Approval Process Skippers *can* still to follow the regular approval process (create the payments, create an approval batch, approve it themselves, print the cheques/create the EFT batch) but they don't have to.

Note This security item affects only NEW payments made *after* the security item has been changed; **it has no effect on payments that have already been made.** Existing payments were already flagged as Approved or Not Approved when they were created.

To allow batch-approvers to skip the **Cheque/EFT Batch Payment Review Process**:

- Follow the steps above to grant permission to *all* the **Cheque/EFT Approval** items. They'll still need those permissions to approve other users' batches.
- Next to the **Make Payments** item, check **Approve**. This tells agrē that whenever this user creates a payment, consider it already approved.



- **Save** your changes and **Exit** the **Manage Roles** window.

Cheque/EFT Batch Payment Review Process Outline

Pay the Suppliers

- Run the *Suggested Payments Report* to identify which purchase invoices are outstanding and need to be paid.
- Follow your standard *Make Payments* process.
Payments (flagged as *not approved*) are created, credits applied, and postings made to the GL.
- The purpose of making payment and applying credits is to lock the PI from any further changes while the payment review process is happening.

Note: All GL postings are made *at the time of payment*.
The approval process and printing of the actual cheques (or submitting an EFT batch to your bank) has no effect on the GL.

Create the Cheque/EFT Approval Batch

Note As Canadian banks can process EFT payment batches comprised of a single currency only, each EFT batch must be limited to one type of funds.

Create a new payment batch by adding the not-yet- approved payments.

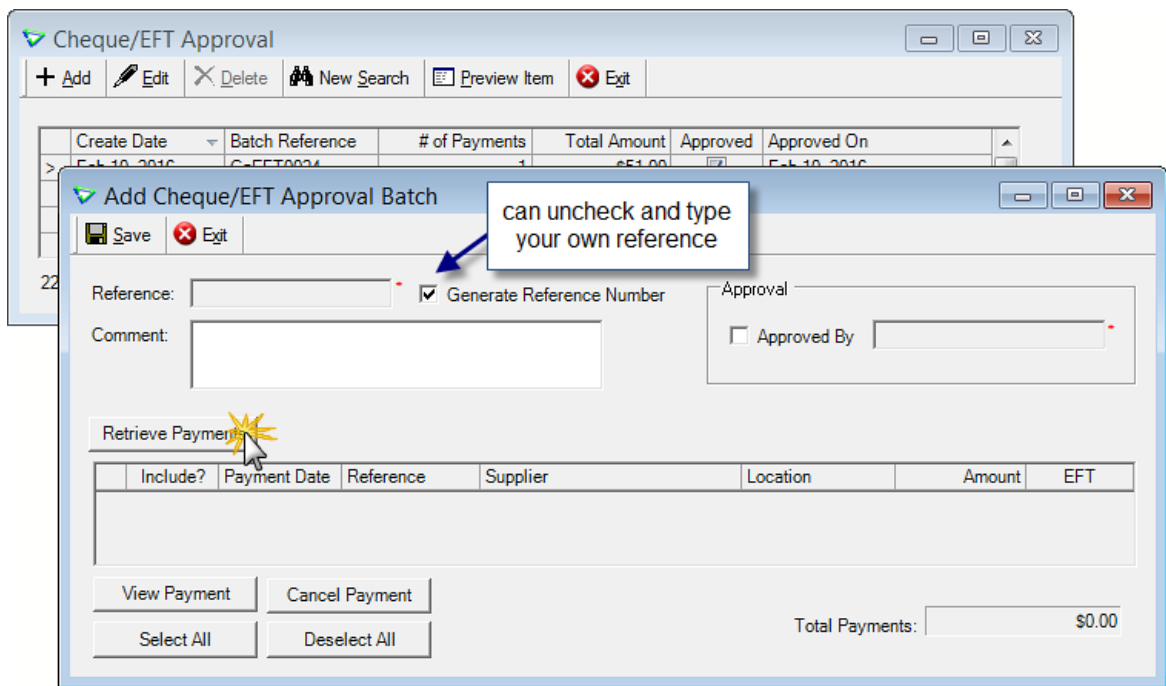
To create a new cheque/EFT batch:

* denotes a required field

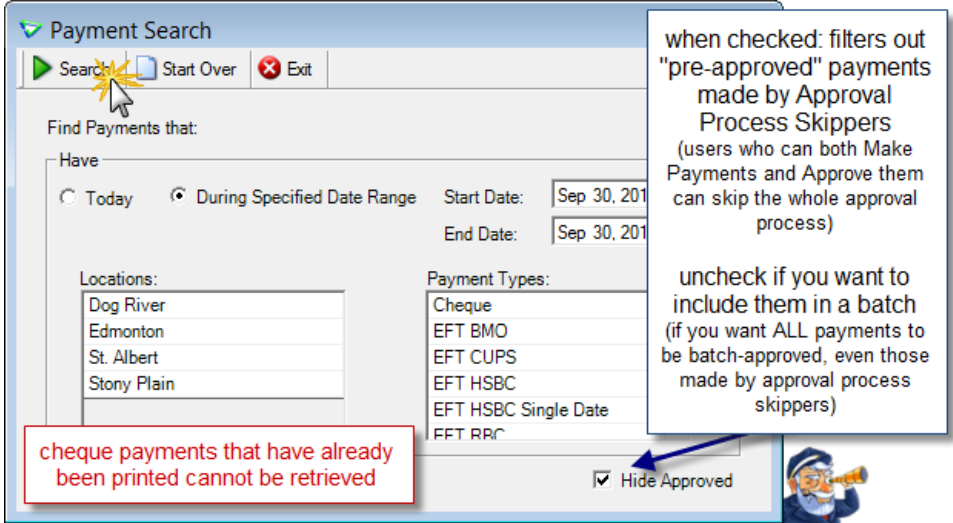
- Navigate to *Accounts Payable > Supplier Payments > Cheque/EFT Approval*.
The *Cheque/EFT Approval* window opens.
- Click *Add* to create a new batch.
The *Add Cheque/EFT Approval Batch* window opens.

Note If you want to use a manual reference number for this batch, uncheck the box next to *Generate Reference Number* and type one.

- Add any *Comment* about this batch if needed.
- Click *Retrieve Payments*.
The *Payment Search* window opens.



can uncheck and type your own reference



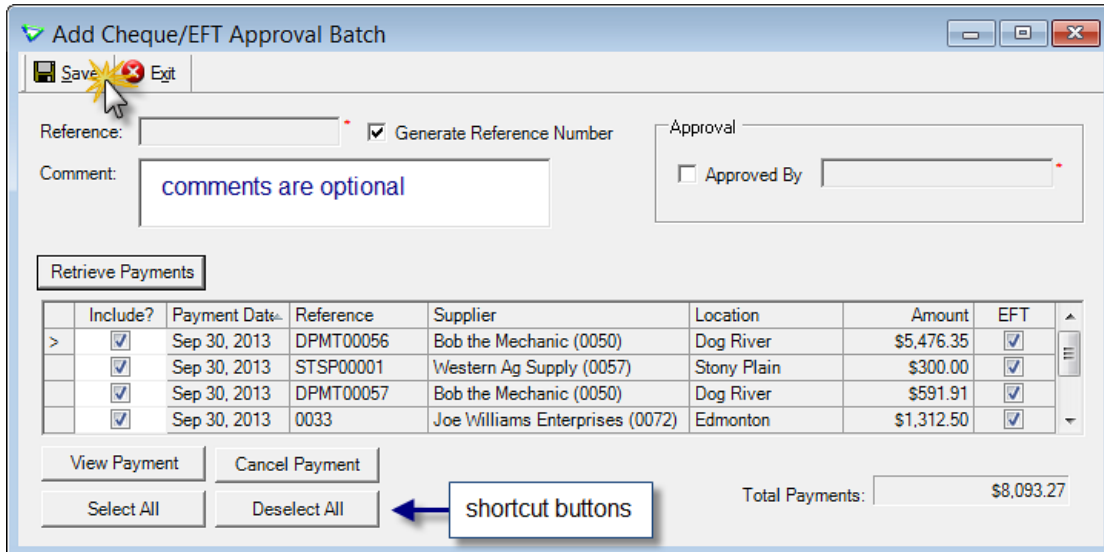
when checked: filters out "pre-approved" payments made by Approval Process Skippers (users who can both Make Payments and Approve them can skip the whole approval process)

uncheck if you want to include them in a batch (if you want ALL payments to be batch-approved, even those made by approval process skippers)

cheque payments that have already been printed cannot be retrieved

- Click **Search**
- or -
Optionally change the criteria and then click **Search**.
The **Payment Search** window closes and all payments that meet the criteria are listed in the grid.

- Check the ***Include?*** box next to all payments you want added to the batch.

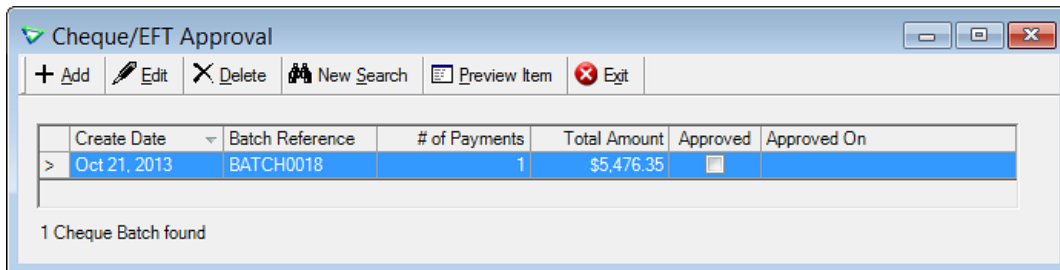


Caution Depending from which location the cheques will be printed and whether you have agreed to print the cheque numbers on the paper cheques, you may or may not want to include **payments from multiple locations** in the same batch.

- **Save** the batch.
The ***Preview Batch*** window opens.
- Optionally preview and print (or PDF) the ***Cheque/EFT Approval*** report when prompted.
The status of the batch is ***Pending Approval***.
Exit the report.

Tip If you said No to the print prompt and then change your mind, select the batch on the ***Cheque/EFT Approval*** window and click ***Preview Item***.

- The batch is listed in the ***Cheque/EFT Approval*** grid.



Note You will be unable to print the cheques before the batch has been approved. Only approved cheques will appear in the ***Print Cheques*** window.

You will not be able to add unapproved EFT payments to **EFT Batches** either.

Review the *Cheque/EFT Approval Report*

- Once the *Cheque/EFT Approval report* has been created it is **manually reviewed** outside of agrē using your company's approval process.

Approve the Batch

- After reviewing the *Cheque/EFT Approval report*, if everything is good to go and the cheques can be printed or the payments added to an EFT batch, the batch can be approved in agrē by a user with the appropriate security permission.

To approve a cheque batch:

- Navigate to *Accounts Payable > Supplier Payments > Cheque/EFT Approval*. The *Cheque/EFT Approval* window opens.
- If you don't see the batch you want listed, click *New Search* and change the search criteria. Click *Search*.
- Select the batch to approve and click *Edit*. The *Edit Cheque/EFT Approval* window opens.
- For any payments you *don't* want to approve at this time, uncheck the *Include* box. Unapproved payments will be removed when the batch is saved, and can be added to new batches.

Include?	Payment Date	Reference	Supplier	Location	Amount	EFT
<input checked="" type="checkbox"/>	Jun		Transport (S0006)	Edmonton	\$150.00	<input type="checkbox"/>
<input type="checkbox"/>	Jun		more Spring Water (0084)	Edmonton	\$581.13	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Jun		iver Howler (0082)	Edmonton	\$110.00	<input type="checkbox"/>

- In the *Approval* section, check the box next to *Approved By*. Your agrē user name will appear in the text box and the payments grid will be greyed out.

Reference: CqEFT0022

Comment:

Approval

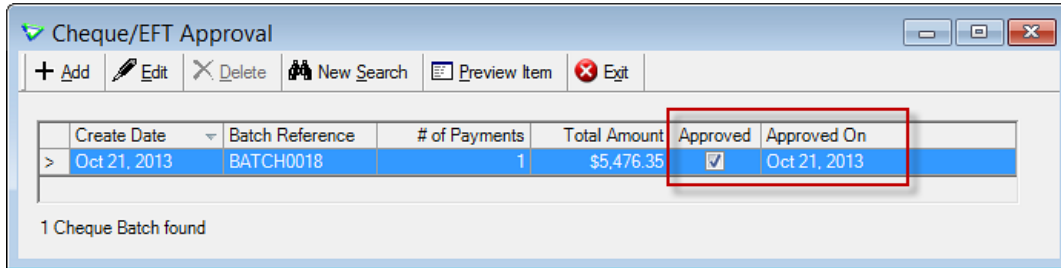
Approved By: agre User

Tip

You cannot add additional payments or remove any existing payments from an *approved* batch.

If you need to make changes, edit the batch, uncheck *Approved By*, make the edits, then check *Approved By* again and save the batch.

- **Save** the batch.
The **Preview Batch** window opens.
- Optionally preview and print (or PDF) the **Cheque/EFT Approval** report.
The status of the batch is now **Approved**. **Exit** the report.
- The batch is flagged in the **Cheque/EFT Approval** grid as **Approved**.



Notes

Now that the batch has been approved those cheques will appear in the list on the **Print Cheques** window, or can be added to EFT batches.

Approved batches cannot be edited and neither can their respective Purchase Invoices.

Payments in approved batches can be cancelled. Cancelled payments are automatically removed from the batch.

- Changing the status to **Approved** will trigger the [automatic notification message](#) to be sent to specified users that AP Payments have been approved for further processing (this is setup on the Messages tab of Company Config Options).

Tweak the Batch before Approving

- If the batch is not *quite* ready for approval yet, [Edit the batch](#) and **Save** your changes instead of approving it right away.
- Print a new **Cheque/EFT Approval report** for an additional manual review cycle.

Tip

If you've already approved a batch and then need to edit it, uncheck the **Approved By** box, make your changes, then **Approve** again and **Save**.

- This process may occur numerous times before a batch is ultimately approved.

Cancelling a Payment in a Pending Batch

Caution Cancelling a payment is still cancelling a payment!

If you want to remove a payment from a pending batch (maybe so you can add it to a different pending batch), just uncheck the Include? box next to the payment and save the batch.

Because a pending batch “locks” its payments, a pending payment can be deleted only from within the batch. Payments can be cancelled only from *Pending* batches.

To cancel a payment in a pending batch:

- Navigate to *Accounts Payable > Supplier Payments > Cheque/EFT Approval*. The *Cheque/EFT Approval* window opens.
- If you don't see the batch you want listed, click *New Search* and change the search criteria. Click *Search*.
- Select the batch to approve and click *Edit*. The *Edit/EFT Cheque Approval* window opens.

Payment Date	Reference	Supplier	Location	Amount	EFT
> Sep 21, 2015	069	Abraham's Ag Supply (S0029)	Edmonton	\$21,200.00	<input type="checkbox"/>

- Select the payment and click *Cancel Payment*. The *Confirm Cancel Payment* window opens.
- Click *Yes* to confirm. The *Confirm Cancel Payment* window closes, the payment is cancelled immediately, and it is removed from the batch.
- *Save* the batch. The *Preview Batch* window opens.
- Optionally preview and print (or PDF) the *Cheque/EFT Approval* report. *Exit* the report.

Getting the Funds to Your Suppliers

Once the payments have been approved, take the next steps to get the payment to the supplier. You will either print cheques, or create an EFT payment batch that contains all the information your banks needs transfer funds from your bank account directly to the suppliers' banks accounts.

Print the Cheques

Printing cheques will occur by batch and will include any optional electronic signatures.

To print a batch of cheques:

* denotes a required field

- Navigate to *Accounts Payable > Print Cheques*.
The *Print Cheques* window opens.
- Choose the *Location** and the *Payment Type**.
- Confirm the *Starting Cheque Number**.
- Click *Select Batch* and choose the appropriate batch of payments.
- Click *Prepare Cheques*.
Payments from the batch will appear in the grid.
- Check the *Print* checkbox next to each cheque that you want to print.

Caution If you let agrē autogen your cheque numbers *and* you have payments for multiple locations in the same batch, you may want to print the cheques for each location separately. This ensures that the cheque reference numbers will follow the proper sequence for their respective locations.

- Click *Print* to print the cheques.
- Click *Save* when all cheques printed successfully.
- Generate a new *Cheque/EFT Approval report* to show that all cheques that have been successfully printed.

Generate an EFT Payment Batch

If the payment will be made via EFT instead of by cheque, follow the process for adding payments to an [EFT batch](#) to generate a file that you will submit to your bank for processing.