



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.

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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*.

TipIt'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.

👽 Company Level Settings	
🚽 🖬 Save 🔇 Exit	
General Accounts Receivable Blending Accounts Payable Gener	al Ledger Inventory Agronomy Grain Reports Messages
Purchase Invoices Purchase Orders Suppliers Payments	
Automatically generate Reference Number Use Cheque/EFT Approval Process	
▼ Notify User if Supplier Credits are available	

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.

👽 Company Level Settings	
🔚 Save 🔇 Exit	
General Accounts Receivable Blending Ac	counts Payable General Ledger Inventory Agronomy Reports Messages
Notify all users in specifed role when:	
New GL Period created	
New Requested PO is created	LordOfTheUniverse
POs have expired	LordOf The Universe 🗨
Cheques have been approved	LordOfTheUniverse
Work Arders are survive	LordOtTbelleiverse

File > Config Options > Company > Messages



• 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*.

♥ Manage Accounts Payable Reference Numbers									
Save Start Over 😵 Exit									
Location Specific Company Wide	1								
Supplier	EFT Payments Batch								
Supplier Prefix:	Batch Prefix: EFT								
Supplier Number: 0093	Batch Number: 001								
Cheque/EFT Approval									
Batch Prefix: CqEFT									
Batch Number: 001									

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**

🕏 Edit Role: LordOfTheUniverse 📃 📼 💌										
🔚 Save 🗙 Delete 🔇 Exit										
Role Permissions	Role Permissions									
Accounts Receivable Inventory Accounts Payable General Ledger Blending Agronomy Administration										
Item		Action	Allow?	Deny?		Allow All				
Cheque/EFT Approval		Add	V		_					
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for Ba	tch Approvers only	Approve	V		=					
Close Exp. Purchase Or	ders	Enable on menu			J					

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.

Edit Role: LordOfTheUniverse									
Save 🗙 Delete 🔇 Exit									
ole Permissions									
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Accounts Receivable Inventory Accounts Payable General Ledger Blending Agronomy Administration									
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Item	Action	Allow?	Deny?	•	Allow All				
Item Report - AP Applied Credits	Action View	Allow?	Deny?	•	Allow All				
Item Report - AP Applied Credits Report - AP Balances by Location	Action View View	Allow?	Deny?	•	Allow All Deny All				
Item Report - AP Applied Credits Report - AP Balances by Location Report - AP Cheque Approval	Action View View View	Allow?	Deny?	*	Allow All Deny All				
Item Report - AP Applied Credits Report - AP Balances by Location Report - AP Cheque Approval	Action View View View View	Allow?	Deny?		Allow All Deny All Clear All				

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.



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.

Edit F	Role: LordO	fTheUniv	verse					
Save	X Delete	🔇 Exit						
ole P	emissions							
Account	te Deseivelle Ì		As a sumbal Davabl					
ACCOURT	its rieceivable i	Inventory	Accounts Payabl	e I General Ledger I Blendi	ina I Aaronomv I Admir	nistration I		
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Accoun	Item	Inventory	Accounts Fayab	Action	Agronomy Admir	Deny?	•	Allow All
	Item AP Payments -	Make Payn	nents	Action Enable on menu	Agronomy Admir	Deny?	^	Allow All
	Item AP Payments -	Make Payn	nents	Action Enable on menu Approve	Agronomy Admir	Deny?	-	Allow All Deny All
	Item AP Payments - AP Payments -	Make Payn View/Edit	nents	Action Enable on menu Approve Enable on menu	Agronomy Admir Allow?	Deny?	^	Allow All Deny All

• *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 agrē *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.

Cheque/EFT Approval		[
🛛 🕂 Add 🖉 Edit 🛛 🗙 Delete 🛛 Markov Search 🖾 F	Preview Item 😵 Exit		
Create Date + Batch Reference # of Pa	ayments Total Amount A	Approved Approved On	
✓ Add Cheque/EFT Approval Batch	can uncheck and your own referen	type nce	
22 Reference: Ge	enerate Reference Number	Approval	
Comment:		Approved By	•
Retrieve Payment			
Include? Payment Date Reference	Supplier	Location	Amount EFT
View Payment Cancel Payment Select All Deselect All		Total Payments	\$0.00
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Search Start Over SExit		"pre-approved" pay made by Approv Process Skippe	ments val
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C Today © During Specified Date Range	Start Date: Sep 30, 201	Can skip the whole ap	e them proval
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Locations:	Payment Types:	uncheck if you wa	nt to
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Stony Plain	EFT LISEC	made by approved, even	ICESS
	EFT HSBC Single Date	skippers)	
cheque payments that have already been printed cannot be retrieved	I FET RRC	le Approved	

• 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.

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Refe	erence:		Gen	erate Reference Number	pproval					
Com	Comment: comments are optional									
		_								
Re	trieve Paym	ents								
	Include?	Payment Date	Reference	Supplier	Location	Amount	EFT			
>	V	Sep 30, 2013	DPMT00056	Bob the Mechanic (0050)	Dog River	\$5,476.35	V	-		
	V	Sep 30, 2013	STSP00001	Western Ag Supply (0057)	Stony Plain	\$300.00	V			
	V	Sep 30, 2013	DPMT00057	Bob the Mechanic (0050)	Dog River	\$591.91	V			
	V	Sep 30, 2013	0033	Joe Williams Enterprises (0072)	Edmonton	\$1,312.50	V	-		
	View Payme	nt Cancel	Payment				AD 000	07		
Select All Deselect All Shortcut buttons Total Payments: \$8,093.								21		

Caution Depending from which location the cheques will be printed and whether you have agrē 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.

Þ	😌 Cheque/EFT Approval											
-	⊦ <u>A</u>	dd 🖉 Edit	X	<u>D</u> elete	New Se	arch	Preview It	em	🔇 E <u>x</u> it			
		0							T			
		Create Date	V	Batch I	Reference	3	# of Payments		Total Amount	Approved	Approved On	
	>	Oct 21, 2013		BATCH	10018				\$5,476.35			
	1 Cł	heque Batch foi	und									

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	Suppl	ier	Location	Amount	EFT
	V	Jun unchec	k if vou don't v	vant	Transport (S0006)	Edmonton	\$150.00	
>	to		to approve this one		more Spring Water (0084)	Edmonton	\$581.13	
	V	Jun Jun	prove this on		iver Howler (0082)	Edmonton	\$110.00	

• 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.

V Edit Cheque/EFT Approval	
Save 🔇 Exit	
Reference: CqEFT0022 *	Approval
Retrieve Payments	

TipYou 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.

Cheque/EFT Batch Payment Review Process

- *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*.

Cheque/EFT Approval									
🕂 🕂 Add 🖋 Edit 🔀 Delete 🚧 New Search 🖾 Preview Item 🔇 Egit									
Create Date 👻 Batch Reference	# of Payments Total Amou	nt Approved Approved On							
> Oct 21, 2013 BATCH0018	1 \$5,476.3	35 🔽 Oct 21, 2013							
1 Cheque Batch found									
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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.

TipIf 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.

😺 E	dit Cheque/E	FT Approval							
🔚 Save 😵 Exit									
Re Co	Reference: CqEFT0022 Comment: Approved By								
Retrieve Payments									
	Payment Date	Reference	Supplier	Location	Amount	EFT			
>	Sep 21, 2015	069	Abraham's Ag Supply (S0029)	Edmonton	\$21,200.00				
View Payment Cancel Payment Select All Deselect All Total Payments: \$21,200.00									

- 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.