

PAYMENT POSTING

Payment Posting in the Batch menu allows the user to:

- Enter individual payments for procedures performed at any location or practice enterprise through the Charge Listing window.
- Enter payments through the E.O.B. Payment window allowing the user to enter the amounts paid by the insurance company in the form of a batch rather than entering them for each individual patient.
- Enter Individual and E.O.B. payments for procedures performed at any location or practice enterprise, and Patient payments by the Statement History or by Visit through the Payment window.
- Enter payments through Payment Batch Administration allowing the user to link a batch number to the payments being posted.

If posting payments to a batch, please see “How to Create a Batch in Payment Batch Administration” prior to following the steps for payment posting.

HOW TO POST PAYMENTS THROUGH CHARGE LISTING

To begin, select the Batch menu and move the blue toolbar to the Charge option, which will allow you to get into Charge Listing. The Charge Listing Find criteria screen offers numerous ways to search for data. When you have entered the available information for the patient and hit the Find button, you are ready to begin posting a payment.

Charge Listing Screen

<u>Field</u>	<u>Description</u>
Visit#	This field represents the visit number assigned to a charge. All visit numbers are automatically generated through the system during charge entry. The visit number is linked to the date of service, so if you have numerous charges for the same patient on the same day, there will only be one visit number attached to the visit.
DOS	This field represents the date of service rendered by the provider.
Last Name	This field represents the patient’s last name, which is initially set up in the patient demographics.
First Name	This field represents the patient’s first name, which is initially set up in the patient demographics.
Account	This field represents the patient’s account number, which is generated through the system and assigned to the patient through the patient demographics.
Location	This field represents the Location short-name where the services are being rendered.
Provider	This field represents the short name of the Provider who is performing the services.
Plan	This field represents the short name of the plan linked to the patient, which is initially set up under the Insured Party information of patient demographics.

CPT	This field represents the CPT code used by the provider for the specific patient.
Plan Amt	This field represents the plan amount that is linked to the specific CPT code for the purpose of billing the insurance company. You will notice that this balance does not change after a payment has been posted. This field will always reflect the full amount of money billed to the insurance company.
Plan Bal	This field represents the plan balance for the specific CPT code used by the physician. This balance will change every time a payment is posted against the charge. For example, if the insurance company paid the full amount of the charge, the plan balance field will reflect a zero dollar balance.
Pat Amt	This field represents the patient amount that is linked to the specific CPT code used by the physician.
Pat Bal	This field represents the patient balance for the specific CPT code used by the physician. This balance will change every time a payment is posted against the charge. For example, if the patient paid the entire outstanding balance for the specified date of service the patient balance field would reflect a zero dollar balance.
Status	This field represents the status of the claim. The status of a claim can be Regular, Posted or Cancelled. If the status is Regular it means that the charge has not been locked into an EOD report. If the status is Posted the charge has been locked into an EOD report. If the status is Cancelled, it means the charge has been cancelled after being locked into an EOD report.
Submit Date	This field represents the date that the claim was submitted to the Insurance Carrier for payment.
Entry Date	This field represents the date the charge was entered into the system.
Entered By	This field represents the user name of the person who entered the charge.

<u>Button</u>	<u>Description</u>
View Submit	This button will show you an image of the CMS-1500 form that was or will be submitted to the insurance carrier for that DOS.
Sort	This button is used to facilitate the sorting of columns from the source data in ascending or descending order. This button is user specific and the columns will revert back to its original order if you hit the Find button or exit the menu.
Filter	This button allows you to create defined filters in order to search for information pertaining to a patient. In order to create a predefined filter, you must hit the filter button and link a function to a column. When you have finished, you can hit the OK button and find again so that the charge entry screen will only reflect the filter that you have just created.
Select Pat	This button is used to select the patient you want to work on by moving the blue toolbar to the desired patient in the Charge Listing Found data screen and hitting the Select Pat button. The patient's name and account will now appear in the Title Bar at the top of the screen. This will allow you to view the selected patient's information throughout the system without having to find the patient in every menu.

Payment	This button is used when you want to get into the Payment Posting screen to post a payment for a specific patient. To specify the patient that you want to apply a payment for, you must move the blue toolbar to the desired patient and hit the payment button. This will open up the payment screen.
Follow-up	This button will take you into the Follow-up bucket Detail screen, allowing you to view any previous work done on the claim, or to manually push the claim into follow-up.
Visit Detail	This button will take you to the Visit Detail screen. This screen allows you to view all the charges for a specific date of service that have already been entered into the system. From here you can view any documents attached to the claim, view the patient demographics page, look at the visit history, view the claim status, print out the primary EOB for a secondary charge, recalculate fee if changed in charge detail, push a claim into follow-up, resubmit a claim, or split the charges of the visit and create a new visit.
WC/NF	This button allows you to view the No Fault/Worker's Compensation Form for the specific patient. When the insurance plans are initially set up the WC/NF carriers are linked to the proper forms through the plan profile, so that they won't print out on the CMS-1500 form.
Find	This button is used to find the data linked to the information entered in the search criteria field(s).
Details	This button is used to open the Charge Detail screen where you have the ability to change information on a Specific CPT Code previously entered for the patient. From here you have the option of viewing the history of the patient, resubmit the charge, printing out an EOB for secondary claim submission, or recalculating the fee.
New	This button allows you to enter new charges for a patient through charge listing. If you have a selected patient in your Title bar when you hit new the charge entry window will open up allowing you to enter a charge for the patient. If no patient is selected when you hit new you will have to either search for the patient by name, account number, encounter number, or medical record number.
Delete	This button allows you to delete a charge, only if the charge has not been submitted. To delete a charge you must move the blue toolbar to the specific patients you are working on and hit the delete button. This will remove the charge so that it disappears. In order to delete a charge that has already been submitted, you must resubmit the charge first and then move the blue toolbar to the specific charge and hit the delete button. This charge will be cancelled to zero balance.
Print	This button will allow you to print the Charge Listing Find/Found Data screen. For example, if a patient with Worker's Compensation insurance wanted a printout of all their visits, you could print the visit listing from this screen.
Help	This button will take you to the Help Menu.
Exit	This button will exit you out of the Charge Listing screen and take you back to the main menu.

Payment Screen

The Payment screen is divided into 3 sub screens: Visits, Charges and Ledger Entry.

The Visit section is a summary of the charges that were submitted, including the balance that is the patient responsibility, the plan responsibility, and whether or not the claim has been submitted. The Charges section displays the visit section detail including the CPT codes and the total balance of the charge submitted. The Ledger section is further broken down to display the date paid, amount paid and payment type.

<u>Button</u>	<u>Description</u>
Ledger Cmts	This button will open up a window that displays the comments of the Ledger entries. You can also add a comment in this window if you failed to enter it at the time of posting the initial ledger entry.
Follow-up	This button will take you into the Follow-up bucket Detail screen, allowing you to view any previous work done on the claims, or to manually push the claim into follow-up.
Plan Pay	This button will open up the Plan Charge Payment Ledger Entry window, allowing you to post a payment made by the insurance company.
Write Off	This button will open up the Plan Write-off Ledger Entry window, allowing you to write-off a balance.
Pat Pay	This button will open up the Patient Charge Payment Ledger Entry window, allowing you to post a payment made by the Patient.
Co Pay	This button will open up the Charge Co-payment Ledger Entry window, allowing you to post a co-payment made by the Patient.
Discount	This button will open up the Patient Charge Discount window allowing you to create a discount for the patient. You can only apply a discount if the balance is the patient's responsibility. When you hit the Discount button, the Patient Charge Discount screen will appear. At this point you can decide whether the discount is for a co-pay or charge by clicking the appropriate button on the right side. Then you must enter the discount amount in the field and hit the Ok button. The discount will now appear in the Ledger Entry.
Adv Pay	This button allows you to apply a patient overpayment. When you hit the Adv Pay button, the advance payment window will open displaying the patient's name, and any outstanding advance payments that the patient might already have, in the blue toolbar. At this point you can enter the payment information and hit the Ok button. The system will keep a log of the patient advance payments. If the patient has a co-pay that was not paid at the time of the visit, the system will remind you that the patient has an advance payment that can be applied. This information will also be displayed in the title bar at the top of the screen.
Transfer	This button allows you to transfer charges from Plan to Plan, Patient to Plan or Plan to Patient. In order to transfer a charge you must move the blue toolbar over the charge and hit the Transfer button. At this point the Charge Transfer window will open and you must select the specific transfer you want. Then another transfer window will open giving the option of changing the date, the amount, and the ability to enter any comments. Once you have entered the information you can hit the Ok button. The transferred charges will now appear in the ledger below.

Adjust	This button is used to adjust whole payments or write-offs out of the ledger. In order to make an adjustment you must move the blue toolbar to the payment or write-off you want to adjust in the Ledger Entries, and hit the adjust button. The Adjustment Ledger Entry window will appear allowing you to change the Adjustment Date and enter any comments. Once you have entered the information hit the Ok button, the ledger will now display the adjustment in red under the initial payment or write-off.
Resubmit	This button allows you to resubmit a claim. You have the option of resubmitting all the charges for the date of service by moving the blue toolbar to the visit line and hitting the resubmit button or you can resubmit individual charges by moving the blue toolbar to the charge line and hit the resubmit button. The Resubmit window will appear telling you that either all charges or the selected charges have been resubmitted.
History	This button will give you the history of the charge. When you hit the History button, the charge history screen will appear giving you the date that the claim was submitted, resubmitted, edited and audited. This screen also allows you to reprint the claim and print the charge history window for proof of timely filing.
Details	This button is used to open the Visit or Charge Detail windows where you have the ability to change information previously entered to a visit or specific charge. You can also view or add comments to a previously entered Ledger.
Delete	This button allows you to delete a charge, only if the charge has not been submitted, or you can delete a ledger entry instead of doing an adjustment. To delete a charge you must move the blue toolbar to the specific charge and hit the delete button. This will remove the charge so that it disappears. To delete a charge that has already been submitted you must resubmit the charge first and then move the blue toolbar to the specific charge and hit the delete button. The charge will not disappear, but it will be cancelled showing zero charge amounts. To delete a ledger move the blue toolbar to the ledger entry and hit the delete button. This will remove the ledger so that it disappears.
Help	This button will take you to the help menu.
Exit	This button will exit you out of the payment screen.

Plan Pay, Patient Pay, Co-pay, and Write-Off Ledger Entry windows

These windows will open when you hit either the Plan Pay, Write-Off, Patient Pay or Co-pay buttons in the payment window. The top of the window will display the name of the Ledger entry window as well as the batch number created in Payment Batch Administration and assigned to your User Option.

<u>Field</u>	<u>Description</u>
Plan Charge Payment	This field will display the current balance due from the plan for either the full visit if applying the payment to the visit or the charge if applying the payment to an individual charge associated to the visit.
Plan Total Balance	This field will display the total balance due from the selected plan for all of charges in the patient's account.
Plan Charge Amount Due	This field will display the current balance due from the plan for the individual charge selected.

Patient Charge Payment	This field will display the current balance due from the patient for either the full visit if applying the payment to the visit or the charge if applying the payment to an individual charge associated to the visit.
Patient Total Balance	This field will display the total balance due form the patient for all of the charges in the patient's account.
Charge Co Payment	This field will display the current co-payment balance due from the patient for the individual charge selected.
Practice	This field will display the short name of the Practice where the service/charge was rendered.
Location	This field will display the short name of the Location where the service/charge was rendered.
Date Paid/Write-Off Date	This field will default to the current date unless a check date is specified in the payment batch. You can manually enter the date XX/XX/XXXX or use the calendar icon next to the field.
Amount Paid/Write-Off Amount	This field is where you will enter the payment or write-off amount.
Payment Type	This field has a drop down menu where you can select the type of payment (i.e. Check, Cash, Money Order, etc.).
Ledger Account	This field had a drop down menu where you can select the type of ledger the payment or write-off should be applied to (i.e. Plan Charge Payment, Plan Write-off, etc.). Ledger Accounts are created in the Security Application. For more information see Ledger Accounts in the Security section of the manual.
Comments	This field is where you can enter any additional comments in reference to the payment or write-off.
Check #	This field is where you will enter the check number if payment was in the form of a check.
Credit Card #	This field is where you will enter the credit card number if payment was in the form of a credit card.
Card Approval #	This field is where you will enter the credit card approval number received.
Card Approval Amt	This field is where you can enter the amount approved by the credit card company.
Card Exp Date	This field is where you can reference the expiration date of the credit card.
Print on Statement	If this field is checked YES the information entered in this window will print on the statement if there's a balance due that being transferred to the patient for payment.
Page #	This field is where you will reference the page number of the EOB the payment can be located on, if the payment is being posted from a scanned EOB.
Print	If check when you hit O.K. a receipt of payment will print that can be given to the patient for his/her reference.

OVERVIEW OF PAYMENT POSTING

To post a payment within Charge Listing, you must:

1. Find the Patient.
2. Move the blue toolbar to the specific date of service you are working on and hit the Payment button.
3. At this point, the payment window will appear. You must move the blue toolbar down to the specific CPT code and hit Plan Pays (if the check is from an insurance carrier) or Pat Pays (if the check is from the patient).
4. The Charge Payment Ledger Entry screen will appear allowing you to enter the information received.
5. You must then hit the Ok button.

You have now posted a payment that will appear in the ledger.

HOW TO POST AN EOB PAYMENT

To post an EOB payment you must go to the Batch menu and move the blue toolbar to the Payment option allowing you to click on EOB Payment.

<u>Field</u>	<u>Description</u>
Insurance	This field will display the short name of the Insurance carrier.
Check #	This field will display the check number indicated on the electronic remittance or enter manually when the manual EOB is created.
Check Amt	This field will display the check amount indicated on the electronic remittance or entered manually when the manual EOB is created.
Applied Amt	This field will display the amount that's been applied to the charge automatically by the electronic remittance or manually by the user.
Balance	This field will display the balance of the check that has not been applied to a charge.
Posted Amt	This field will display the payment amounts that have been posted the charge.
Status	This field will display the current status of the EOB. The status will not change to Closed until all monies have been applied and posted. <ul style="list-style-type: none">• Open – The EOB has not been posted.• Need Posting – There are monies applied to charges that need to be posted.• Closed – All payments have been applied, posted and the EOB is now closed.• All – Will display all EOB statuses in the Found data window.
Type	This field will display how the EOB was created either Electronically or Manually.
Practice	This field will display the short name of the practice in which the provider who rendered service works.
Timestamp	This field will display the date and time the EOB was created.

<u>Button</u>	<u>Description</u>
Payment	<p>This button will take you to the Batch Payment Entry window. This window is divided into three sub screens</p> <ul style="list-style-type: none"> • Batch Payment Entry – This area will display the details of the created EOB, as well as any applied amounts, unapplied amounts and posted amounts. • Charge Payment – This area will display the visits/charges that the payments have been applied and posted to. • Unapplied Charges – This area will display any visits/charges that were pulled when creating a manual EOB that the payment needs to be applied to or if the EOB is from an Electronic Remittance all denied claims listed on the EOB will be displayed here.
Post	This button will post all applied payment, write-offs and transfers to the selected charges.
Find	This button is used to find the data linked to the information entered in the search criteria field(s).
Details	This button will take you to the Batch Payment Entry window where all the information was entered to create the EOB payment.
New	This button will open up to a blank Batch Payment Entry window where you can create a new EOB payment.
Delete	This button will delete the created EOB payment from the Batch EOB Payment Found data window.
Print	This button will print the information displayed in the Batch EOB Payment Found data window.
Help	This button will take you to the help menu.
Exit	This button will exit you out of the Batch EOB Payment window.

<u>Required Fields</u>	<u>Hot Keys</u>
<ul style="list-style-type: none"> • Practice • Check # • Check Amount • Check Date 	<ul style="list-style-type: none"> • I – Insurance Field • L – Plan Field • K – Check # Field • E – From Entry Date Field • C – Practice Field • A – Location Field • Y – Will take you to the Batch Payment Entry window • O – Will post the payments to the selected batch. • F – Find data linked to information entered in Batch EOB Payment Find criteria. • T – Batch Payment Entry window • N – New Batch Payment Entry window • P – Print Found data window • H – Help menu • X – Exit window

To create an EOB Payment you must:

1. Click on the New button within the Batch EOB Find criteria screen. The Batch Payment Entry screen will appear where you can fill in the required fields.
2. Now hit the Save button.
3. At this point, you will be back at the Batch EOB Find criteria screen.
4. Hit the Find button and move the blue toolbar down to the payment you have just created.
5. Hit the Payment button which will open up the Batch Payment Entry window that is divided into 3 sub screens; Batch Payment Entry, Charge Payment and Unpaid Charges.
6. Hit the All Charges button on the right side. This will bring you into the Patient Claimed Unpaid Charges Find window. This will allow you to select the patient(s) that you want to apply the payment(s) against.
7. When you have found a patient move the blue toolbar down to the specific date of service and hit the Select button. You also have the option in this screen to select more than one visit at a time by checking the Select All button.
8. Once you have found all of the patients hit the exit button. This will take you back to the Batch Payment Entry screen where all the selected patients will be listed at the bottom of the screen under Unpaid Charges.
9. Highlight the unpaid charge and hit the Payment button, which will open up the Batch Charge Payment Entry window allowing you to enter the payment information.
10. Once you have entered all of the payments, and the check amount equals the applied amount, you can either hit the Post button here in the Batch Payment Entry screen, or you can hit the Exit button which will bring you back to the Batch Find criteria window where you can hit the Post button.
11. When you hit the Post button, the Pre-verification Posting screen will appear.
12. Hit the Ok button.

You have now entered an EOB payment.

HOW TO POST A PAYMENT THROUGH BATCH PAYMENT

To post payments through Batch Payment you must go to the Batch menu and move the blue toolbar to the Payment option allowing you to click on Payment. Using this menu will allow you to post Plan payments, Patient payments, Individual checks as well as large EOB payments.

<u>Required Fields</u>	<u>Hot Keys</u>
<ul style="list-style-type: none"> • Date Paid 	<ul style="list-style-type: none"> • A – Account # Field • C – Check # Field • V – Visit # Field • B – Batch # Field • F – Find Account/Visit • T – Charge Detail window • U – Follow-Up Bucket • Y – Payment Sub Screen • E – Save as Denial • S – Save applied Payment • P – Post applied Payment • D – Delete applied Payment • H – Help menu • X – Exit Payment window

To enter payments using this option you must:

1. Enter the Account # of the patient to search for the claim you want to apply the payment to **or** enter the Visit #. (If you search by the Account # when you hit the Find button all visits for this patient will appear in the Plan Charges section. If you search by the Visit # when you hit the Find button the Account # field will automatically populate, and only the charges for that visit will appear in the Plan Charges section).

2. Enter the Check #.
3. Enter the Batch # if posting the payment to a Batch created in Payment Batch Administration.
4. Enter the **Date Paid (required field)**.
5. Hit the Find Button.
6. If posting a Plan payment, once you have found the claim you must move the blue toolbar to a specific CPT code and hit the Payment button. This will open up the Payment fields.
7. In the Payment fields you can enter the plan payment amount, write-off amount, transfer balances to the secondary carrier or patient responsibility and do a patient discount all at one time.
8. Once you have entered the payment information hit the Save button. The saved payment information will now appear in the Paid section of this window.
9. You can now post that payment by hitting the Post button to the right or you can have the system automatically post the saved payment by checking **Auto Post** before hitting the save button.
10. If you are posting payments from an EOB that has denied claims , you can post a zero payment and move that claim directly into the Follow-up bucket with the carriers denial code. To do this , in the plan payment field enter zero amount, go to the Remit Code field and enter the Remittance Code from the EOB, on the right of the Payment sub-screen you will see a Denial Button hit that button. When you post that payment that claim will appear in the Follow-up bucket with the remit code attached.
11. If posting a Patient payment select the patient tab. In this screen you will have the ability to post the patient payment by the Statement History or Visit.
12. Select either the Statement or Visit you would like to post the payment to and hit the corresponding Payment button for that sub-screen. This will take you to the Prorated Patient Visits Payment window.
13. Enter all necessary information and hit the Ok button.

You have now posted either a Plan payment, Patient payment or both.

PAYMENT BATCH ADMINISTRATION

This menu is used to create a Batch to post payments to.

Payment Batch Administration Find Screen

<u>Field</u>	<u>Description</u>
Batch #	This field will display the batch number generated by the system when the batch is created.
Biller	This field it will display the name of the biller entered when the batch is created.
Category	This field will display the specific category assigned to the batch. Categories are used for reporting purposes only. The category table is created in the Security Application of SequelMed.
Practice	This field will display the short name of the Practice the batch is assigned to.
Deposit Dt.	This field will display the date of the deposit assigned to the batch.
Assign Dt.	This field will display the date the batch was assigned to the biller.
Unapplied	This field will display the unapplied amount at the time the batch was created. It is used mainly to show a total of all the payment amounts combined. The amount does not calculate down as payments are posted.
Plan Amt.	This field will display the total plan amount entered when the batch was created.

Plan Apld.	This field will display the calculation of the applied plan payments to the batch.
Patient Amt.	This field will display the total patient amount entered when the batch was created.
Patient Apl d.	This field will display the calculation of the applied patient payments to the batch.
Copay	This field will display the total co-payment amount entered when the batch was created.
Copay Apld.	This field will display the calculation of the applied co-payments to the batch
Status	<p>This field will display the current status of the batch (i.e. open/in process, completed, info req or pending).</p> <ul style="list-style-type: none"> • Completed: The batch status will change to 'Completed' automatically if the user recalculates the batch and the top parameters match the data entered below; If the status of the batch is left as 'Open' or 'In Process', and the top parameters match the data entered below, then the batch status will change to 'Completed' when the nightly process runs. • Info Requested: The batch status will remain open indefinitely if the user changes the status to 'Info Requested' and will not close when the nightly process runs. • In Process: The batch can be tagged as 'In Process' if it is being worked on (maybe the batch is pending review by a senior biller). If the status of the batch is left as 'In Process', and the top parameters match the data entered below, then the batch status will change to 'Completed' when the nightly process runs. • Open: The batch status defaults to 'Open' when it is created; if the batch is left with a status of 'Open' and all of the top parameters match the data entered below; the status will change to 'Completed' when the nightly process runs. • Pending: The pending status is used when the user is not done entering all of the information in the batch and wants the batch to stay open when the nightly process runs so that he/she can finish at another time.
Start Date	This field will display the date the user started working on the batch.
Hours	This field will display the number of hours the user has been working on the batch.
Entry Date	This field will display the date the batch was initially created.

<u>Button</u>	<u>Description</u>
Ledgers By Deposit Date Rpt.	This button will take you to the window displaying the ledgers of the batch by the deposit date.
Ledgers	This button will take you to the window displaying all of the ledgers entered in the batch.
Scan	This button is used to Scan documents into a batch. To scan in Payment Batch Administration the user can hit the Scan button in the Payment Batch Administration Find Criteria window the Batch Scan window will open allowing you to Start Scan. Once the scanning is complete the batch will be automatically created by the system and will appear in the Payment Batch Administration Find Criteria window. Or the user can create the batch in Payment Batch Administration and hit the save button (see “How to create a batch in Payment Batch Administration”). After hitting the save button hit the scan button, the Batch Scan window will open allowing you to Start Scan. (Sequel EDM required)
Documents	This button will take you to a window that will list all of the scanned documents for the batch. You can to view the documents and post the payments using any of the payment posting options available to you. (Sequel EDM required)
Find	This button is used to find the data linked to the information entered in the search criteria field(s). It also refreshes the information displayed in found data when changes are made to the batch.
Details	This button will take you to the Payments Batch Administration window, which displays the details of the created batch.
New	This button allows you to create a new batch. In this window is where you will enter the information for that batch.
Delete	This button will allow you to delete a created batch, only if there are no payments, write-off, etc. applied to that batch. To delete the batch move the blue toolbar to the specific batch line you would like to remove, and hit the delete button. This will remove the created batch so that it disappears.
Print	This button will allow you to print the Payment Batch Administration Find/ Found data screen.
Help	This button will take to the help menu.
Exit	This button will exit you out of the Payment Batch Administration screen and take you back to the main menu.

HOW TO CREATE A BATCH IN PAYMENT BATCH ADMINISTRATION

<u>Required Fields</u>	<u>Hot Keys</u>
<ul style="list-style-type: none">• Biller• Practice• Deposit Date• Assigned Date• Plan Amount• Patient Amount• Copay Amount	<ul style="list-style-type: none">• L - Ledgers by Batch Window• P - Print Payment Batch Administration window• C - Batch Scan Window• N - New Payment Batch Administration window• D - Delete the Payment Batch Administration window• H - Help menu• S - Save• X - Exit window

To create a Payment Batch go to Batch menu and move the blue toolbar to the Payment option that will allow you to select Payment Batch Administration. This will take you to the Payment Batch Administration Find window to create a batch you must:

1. Hit the New button to create a new batch. This will take you to the Payment Batch Administration Detail window. The system will automatically generate a batch number for you.
2. At this point you must fill in the **required fields** and hit the Save button.
3. Then hit the Exit button. This will take you back to the Payment Batch Administration Find window. Refresh the window by hitting the Find button, to bring up the batch you have created.
4. To link that batch number to the payments to be posted you must click on the User Options icon (Smiley Face icon).
5. Enter the batch number in the Batch Payment field and hit the Save button.
6. Now when you enter payments using either of the payment posting options, the payments will be linked to the batch number you created.

Closing the Batch

If the amount of payments posted match the information entered when the batch was created the system will automatically recalculate and complete any open or inprocess batches when the nightly process runs. To manually Complete a batch or to change the status to Info Req or Pending you must:

1. Go to the Batch menu and move the blue toolbar to the Payment option that will allow you to select Payment Batch Administration. This will take you to the Payment Batch Administration Find window.
2. Hit the Find button. All batches will be displayed in Found data.
3. Move the blue toolbar to the batch you wish to complete or change the status and hit the Details button. This will take you to the Payment Batch Administration Detail window.
4. Hit the Recal button. The system will then recalculate the batch. The posted payments, write-off, etc. will be displayed in the fields at the bottom of the batch detail window.
5. If the information at the bottom matches the information entered when the batch was created the batch status will automatically change to Completed. This batch will disappear from the Payment Batch Administration Found data window.
6. To change the status of the batch to Info Req. or Pending move your cursor to the status field in the bottom portion of the Payment Batch Administration Detail window, when you highlight the field the table of status options will appear. Select the desired status and hit the save button.