IMPORTING **AR** PAYMENTS

Payment information from TD customers can be imported into agrē. Each payment can be imported only once so duplicates cannot be created.

What you'll find:

Setup

Before you can start importing payment information from your bank, there's a bit of setup that needs to be done in agrē.

Config Options

The hidden *AR Payment Import configuration option* needs to be been turned on by Tronia as it is not available from the user interface.
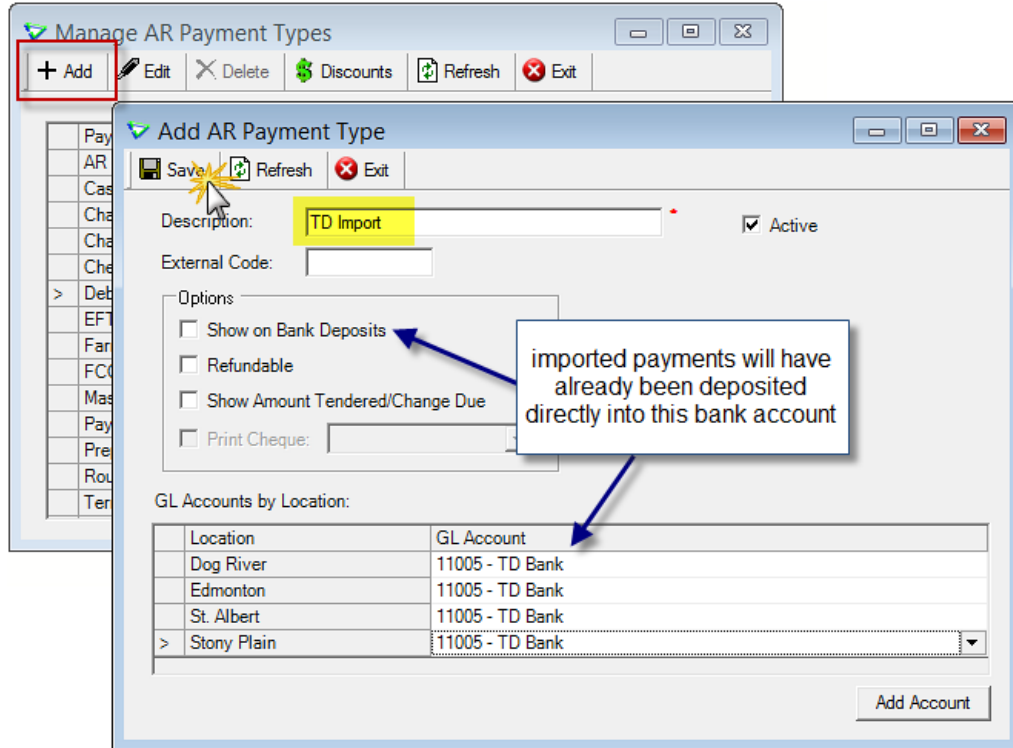
Security Permission

In addition to permission to Edit Customers you will also require permission to *AR Payment Import*.
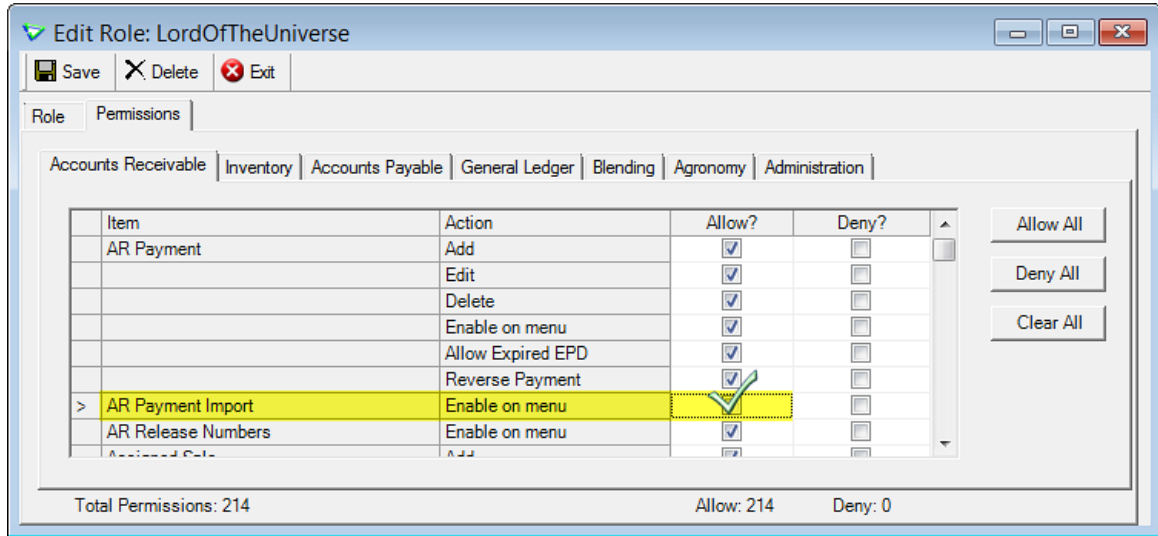
File > Security > Manage Roles

AR Payment Type

To create a more detailed audit trail, add an *AR Payment Type* just for imported payments for this bank.

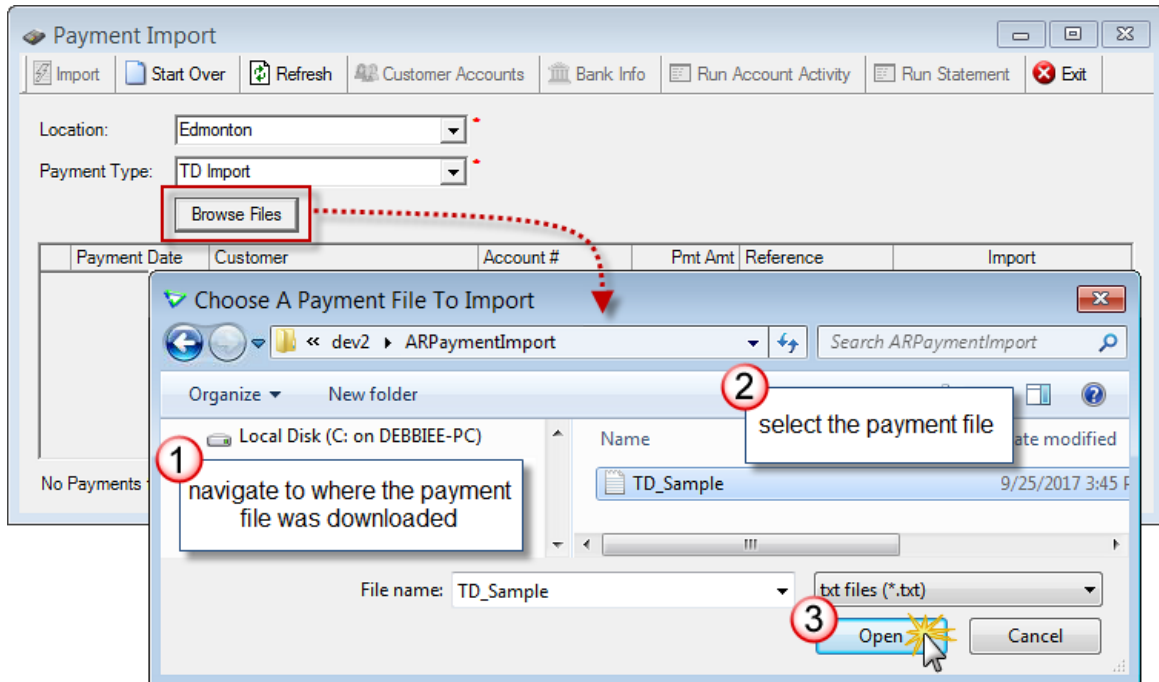*Accounts Receivable > Manage > AR Payment Types | Add*

Customer Codes

TD needs to be advised of each grower's agrē Customer Code in order to map their TD Customer with your agrē Customer.

# Importing Payment Information to agrē

Open the *Payment Import* window.
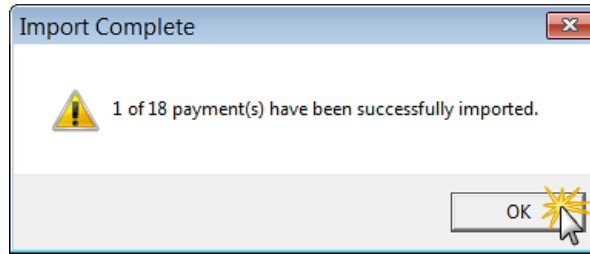Select the posting *Location* and *Payment Type*, then select the *Payment File* to import.
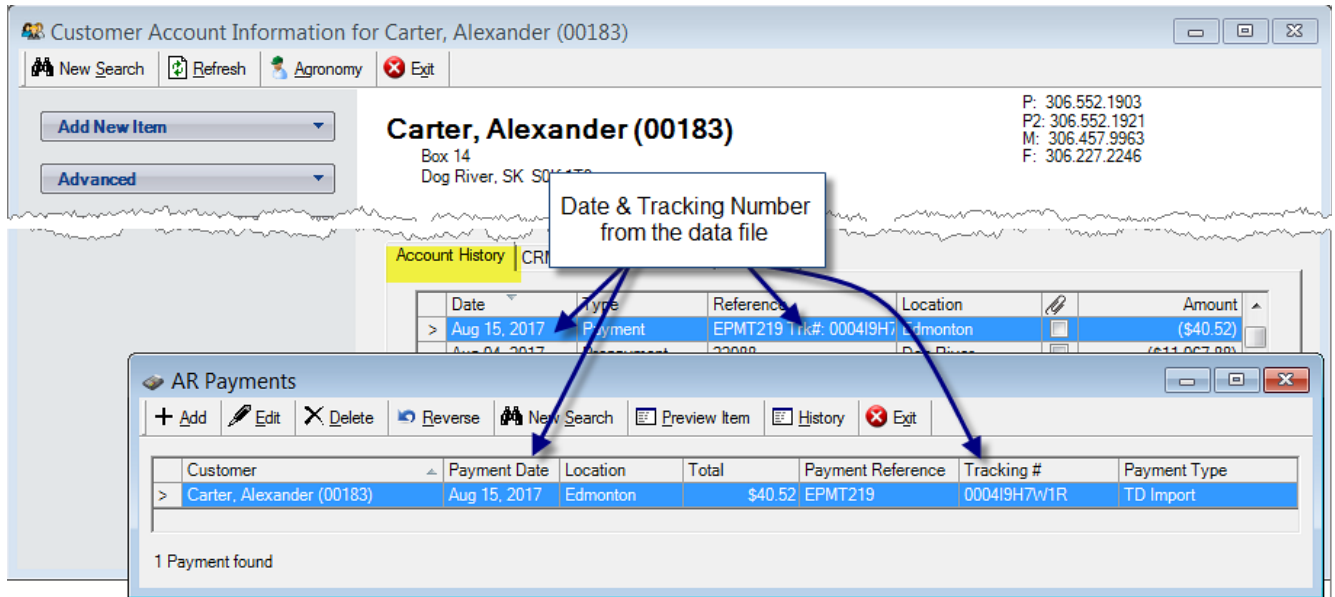

Accounts Receivable > Import AR Payments

Customer details appear for all mapped customer accounts. *Include* will be checked automatically for mapped customers. Payments for unmapped customers cannot be included.
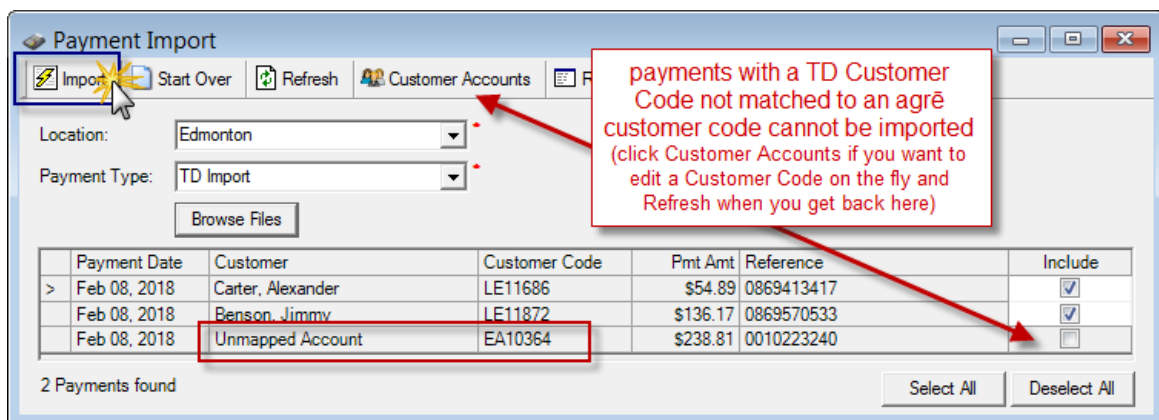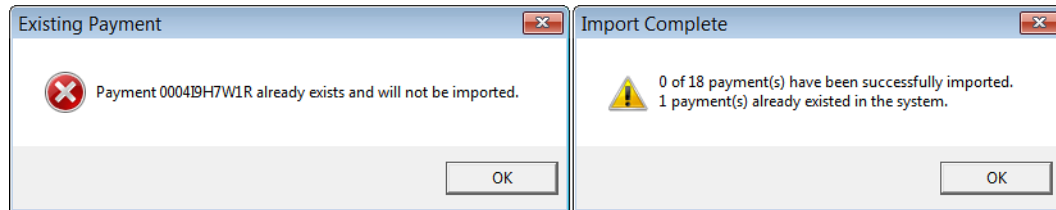
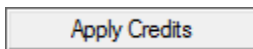Click the **Import** button to import the payments.

The payment is recorded and displays on the AR Payments home form and the Customer Account.

Payments can be imported only once; agrē will not create duplicate payments.

Applying the Credits

Importing a payment works the same as manually adding a **Lump Sum Payment** so you'll need to apply the credits.

AR Payment Import Business Rules

- customers must have unique Originator & Account# combination (duplicates cannot be saved)
- only payments mapped to customer bank accounts can be imported
- each payment can be imported only once
- the payment date will be the Transaction Date provided in the data file
- the payment Tracking/Cheque number will be the Reference Number provided in the data file