



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.

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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.

Z Edit Role: LordOfTheUniverse						
🔚 Save 🗙 Delete 🔇 Exit						
Role	Permissions					
Accounts Receivable Inventory Accounts Payable General Ledger Blending Agronomy Administration						
	Item	Action	Allow?	Deny?		Allow All
	AR Payment	Add	V			
		Edit	V			Deny All
		Delete	V			
		Enable on menu	V			Clear All
		Allow Expired EPD	V			
		Reverse Payment				
>	AR Payment Import	Enable on menu	\sim			
	AR Release Numbers	Enable on menu	V			
	A	L			*	
To	tal Permissions: 214		Allow: 214	Deny: 0		

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.

🔽 Manage AR Payment Types	
🕂 🕂 🖌 🖌 🕂 🕂 🕂 Halete 🕹 Discounts	Refresh 😣 Exit
Pay AR Cas Cha Description: TD Import External Code: Options Far Far Far Far Show on Bank Deposits Pay Pre Rou Ter GL Accounts by Location: Location Dog River Edmonton St Albert > Stony Plain	ge Due imported payments will have already been deposited directly into this bank account GL Account 11005 - TD Bank 11005 - TD Bank 11005 - TD Bank 11005 - TD 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.

🗇 Payment Impor	t					
Import Start Ov	er 🚺 Refresh	All Customer Accounts	🏛 Bank Info	Run Account Activit	y 🖾 Run Stat	ement 😣 Exit
Location: Edm	onton	-				
Payment Type: TD	mport	-				
Bn	owse Files					
Payment Date	Customer	Account	t#	Pmt Amt Reference		Import
V C	hoose A Payn	nent File To Import	÷,			—
\bigcirc	🔵 🗢 🚺 < d	ev2 • ARPaymentImpo	ort	- ← ← Si	earch ARPayme	entImport 🔎
Or	ganize 🔻 🛛 N	ew folder	Record 1	2 coloct th		
	_{Local Disk (C}	on DEBBIEE-PC)	* Name	Select tr	ie payment	ate modified
No Payments	vigate to wh	ere the payment	TC	_Sample		9/25/2017 3:45 F
	ille was d	ownioaded		m		
		File name: TD_Sampl	e	▼ txt	files (*.txt)	•
				3	Open	Cancel

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.

Payment Import Start Over Start Over Code not matched to an agrē Customer Accounts Code not matched to an agrē customer code cannot be imported (click Customer Accounts if you want to edit a Customer Code on the fly and Refresh when you get back here)						mer grē ported vant to v and ore)	
	Bryment Date	rowse Files	Customer Code	Post Amt	Reference		Include
	Feb 08 2018	Caster Alexander	L E11686	\$54.89	0869413417		
É	Feb 08, 2018	Benson, Jimmy	LE11872	\$136.17	0869570533		v
	Feb 08, 2018	Unmapped Account	EA10364	\$238.81	0010223240		
2 P	ayments found	•				Select All	Deselect All

Click the *Import* button to import the payments.



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

& Customer Account Information for	Carter, Alexander (00183)	
👫 New Search 🔹 Refresh 💲 Agronomy	😵 Egit	
Add New Item	Carter, Alexander (00183) Box 14 Dog River, SK, S014470	P: 306.552.1903 P2: 306.552.1921 M: 306.457.9963 F: 306.227.2246
	Account History CRI	
	Date Type Reference Location > Aug 15, 2017 Plyment EPMT219 Trk#: 0004I9H7 L dmonto > Aug 04, 2017 Plyment EDMT219 Trk#: 0004I9H7 L dmonto	Amount
AR Payments		
<u>+</u> <u>A</u> dd <u><i>P</i></u> <u>E</u> dit <u>×</u> <u>D</u> elete	🔊 <u>R</u> everse 🏟 New <u>S</u> earch 🖾 <u>P</u> review Item 🖾 <u>H</u> istory 🔇 E <u>v</u> it	
Customer Carter, Alexander (00183)	Aug 15, 2017 Edmonton Total Payment Reference \$40.52 EPMT219	Tracking # Payment Type 0004I9H7W1R TD Import
1 Payment found		

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



Applying the Credits

Apply 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