

Cash Posting Enhancement (Spec 4988)

Date Released: April 2017

Modules: Navigator AR

Description: Provide a method to use the “new automatic deposit” method with payment information originating from a .csv file. This is achieved by passing the .csv file through some validation, importing those records into the NAV AR Payments tab, and creating a new automatic deposit for the records just imported. This allows for importing AR payments via methods other than Decor24.

Reason for Change: Provides the ability to import AR batches that will apply payments to customer’s ledgers (or to miscellaneous cash accounts) automatically.

Restrictions: Navigator Only

Set-up

Payment Option Maintenance - Menu option PAY 3

Use this option to create and maintain the payment options.

The new setting **Use upload file during automatic deposit** activates this functionality.

```
3/16/17                               Payment Systems                               PS3002MA
8:39:38                               Payment Option Maintenance          QPADEV001D
Payment Option ID.....: P1                                               Change
Description.....: GW Payment - Heartland (H2)
Payment Type.....: GW (?) Gateway
- Payment Institution Profile.: H2 (?)
Use upload file during automatic deposit:  Y/N
Convenience Fee Percent.....: 10.0000 %
Memo/Note Required.....: N Y/N   Check Number Required.....: N Y/N
Memo/Note Visible.....: Y Y/N   Check Number Visible.....: Y Y/N
Future Payment Allowed.....: N Y/N   Acceptance Of Terms Req.....: N Y/N
Label Overrides
Dft: "Payment Date".....: _____
Dft: "Memo".....: _____
Dft: "Check Number".....: _____
Dft: "Authorize Payment".....: _____
Dft: "Terms & Conditions".....: _____
Dft: "Convenience Fee".....: _____
F6=Return  F7=Exit  F8=Emails  F11=Screen 2
```

Automatic Cash Application

1. Create a .csv file with AR payment transaction information. The CSV must be in the following format to be validated and imported into an automatic deposit.

The .CSV file must be in the following format to be 100% validated and imported into AR.

Field Name	Type and Validation	Description
TransactionID	Int(9)	Bank transaction ID#
Company	varchar(1)	company number for transaction
Account	Int(5)	billto account# for transaction
Invoice	Int(6)	invoice#
PaymentDate	Date (MM/DD/YYYY)	payment date
PaymentAmount	\$\$\$\$\$.\$\$	payment amount (positive = debit, negative = credit)
DiscountsTaken	\$\$\$\$\$.\$\$	discount amount (positive = debit, negative = credit)
TransactionTotal	\$\$\$\$\$.\$\$	payment amount + discounts taken
ReasonCode	Char(3)	Customer facing reason codes found in PAY2
ReasonExplanation	Char(200)	Additional comment when reason code is entered
Check#	Int(20)	check#
CheckTotal	\$\$\$\$\$.\$\$	Sum of all payment amounts for a single check
PaymentComment	Char(50)	Additional comment on transaction if provided
Deposit#	Int(3)	Validation against the deposit# provided by the user.
DepositTotal	\$\$\$\$\$.\$\$	Sum of all payment amounts for the file upload. Validation against the deposit total provided by the user

Here's an example:

TRANSID,COMPANY,ACCOUNT,INVOICE,PAYDATE,PAYMENTAMT,DISCOUNT,TRANSTOTAL,REASONCODE,REASONEXP,CHECK#,CHECKTOTAL,PAYCOMMENT,DEPOSIT#,DEPOSITTOT

340412346,2,13372,415016,3/14/2017,147.84,,147.84,,,23566,871.77,,102,1539.61

259361775,2,13372,417660,3/14/2017,20,,20,DEL,paid half,23566,871.77,,102,1539.61
 107092851,2,1000,408844,3/14/2017,643.93,,643.93,,,23566,871.77,,102,1539.61
 311382323,2,10002,404327,3/14/2017,20,,,20,,,20,paid with cc no check,102,1539.61
 331129538,2,13372,415097,3/16/2017,57.5,,57.5,,,989723,57.5,,102,1539.61
 276392965,2,1000,408847,3/16/2017,168.74,,168.74,,,989723,168.74,,102,1539.61
 470234007,2,10002,412020,3/18/2017,250,,250,DEL,partial pay half,26862,250,,102,1539.61
 62249706,2,12345,408869,3/20/2017,231.6,,231.6,,,231.6,paid with cc no check,102,1539.61

2. Save the .csv file onto the IFS within the /home/dancik/payment_import/ available folder. It is suggested that you create a unique naming scheme for your saved .csv files.

Note: A filename may only be imported and posted once.

3. To start an automatic deposit via a csv file import, in Navigator AR, use the **New Automatic Deposit** button to import the payment upload file located in the IFS.

The screenshot shows the 'Accounts Receivable' interface with a table of deposits. The 'New Automatic Deposit' button is highlighted with a red box. The table contains the following data:

Company	Deposit Date	Deposit	Amount
▶ 2	09/12/12	97	\$25.00
▶ 2	12/26/12	100	\$100.00
▶ 2	01/08/13	106	\$435.10
▶ 2	01/23/14	312	\$125.00

4. On the screen that appears, enter the information as needed.

The screenshot shows the 'Accounts Receivable' system interface. The top navigation bar includes 'GBRANNEN', 'Reports', 'ODS', and 'Help'. The breadcrumb trail is 'Deposits > Automatic Deposit Details'. The main title is 'Automatic Deposit Details'. The form contains the following fields:

- Company *: 2 - DANCIK INTERNATIONAL, LTD.
- Payment Type *: UP - Upload
- Payment Option: UP - upload file
- Payment Date: [] to []
- Deposit#: 102
- Deposit Amount *: 1539.61
- Deposit Date *: 04/03/17
- Bank Code *: A - WACHOVIA
- Select File *: pass1.csv

At the bottom left, there is a link for 'File Format Help'. At the bottom right, there are 'Next' and 'Cancel' buttons.

5. The **Payment Type** and **Payment Option** settings control whether or not the **Select File** setting at the bottom of the window appears.

- **Payment Type** - Payment Types are hard coded into the system. Use the **UP - upload file** payment type added as part of this enhancement.
- **Payment Option** - The Payment Options displayed are contingent on the Payment Type selected. Payment Options are assigned to a Payment Type via menu option PAY 3. Make sure Payment Option has been flagged to be able to **Use upload file during automatic deposit**.

Note: We do not recommend setting a Payment option that is configured for either GW, PR or RA to use the upload file during automatic deposit. Dancik recommends creating a payment option specific to the upload method.

6. If the **Payment Option** is set for the upload method, specify the location of CSV file in the **Select File** option.

If the payment option selected is set to **Use upload file during automatic deposit: Y**, the **Select File** option is available. Select the .csv file you wish to use for your automatic deposit. This dropdown displays files located in the /home/dancik/payment_import folder.

7. Click **Next**. The system runs the following validations before uploading the CSV file:

File integrity - Does the file have the correct format and field/record type combinations

- The CSV file is checked to ensure it is in the correct format.

- The values in the CSV file match the column type
- Fields can't be blank/zero: TRANSID, COMPANY, ACCOUNT, INVOICE, PAYDATE, TRANSTOTAL, DEPOSIT#, DEPOSITTOT
- PAYDATE must be a valid date
- The filename of the import hasn't been imported previously

Deposit validation - Does the data in the import match itself and the automatic deposit request

- COMPANY number must be the same for all records of the import file
- COMPANY number from the file must match the company number provided in step 1 of the automatic deposit
- DEPOSIT# must be the same for all records of the import file
- DEPOSIT# from the file must match the deposit# provided in step 1 of the automatic deposit
- DEPOSITTOT must be the same for all records of the import file
- DEPOSITTOT from the file must match the Deposit Amount provided in step 1 of the automatic deposit
- The sum of the PAYMENTAMT amounts from the import must match the Deposit Amount provided in step 1 of the automatic deposit
- CHECKTOTAL can't be negative

AR validation - Does the data provided in the import match AR information within Dancik

- ACCOUNT and INVOICE from the import has to match an appropriate record within Dancik AR.
- If REASONCODE is present in the import, ensure it is valid (against records in PAY2)
- If REASONCODE is present, and that code is set to require an explanation, ensure REASONEXP isn't blank.
- For records where the invoice in Dancik AR is a positive value (order)
 - A positive payment amount can only be applied if the invoice has an amount due value
 - A positive payment amount can't exceed the amount due
 - A negative payment amount can't exceed the amount previously paid
- For records where the invoice in Dancik AR is a negative value (credit)
 - A credit amount requested can't exceed the credit amount available

8. If there are errors during the upload process, they are displayed

The screenshot shows the 'Accounts Receivable' system interface. The breadcrumb trail is 'Deposits > Automatic Deposit Details > Validation'. The 'Validation' section displays the following data:

Company	2	Deposit Date	04/05/17	Deposit Amount	\$4,095.78
Deposit#	107	Payment Type	Upload	Total Payment Amount	\$0.00 !

Below the data, the 'Results of pass7.csv:' section shows:

- ✓ Uploaded file is formatted correctly.
- ✓ Entered details match file details.
- ! Errors found with records.

The error list includes:

- Row 1: Credit payment for 415000 is more than the credit amount available.
- Row 6: Co#: 2 Acct#: 44567 Inv#: 414331 not found.
- Row 8: Reason Code FLX not found.
- Row 12: Invoice 415094 is already paid.

A link 'Return to previous screen to upload new document' is provided. At the bottom right, there are 'Next' and 'Cancel' buttons.

9. If there are no errors with the upload, click **Next**.

The screenshot shows the 'Accounts Receivable' system interface. The breadcrumb trail is 'Deposits > Automatic Deposit Details > Validation'. The 'Validation' section displays the following data:

Company	2	Deposit Date	03/22/17	Deposit Amount	\$33.90
Deposit#	144	Payment Type	Upload	Total Payment Amount	\$33.90 ✓

Below the data, the 'Results of pass2.csv:' section shows:

- ✓ Uploaded file is formatted correctly.
- ✓ Entered details match file details.
- ✓ Records are valid.

At the bottom right, there are 'Next' and 'Cancel' buttons. The 'Next' button is highlighted with a black box.

10. The details of the AR Cash Receipts included in the batch are displayed.

Accounts Receivable
 Deposits > Automatic Deposit Details > Select Payments > Post

Post

Company: 2 Deposit Date: 03/22/17 Deposit Amount: \$33.90
 Deposit#: 144 Payment Type: Upload Total Payment Amount: \$33.90 ✓

3/22/17 14:07 BATCH# 144 A/R CASH RECEIPTS by Check# PAY DATE: 3/22/17 USER: GBRANNEN PAGE 1
 DANCIK INTERNATIONAL, LTD. CASHEZ / AR

ACCT#	NAME	INV#	OPEN BAL	CHECK#	CODE	P.P.	DISCOUNT	A/R CRED	PAY DT	CHK-AMT	BATCH#/AMOUNT
213373	MIUR VALLEY FLOORING	415088	33.90	A0000001128	PF	.00	.00	33.90	3/22/17	33.90	144 33.90
				COMPUTED CHECK TOTAL:	33.90	.00	.00	33.90			
				CHECK AMOUNT AS KEYED BY OPERATOR:	33.90						
				COMPUTED BATCH TOTAL:	33.90	.00	.00	33.90	BATCH CASH RECEIPTS \$	33.90	
				BATCH TOTALS AS KEYED BY OPERATOR:	33.90						
				BATCH# 144 RECAP:			Cash	.00			
							Checks/Other	33.90			
							TOTAL:	33.90			
				ADVANCE DEPOSITS:							
				Payments of Invoices in Over 30 Column:				33.90			
				COMPUTED GRAND TOTAL:	33.90	.00	.00	33.90	TOTAL CASH RECEIPTS \$	33.90	

READY TO POST: Batch has been approved for posting.

Download PDF

Post Edit the deposit Cancel

11. From here you can:

- **Post** - Apply the checks in the batch to your customers invoices.
- **Edit the Deposit** - Takes you to the AR Deposits tab where you can access and edit the deposit.

Accounts Receivable

Deposits Payments Open AR Inquiry Sales

New Manual Deposit New Automatic Deposit

Company	Deposit Date	Deposit	Amount
		Available Options	106 \$435.10
		View Deposit Summary	312 \$125.00
		Change Deposit	22 \$1,560.22
2	12/27/16	100	\$980.75

Deposit#

- **Cancel** - Cancels the batch upload and returns you to the Automatic Deposit Details window.