

Batch Reconciliation & Batch Close AV Ref # 748

About:

The **Bulk Process** screen in BPOS lets you verify payments, check tickets for errors, and close a batch of tickets (multiple tickets).

The Bulk Process screen serves three main objectives:

- Allows you to verify payments for a group of ticket
- Allows you to check a group of tickets for errors prior to closing
- Allows you to CLOSE a group of tickets

These processes are shown below.

How:

A. Add tickets to the Bulk Process ticket screen

To add tickets to the Bulk Process screen, first find the tickets on the **Ticket Lookup** screen. These tickets can be searched on the Ticket Lookup screen by Ticket Type, Date, Store, Salesrep, Route, etc.



Once you have found the tickets you are looking for, you can select the specific tickets in the list you are wanting to process. Use the **CTRL** key to select multiple tickets. You can also use the **Select All** button to select all tickets on the screen. Once all needed tickets are highlighted, click the **Bulk Process** button.

Retail (Wholesale		_			
orders Oper	n AMI Orders	Select A	Select None	Bulk Process	Help	
Cust #	Short Nan	ne		Name		
202248	THE	THE	TIRE SHOP IN	C.		

This will load all selected tickets <u>from</u> the Ticket Lookup screen <u>to</u> the **Bulk Process** screen.

			Double-Clic Default A/R	k Row To Display Errors/ Terms Will Be Applied To	Warnings - Right-Click Table For Other Option Tickets With A Balance For A Charge Custom	s er			
cket #	Date	Open?	Cust #	Customer Type	Name	Total		Balance Due	Status
3446958	08/02/2019	Batch	202248	Open Items	THE TIRE SHOP INC.		521.10	521.10	
3447811	08/02/2019	Batch	701061	Open Items	TYSON CORNER COLLISION		760.00	760.00	
3447819	08/02/2019	Batch	201027	Open Items	JENNINGS CHEVROLET CADI		0.00	0.00	
3448385	08/02/2019	Batch	304252	Open Items	JUSTICE OFF ROAD		363.00	0.00	
3448650	08/02/2019	Batch	202644	Open Items	BLAISE CHEVROLET VOLVO		0.00	0.00	
3448939	08/02/2019	Batch	300524	Open Items	TANEYTOWN TIRE & AUTO		573.68	573.68	
3448949	08/02/2019	Batch	700741	Open Items	LONDON AUTO		316.00	316.00	
3449114	08/02/2019	Batch	204564	Open Items	NORRIS ACURA		117.01	117.01	
3449199	08/02/2019	Batch	304018	Open Items	SIMPLE TIRE		45.88	45.88	
3449324	08/02/2019	Batch	300250	Open Items	FREDERICK CO. PUBLIC SCHOOLS		150.00	150.00	
3449352	08/02/2019	Batch	304514	Open Items	SAFFORD FORD (SALISBURY)		0.00	0.00	
3449410	08/02/2019	Batch	300618	Open Items	JERRY'S CHEVROLET		0.00	0.00	
3449414	08/02/2019	Batch	303329	Open Items	USPS-VMF		875.16	0.00	
3449415	08/02/2019	Batch	304506	Open Items	PRESTON FORD		0.00	0.00	
3449422	08/02/2019	Batch	202557	Open Items	FALLS CHURCH AUTOBODY		250.97	250.97	
3449433	08/02/2019	Batch	305866	Open Items	LUIS ROSAS		203.52	203.52	
3449438	08/02/2019	Batch	10029	Open Items	FREDERICK MOTOR COMPANY FORD		0.00	0.00	
3449446	08/02/2019	Batch	301331	Open Items	LANGLEY EXXON SERV CENTER		740.00	740.00	
3449467	08/02/2019	Batch	10357	Open Items	TOOL IN HAND		18.15	18.15	
3449471	08/02/2019	Batch	10357	Open Items	TOOL IN HAND		49.00	49.00	
3449473	08/02/2019	Batch	300498	Open Items	MONRO MUFFLER #693		766.24	766.24	
3449475	08/02/2019	Batch	19398	Open Items	SHARRETT INC GMC		180.00	180.00	
3449477	08/02/2019	Batch	303747	Open Items	CLASSIC MOTORS INC.		896.32	0.00	
3449483	08/02/2019	Batch	201432	Open Items	OURISMAN CHEVROLET BUICK GMC		0.00	0.00	
3449485	08/02/2019	Batch	304708	Open Items	PITTSVILLE FORD		0.00	0.00	
3449489	08/02/2019	Batch	200669	Open Items	KEYSTONE FORD		0.00	0.00	
3449497	08/02/2019	Batch	301075	Open Items	CERTIFIED CAR CENTER		252.00	0.00	
3449499	08/02/2019	Batch	304495	Open Items	CHRYSLER OF CULPEPER		0.00	0.00	
	Ticket	Totals		T	endered Totals				
	Ticket	Count: 660	Total Sales	97706.52	Cash 349.76 Check 300	6.24 Credit Card	10861.94		
				Add Ticket					
				Print	Ignore Warnings				
			Prin	t Method Print View	PDF Email PDF Dot Matrix				
			Nur	n Copies 3 🛛 🗸					
			Selecte	d Printer Always Prompt Fo	r Printer 🗸 🗸				
				Process Method	Batch OInvoice (Finalize)				
					,				

You can also add tickets to the Bulk Process screen **one at a time** by either <u>entering the ticket number</u> or <u>scanning the barcode</u> on the ticket into the **Add Ticket** box.

Entering tickets #s will add tickets to the Bulk Process screen.

97706.52	Tendered To Cash	otals 349.76	Check	3006.24
T bbA	Ticket	Warnings		
Print Method Print	View PDF OE	mail PDF 🔵 [Dot Matrix	

B. Validate & Edit Payments

One of the benefits on the Bulk Process screen is to allow you to <u>verify payments</u> for a group of tickets and make any needed edits to payments.

This verification process can be performed regardless of whether the tickets are being closed or just validated for payments.

Examples:

i. This process could allow a warehouse manager to see expected payments to be received when a driver returns with multiple delivery receipts (Invoices).

ii. This process could also be used by a corporate bookkeeper verifying a day's worth of business. (*This process would likely need to be used along with the CASH/ CHECK/ CC JOURNAL Report since only sales payments are shown on this screen, not ROA payments.*)

For the tickets shown on the Bulk Process screen, the expected **Total Cash**, **Check**, and **Credit Card payments** will be shown.

Tieket#	Data	00000	Cust		Pustemes Tune	Ner	charge customer	Total		Balance Due	Clatur
TICKEL#	Date	Open?	Cust #	202248 Onen Ha	Sustomer Type	Nar	ne	Total	524.40	Balance Due	Status
3440930	00/02/2019	Datch		202246 Open Ite		TIRE SHOP INC.	A1		321.10	521.10 760.00	
2447011	08/02/2019	Batch		201027 Open Ite	1115 11 C	ININGS CHEVROLET CO			0.00	700.00	
3447019	08/02/2019	Datch		201027 Open Ite	IIIS JEI	TICE OFF DOAD	NDI		262.00	0.00	
3440303	08/02/2019	Datch		304252 Open Ite	ms 500	ICE OFF ROAD	0		303.00	0.00	
3440030	06/02/2019	Datch		202644 Open Ite	ms DLA	ISE CHEVROLET VOLV	0		0.00	0.00	
3448939	08/02/2019	Batch		300524 Open Ite	ms IAn	IDON AUTO			573.00	573.00	
3448949	08/02/2019	Batch		700741 Open Ite	ms LUr	IDUN AUTO			310.00	310.00	
3449114	08/02/2019	Datch		204564 Open Ite	ms NO	CRIS ACURA			117.01	117.01	
3449199	08/02/2019	Balch		304018 Open Ite	ms SIN	PLE TIRE	010010		45.88	40.88	
3449324	08/02/2019	Batch		300250 Open Ite	ms FRt	DERICK CO. PUBLIC S	CHUULS		150.00	150.00	
3449352	00/02/2019	Datch		304514 Open Ite	ms SAP	PURD FURD (SALISBU	RT)		0.00	0.00	
3449410	06/02/2019	Datch		300618 Open Ite	ms JEF	IRT S CHEVRULET			0.00	0.00	
3449414	08/02/2019	Batch		303329 Open Ite	ms USI	25-VMF			875.10	0.00	
3449415	08/02/2019	Batch		304506 Open Ite	ms PR	STON FORD			00.0	0.00	
3449422	08/02/2019	Batch		202557 Open Ite	ms FAL	LS CHURCH AUTOBOD	Ŷ		250.97	250.97	
3449433	08/02/2019	Batch		305866 Open Ite	ms Lui	5 RUSAS			203.52	203.52	
3449438	08/02/2019	Batch		10029 Open Ite	ms FRE	DERICK MOTOR COMP	ANY FORD		0.00	0.00	
3449446	08/02/2019	Batch		301331 Open Ite	ms LAP	IGLEY EXXON SERV CE	INTER		740.00	740.00	
3449467	08/02/2019	Batch		10357 Open Ite	ms TOC	DL IN HAND			18.15	18.15	
3449471	08/02/2019	Batch		10357 Open Ite	ms 100	DL IN HAND			49.00	49.00	
3449473	08/02/2019	Batch		300498 Open Ite	ms MO	NRO MUFFLER #693			766.24	/66.24	
3449475	08/02/2019	Batch		19398 Open Ite	ms SH/	ARRETT INC GMC			180.00	180.00	
3449477	08/02/2019	Batch		303747 Open Ite	ms CL/	ASSIC MOTORS INC.			896.32	0.00	
3449483	08/02/2019	Batch		201432 Open Ite	ms OUI	RISMAN CHEVROLET B	JICK GMC		0.00	0.00	
3449485	08/02/2019	Batch		304708 Open Ite	ms PIT	TSVILLE FORD			0.00	0.00	
3449489	08/02/2019	Batch		200669 Open Ite	ms KEY	STONE FORD			0.00	0.00	
3449497	08/02/2019	Batch		301075 Open Ite	ms CEI	RTIFIED CAR CENTER			252.00	0.00	
3449499	08/02/2019	Batch		304495 Open Ite	ms Cu	WELEB OF CULBEBER			0.00	0.00	
	Ticke	t Totals			Tendered	Totals					
	Ticke	et Count	660 Total Sales	9770	6.52 Cash	349.76 Chec	k 3006.24	Credit Card	10861.94		

To edit these payments, **right-click** in the list if you want to edit the selected ticket, edit just tendered payments, or edit all payments.

open nemo			010.00
Open Items	LONDON AUTO		316.00
Open Items			117.01
Open Items	Show Errors/Warnings		45.88
Open Items			150.00
Open Items	Edit Selected Ticket		0.00
Open Items		0.00	
Open Items	Edit Tendered Tickets		875.16
Open Items			0.00
Open Items	Edit All Tickets		250.97
Open Items		Edit All Tickets	203.52
Open Items	Developer Colorite d Develop		0.00
Open Items	Remove Selected Rows Fro	om List	740.00
Open Itoms			10 15

e Views Appoin	ntments Tick	ets 🖪	Edit Tendere	d Payme	ents										×			
LEAR 💾 🎦	T# 🔽		Tickot#		Curtit	Namo	Dofault Pert	Cach/Chk #1	Amount	Cach/Chk #2	Amount	001	662	663	664			
lear Appt Ticket	ts Fetch# Last	F	3448385	Edit	304252	JUSTICE OFF	CASH	CHECK	363.00	Gasil/Glik #2	Amount		002	003	004	1		
OGIN: AATECH			0110000	E dit	001202	UCDO MAIS	OUE OK		000.00			075.40				1	DEFAULT	STORE:
/IEW: SALES CO	OUNTER		3449414	Edit	303329	USPS-VMF	CHECK					875.10				alink Oro	ters - Press	CTRL+P
icket Scan			3449477	Edit	303747	CLASSIC MOTO	CHECK					896.32						
.ookup:			3449497	Edit	301075	CERTIFIED CA	CHECK					252.00						
All Ticket#	# OCustom	era	3449557	Edit	305869	REYNALDO STE	CHECK					210.35				1		
			3440572	Edit	203610	TV SONS SHELL	CASH	CASH	164 76							Vehicle	Count:	
		1-	0443072	Edit	200010	TOD HADANEOF	ONGIT	ONOT	104.10			101.50				Sales\$:		C
Type • All •	Workorder		3449620	Edit	300527	TOP JAPANESE	CHECK					401.56				GP\$:		-21413
Exact Match	ALL SALES	RE	3449635	Edit	302945	HARIS AUTO C	CHECK	CHECK	84.64							GP%:		
			3449639	Edit	300711	RON'S USED T	CHECK	CHECK	2120.00							Averag	eS:	0
Store# Store 3	✓ Max H	e	3449650	Edit	301059	NTB #623	CHECK					167 40					· · ·	
Find Clear	r Input Clea	1	2440662	Edit	202040	IR AUTO SERV	66					105.00				i <mark>k. GP%/</mark>	GP\$ exclude	FET.
Ticket Scan Mor	CR Data		3449032	Edit	303019	JB AUTO SERV	00					105.02						
Teker Ocarr Mor	Ie OF Data		3449660	Edit	701172	DEW MOTOR SP	NONE					777.68						
Ticket # 1	Type o	n	3449665	Edit	202248	THE TIRE SHO	CHECK	CHECK	1029.88							Route	Total	ST#
3446958 Bat	tch	10	3449764	Edit	301874	SMOKETOWN SU	CHECK					50.76				W	521 10	3
3447811 Bat	tch		3449780	Edit	204332	NTB #356	CHECK					196.00				W	760.00	3
3447819 Bat	tch		2440704	Edda	202400	CALDEAX COLL	NONE	CACH	495.00							G	0.00	3
3448385 Bat	tch		3449791	Edit	302190	FAIRFAX COLL	NONE	CASH	165.00							W	363.00	3
3448030 Bat	tch		3449834	Edit	201836	G&M AUTO SAL	CHECK					506.76				0	573.68	3
3448949 Bat	tch		3449846	Edit	301075	CERTIFIED CA	CHECK					201.00				Ŵ	316.00	3
3449114 Bat	tch		3449858	Edit	305212	MARY LAND TIR	CHECK					63.53				В	117.01	3
3449199 Bat	tch		2440990	Edit	205974	TIMOTHY LED	CHECK					02.00				W	45.88	3
3449324 Bat 3440352 Bat	tch		3449009	Eult	303074	IIMOTHI J PK	CHECK					92.09				E	150.00	3
3449410 Bat	tch	-													-	G	0.00	3
3449414 Bat	tch						First P	age Prev Page	Next Page	Last Page			Page	1 01	3	P	875.16	3
3449415 Bat	tch Deliv	ere					Check	#'s can be edited	directly on th	iis screen.						F	0.00	3
3449422 Bat	tch				To edit pav	ments, including credi	t card payment	s, click the "Edit"	button. (Batch	tickets will need	to be re-open	ed to edit pavn	nents.)			W	250.97	3
3449433 Bat	tch				Cred	it card navments high	lighted have NC	T been processe	d Click the '	"Edit" button to pr	ocess credit o	ard navments					203.52	3
3449438 Bat	tch				Orec	it card payments nigh	ignica nave ne	ri been processe	u. Olicitale	Lot botton to pr	occos creat e	ara paymento.				F	0.00	3
3449446 Bat	tch															W	740.00	3
3449467 Bat	tch	_	Ticke	et Totals				Tender	ed Totals							W	18.15	3
3449471 Bat	tch	_	Tick	et Count:	44 1	otal Sales	14217.94	Cash	3	49.76 Check	3000	6.24 Credit C	ard	10861.94		W	49.00	3
3449473 Bat	leh	-														0	766.24	3
3449475 Bat	tob															W	100.00	3
5449477 Bat		-					LI Sava	8 Daturn LI Sas	Cancel 9	uggest Help							690.32	3

The Edit Payment screen will allow you:

- See the payment for each ticket
- Enter CHECK #s for CHECK payments
- See tickets with credit card payments that have not yet been processed. (Highlighted CC tickets were "auto-applied" at close, but a credit card payment was never posted to the ticket by a rep.) To post a credit card, a valid credit card code will have to be added to the ticket.
- Go to ticket with the Edit button to make any needed payment edits

If you edit the payments on a ticket by navigating to the individual ticket, click **Save & Return** on ticket to return to the **Edit Payments** screen.

	Service	Fet	Subtotal	Sales Tax	Total
65.6 2	0.00	0.00	165.62	0.00	165.62
	Discard Main Change	Clear Vehicle W	rite-In Vehicle Add Conta	cts Add Ship To	
View F	ull View CARFAX To	ols Customer History	Cust Value Index Vehic	le History VSR's O	verride Credit Hold
onon Ba	tch Invoice Penlicate/Re	werse Print Invoice	Print Inspection Print Wa	arranty	Save & Return Return Help

(If your system is set for Batch Mode processing, tickets will need to reopened and re-closed before and after editing payments.)

C. CHECK tickets for errors prior to close

The Bulk Process screen allows you to check tickets for errors prior to close. To check for errors on the Bulk Process screen, select:

Add Ticket Print Ignore Warnings
Print Method Print View PDF Email PDF Dot Matrix Num Copies 3
Selected Printer Always Prompt For Printer
Process Method O Batch O Invoice (Finalize)
Pre-Close Close Clear List Done Suggest Help

Once the check is complete, the list will show any **WARNINGS** and **ERRORS**.

WARNINGS will not keep you from closing tickets. **ERRORS** will keep you from closing tickets. Double-click on the WARNING/ ERROR to see reason.

Name	Total	Balance Due	Status	
JB AUTO SERVICE	165.62	0.00	ERROR!!!	
THE TIRE SHOP INC.	521.10	521.10	WARNING	
JUSTICE OFF ROAD	363.00	0.00	WARNING	
TANEYTOWN TIRE & AUTO	573.68	573.68	WARNING	

D. Close Batch of Tickets

To close a group of tickets, on the Bulk Process screen, select:

Add Ticket								
Print Method Print View PDF Email PDF Dot Matrix Num Copies 3 Selected Printer Always Prompt For Printer								
Process Method Batch Invoice (Finalize)								
Pre-Close Close Clear List Done Suggest Help								

The closing will skip closing any tickets with ERRORS.