

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:

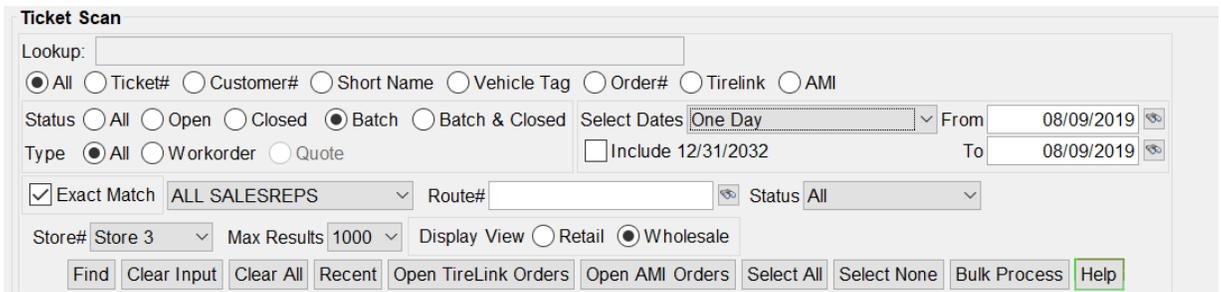
- Allows you to verify payments for a group of ticket
- Allows you to check a group of tickets for errors prior to closing
- Allows you to CLOSE a group of tickets

These processes are shown below.

How:

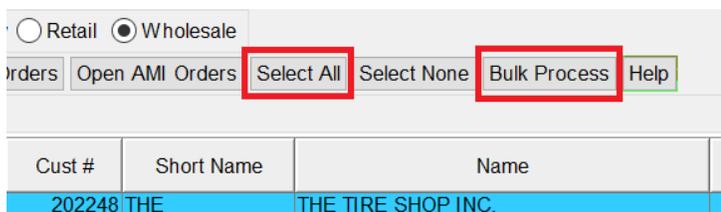
A. Add tickets to the Bulk Process ticket screen

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.



The screenshot shows the 'Ticket Scan' interface with various search filters and buttons. The 'Status' filter is set to 'Batch', and the 'Select Dates' dropdown is set to 'One Day'. The 'From' and 'To' date fields are both set to '08/09/2019'. The 'Type' filter is set to 'All'. The 'Exact Match' checkbox is checked. The 'Store#' dropdown is set to 'Store 3', and the 'Max Results' dropdown is set to '1000'. The 'Display View' is set to 'Wholesale'. The 'Find' button is highlighted in green. Other buttons include 'Clear Input', 'Clear All', 'Recent', 'Open TireLink Orders', 'Open AMI Orders', 'Select All', 'Select None', 'Bulk Process', and 'Help'.

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.



The screenshot shows a close-up of the 'Ticket Scan' interface. The 'Retail' radio button is selected, and the 'Wholesale' radio button is also visible. The 'Select All' and 'Bulk Process' buttons are highlighted with red boxes. Below the buttons is a table with the following data:

Cust #	Short Name	Name
202248	THE	THE TIRE SHOP INC.

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

Bulk Process Tickets

Double-Click Row To Display Errors/Warnings - Right-Click Table For Other Options
Default A/R Terms Will Be Applied To Tickets With A Balance For A Charge Customer

Ticket #	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 CHURGH AUTOBODY	250.97	250.97	
3449433	08/02/2019	Batch	305866	Open Items	LIUS 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	200869	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: Ticket Count: 600 Total Sales: 97706.52

Tendered Totals: Cash: 349.76 Check: 3006.24 Credit Card: 10861.94

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: Batch Invoice (Finalize)

Pre-Close Close Clear List Done Suggest Help

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

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

Tendered Totals

97706.52 Cash 349.76 Check 3006.24

Add Ticket 

Print Ignore Warnings

Print Method Print View PDF Email PDF Dot Matrix
 Num Copies: 3

B. Validate & Edit Payments

One of the benefits on the Bulk Process screen is to allow you to verify payments 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.

Bulk Process Tickets

Double-Click Row To Display Errors/Warnings - Right-Click Table For Other Options
Default A/R Terms Will Be Applied To Tickets With A Balance For A Charge Customer

Ticket #	Date	Open?	Cust #	Customer Type	Name	Total	Balance Due	Status
3448958	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	WORRIS 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	
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3449440	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	
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3449483	08/02/2019	Batch	201432	Open Items	OURSMAN 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	200869	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	COURTESY OF GILBERTSON	0.00	0.00	

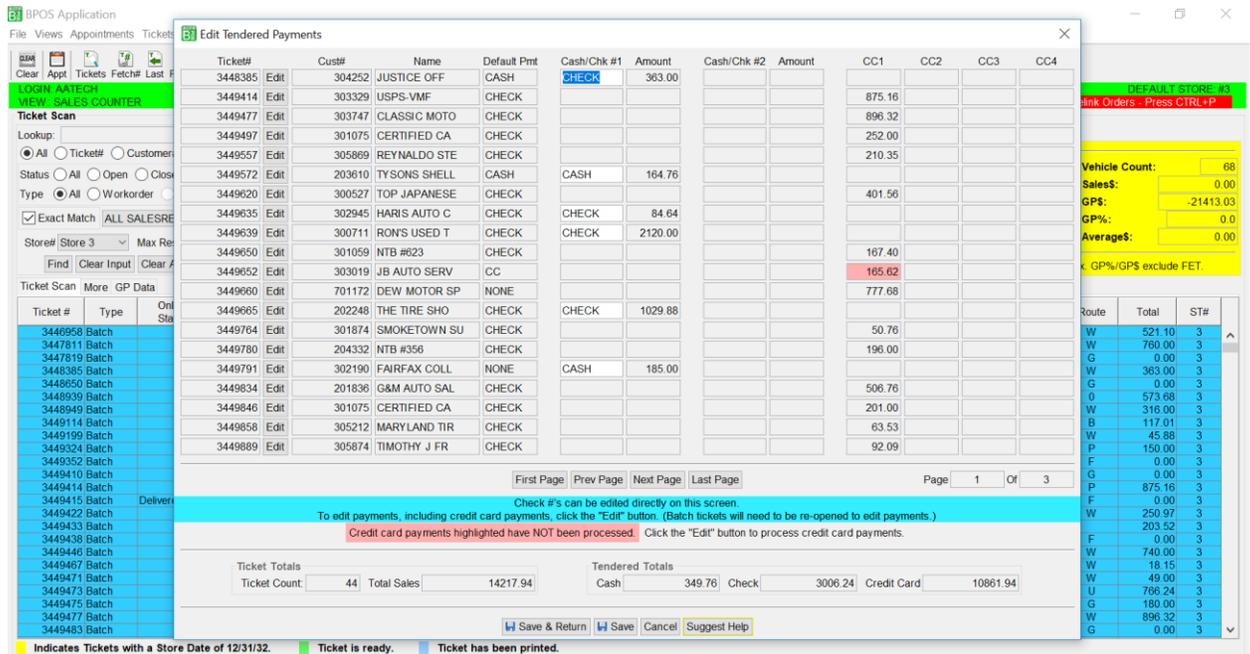
Ticket Totals: Ticket Count: 660 Total Sales: 97706.52

Tendered Totals: Cash: 349.76 Check: 3006.24 Credit Card: 10861.94

Add ticket: Print Ignore Warnings

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.

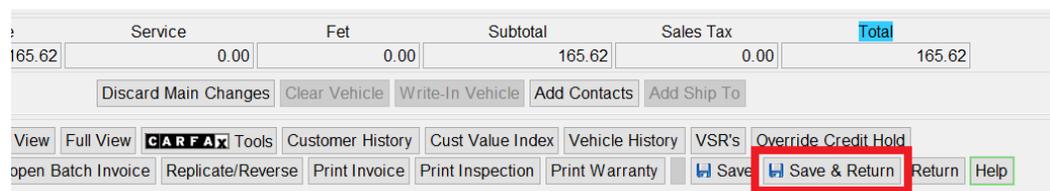
Open Items	LANGLEY EXXON SERV CENTER	740.00
Open Items	LONDON AUTO	316.00
Open Items		117.01
Open Items	Show Errors/Warnings...	45.88
Open Items		150.00
Open Items	Edit Selected Ticket...	0.00
Open Items		0.00
Open Items	Edit Tendered Tickets...	875.16
Open Items		0.00
Open Items	Edit All Tickets...	250.97
Open Items		203.52
Open Items	Edit All Tickets	0.00
Open Items	Remove Selected Rows From List...	740.00
Open Items		18.15



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

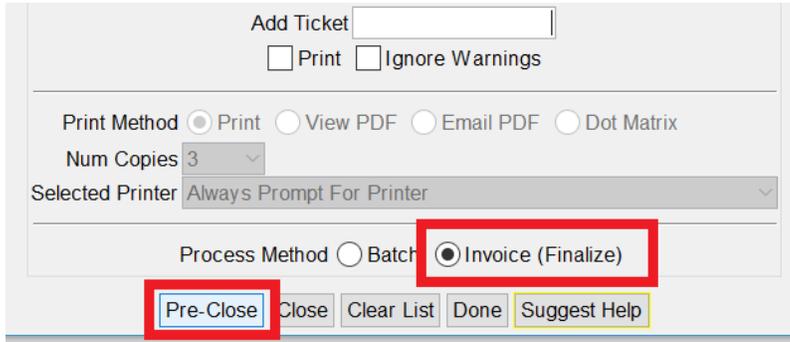
If you edit the payments on a ticket by navigating to the individual ticket, click **Save & Return** on ticket to return to the **Edit Payments** screen.



(If your system is set for Batch Mode processing, tickets will need to re-opened 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:



The screenshot shows the Bulk Process screen with the following settings:

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

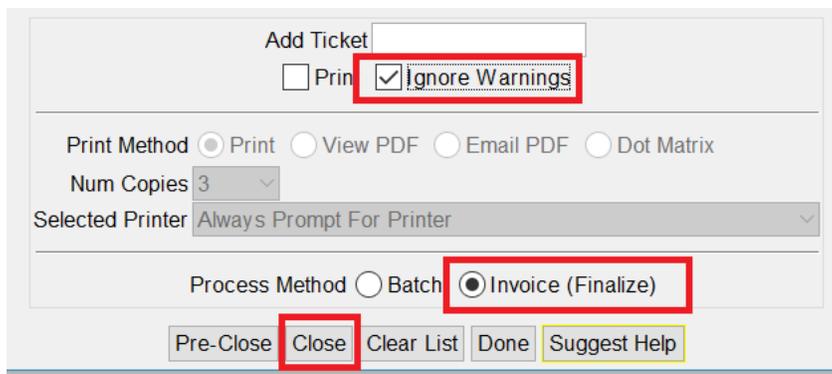
Once the check is complete, the list will show any **WARNINGS** and **ERRORS**.

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:



The screenshot shows the Bulk Process screen with the following settings:

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

The closing will skip closing any tickets with **ERRORS**.