



SYNOVUS[®]

G A T E W A Y

Synovus Accelerate
AR Match[®]
User Guide

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Getting Started

Synovus Accelerate AR™ Match uses complex algorithms to match incoming payments (Lockbox, ACH, and Wire) to open invoices from Enterprise Resource Planning (“ERP”) applications to provide better remittance detail for straight-through-processing. This guide details the user interface that allows you to easily resolve exceptions or append data to further enhance your receivables posting. Accelerate AR Match is accessed from the Accelerate AR Console within the Synovus GatewaySM digital banking portal.

Summary

Accelerate AR Match allows users to re-associate cash payments such as ACH or Wire Transfer credits that have been electronically deposited into their account with the advice that has been delivered separately via fax, email, or postal mail. Once cash and advice files are imported and matched, the payment moves into Validation where the configured auto validation techniques are applied. If the payment cannot be auto validated, it is presented to a user for manual validation. Once the associated payment is posted, the funds are not included in the cash letter but are reported back to the Accounts Receivable (AR) system with the corresponding invoices it paid. AR systems typically track business resources, cash, raw materials, production capacity and the status of business commitments.

A detailed, Open Invoice Load File will consist of all open receivables generated by the AR system and delivered to the Synovus Integrated Receivables platform: Accelerate AR Console. This file is used to apply selected match strategies to incoming payments to auto-validate the maximum number of payments. It, also, helps users identify open invoices and apply payments to available invoices when manually validating a payment.

Daily Work

Customers typically start the day by running their **Payment Reassociation - Advice Matching** process to associate electronic payments received by Payment Reassociation to remittance emails that have been sent to Payment Reassociation.

Next, they review and work exceptions by going to **Invoice Matching - Validate Payments**. While validating payments, customers can do research in their Open Invoices, apply business rules to improve matching rates and reduce exceptions as well as put payments in a clarification queue for additional follow up.

It is important to note, payments that were not able to be automatically matched by the system due to missing addenda will be displayed on the left-hand side of the **Advice Matching** screen. Those payments can be associates to corresponding email advices received from a customer displayed on the right-hand side of the screen or to an advice manually created by a user and/or loaded to the system in **Advice Matching**. For ACH payments, an advice needs to be associated to a payment to further-process that payment for posting.

Payments that were received from a customer containing remittance data elements (i.e., possible invoice number) are presented in the **Validate Payments** queue for research. Please review the [Advice Matching](#) and [Validation](#) sections in this User Guide for further details.

NOTE: For additional clarification, Payments in the **Payment Reassociation - Advice Matching** queue need to have an advice associated to the payment before they are moved to **Invoice Matching - Validate Payments**.

Daily Work: Summary Steps

Automated Steps

- » Fund Imports - automated
- » Ingest an Open Invoice Load File- automated

Payment Reassociation – Advice Matching

- » **Goal:** Match all electronic payments to an advice to create a completed/matched payment
- » Access Advice Matching
- » Review Remittance email using Email Preview
- » Run Auto Mapping
- » Review and Complete Mappings
- » Add Advice to add payment details for an electronic payment
 - File Upload
 - Text to File
- » Match payments that did not Auto Map
 - Search Payment or Advice
 - Manually match using Create Matching

- » Remove Payments or Advice uploaded in error
- » Review Matchings allows users to remove matched items before they are posted

Invoice Matching – Validation

- » **Goal:** Validate all completed payments with the Open Invoice Load File to be able to update posting information
- » All completed Payments are sent to the validation queue
- » All Auto Validation strategies are applied
- » Add advice to Lockbox payments to create a completed payment
- » Associate completed payments to the list of Open invoices
- » User review all Payments that were not auto-validated in Validate Payments

Automated Steps

Fund Imports

Funds include electronic payments that are automatically imported and may include ACH, Wire and other formats. **Fund Imports** provides a history of all previously imported Fund files. Previous file import data includes:

Count – includes a count of all electronic deposits imported from the file

Matched – includes all electronic deposits that have been matched to an Advice to make a payment

Pending – includes all electronic deposits that have not been matched to an Advice. These Funds must be manually matched to an Advice in the Advice Matching page

Total Amount – includes to the total amount for all deposits included in the file

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Load

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ECA

Validate

Deductions

Post

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Fund Imports

Advice Matching

Review Matchings

Fund Upload History

New Import

Undo Upload

Created At	Name	Status	Count	Matched	Pending	Total Amount
03/11/21	grove_funds.csv	Complete	6	6	0	\$245,749.51

1 record found

Validation - Ingest an Open Invoice Load File

During Customer implementation, the Customer Open Invoice Load file is set up to automatically be ingested into the system. Customers can then match payments to this file which lists open accounts/invoices. Once matched, the payments are ready for posting.

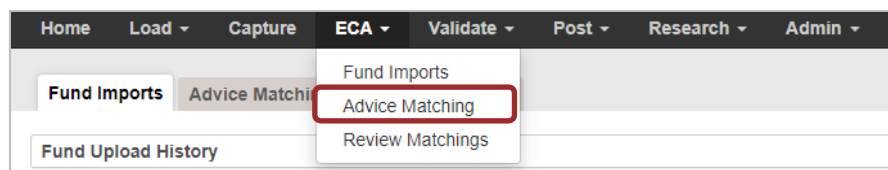
Payment Reassociation - Advice Matching

Advice Matching provides the automatic matching of payments to advice details and Review Matching is a user tool used to make changes to the automated matches when needed.

The system will automatically match advices to payments wherever possible. For payments that cannot be automatically matched, users can manually match a cash payment to its associated advice in Advice Matching.

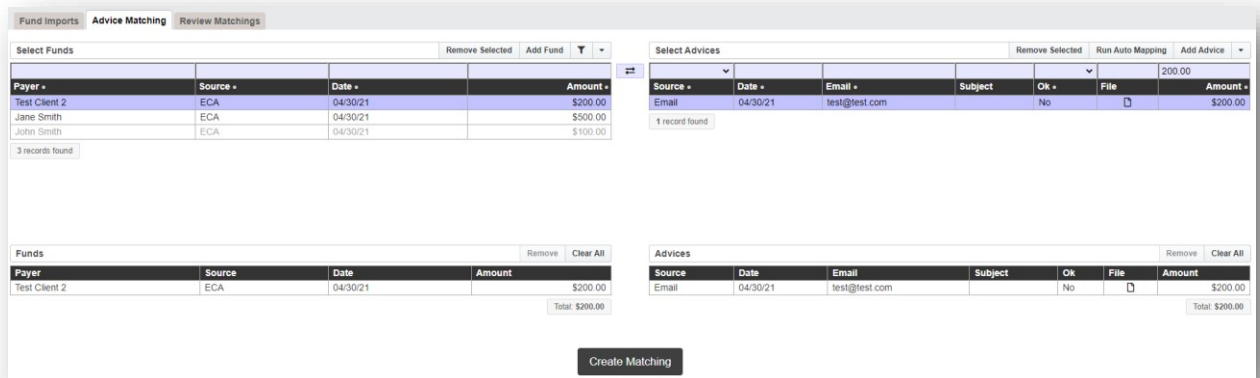
Access Advice Matching

Advice Matching allows users to link each received fund with its associated advice(s). You can access **Advice Matching** by clicking ECA/Advice Matching from the menu.



Review Remittance Email Details

To view the remittance email for additional information, click on the paper icon on the row of the email that you want to view.



To toggle from the attachment view to the content of the email, click on the **Email Preview** tab.

Preview

Advice Preview | **Email Preview**

Payment sent for the following Invoice:
Invoice number: 1234567
Account Number: 789
Payment Date: 04/01/2021
Invoice Amount: \$300.00
Thanks

Amount: 300.00
Account: Select Account
☐ Approved

Cancel Save

Run Auto Mapping

Click **Run Auto Mapping** to have the system automatically match advices to payments. The system will present the matched payment and remittance details to review before creating the match.

Fund Imports | **Advice Matching** | Review Matchings

Select Funds: Remove Selected Add Fund

Payer	Source	Date	Amount
Jane Smith	ECA	04/30/21	\$500.00
John Smith	ECA	04/30/21	\$100.00

2 records found

Select Advices: Remove Selected **Run Auto Mapping** Add Advice

Source	Date	Email	Subject	Ok	File	Amount
Email	04/30/21	test@test.com		No		\$200.00
Text	04/30/21			No		\$100.00
Text	02/10/21			No		\$50,000.00

3 records found

Funds: Remove Clear All
No fund selected

Advices: Remove Clear All

Source	Date	Email	Subject	Ok	File	Amount
Email	04/30/21	test@test.com		No		\$200.00

Total: \$200.00

Create Matching

Review and Complete Mappings

Users can remove any matching that has been created but has not yet validated or posted through the Review Matching option.

After review, click **Complete Mappings** to merge the payment with the remittance information.

The screenshot shows the 'Review Advice Mappings' dialog box. It contains two tables: 'Cash' and 'Advice'. The 'Cash' table has columns: Payer, Source, Date, Amount. The 'Advice' table has columns: Payer, Source, Date, Email, File, Amount. Below the tables is a 'Complete Mappings' button, which is highlighted with a red box. The 'Funds' section at the bottom shows 'No fund selected'.

Cash				Advice					
Payer	Source	Date	Amount	Payer	Source	Date	Email	File	Amount
John Smith	ECA	04/30/21	\$100.00						

Source	Date	Email	Subject	Ok	File	Amount
Email	04/30/21	test@test.com		No	<input type="checkbox"/>	\$200.00
Text	04/30/21			No	<input type="checkbox"/>	\$100.00
Text	02/10/21			No	<input type="checkbox"/>	\$50,000.00

Add Advice

Advices can be forwarded to the Incoming Email Address created during your implementation project or created by a user in the Advice Matching page. Add Advice allows users to add payment details received for electronic payments to the system. Advices may be configured for automatic import via email, but other advice files can be manually added.

To add an Advice:

1. Click on Add Advice
2. Enter all payment details for the new advice information:
 - » Amount (required)
 - » Reference Number (optional)
 - » Source (Email, File, Text)
 - » Account (optional to select the associated AR account from the stored load data)
 - » Upload the associated remittance file or click Text to File to enter remittance data

The screenshot shows the 'Add Advice' button highlighted with a red box in the top right corner of the 'Select Advices' section. The 'Funds' section at the bottom shows 'No fund selected'.

Source	Date	Email	Subject	Ok	File	Amount
Email	04/30/21	test@test.com		No	<input type="checkbox"/>	\$200.00
Text	04/30/21			No	<input type="checkbox"/>	\$100.00
Text	02/10/21			No	<input type="checkbox"/>	\$50,000.00

Source	Date	Email	Subject	Ok	File	Amount
Email	04/30/21	test@test.com		No	<input type="checkbox"/>	\$200.00

3. Select the source type from the drop-down menu (Email, Fax, File, EDI or Text).
 - » If uploading a file, you can drag and drop the file into the **File Upload** box. To select a file from your workstation's folder structure, click the **File Upload** box and the file search box will appear.
 - » If entering free form text as addenda, click on the **Text to File** tab, enter the text to be included as addenda in the system.
4. When done, click **Save**.

New Advice

Amount: 384.25

Reference Number: 192333

Source: Text

Account: Select Account

File Upload | **Text to File**

\$384.25 was paid for Invoice #873622

Cancel | **Save**

Match payments that did not Auto Map

Search Payment or Advice

If an item was not automatically detected and matched but exists in the system, you can use the search fields to quickly locate a payment or advice.

Advice Matching

Select Funds

Payer	Source	Date	Amount
Test Client 2	ECA	04/30/21	\$200.00
Jane Smith	ECA	04/30/21	\$500.00
John Smith	ECA	04/30/21	\$100.00

3 records found

Select Advices

Source	Date	Email	Subject	Ok	File	Amount
Email	04/30/21	test@test.com		No		\$200.00

1 record found

Funds: No fund selected

Advices: No advice selected

Create Matching

Manually match using Create Matching

If you locate the payment and advice, you can manually match them by selecting each then click on **Create Matching**.

The screenshot shows the 'Advice Matching' interface with two summary tables at the bottom, highlighted by a red box:

Funds								
<table border="1"><thead><tr><th>Payer</th><th>Source</th><th>Date</th><th>Amount</th></tr></thead><tbody><tr><td>Test Client 2</td><td>ECA</td><td>04/30/21</td><td>\$200.00</td></tr></tbody></table>	Payer	Source	Date	Amount	Test Client 2	ECA	04/30/21	\$200.00
Payer	Source	Date	Amount					
Test Client 2	ECA	04/30/21	\$200.00					
Total: \$200.00								

Advices														
<table border="1"><thead><tr><th>Source</th><th>Date</th><th>Email</th><th>Subject</th><th>Ok</th><th>File</th><th>Amount</th></tr></thead><tbody><tr><td>Email</td><td>04/30/21</td><td>test@test.com</td><td></td><td>No</td><td><input type="checkbox"/></td><td>\$200.00</td></tr></tbody></table>	Source	Date	Email	Subject	Ok	File	Amount	Email	04/30/21	test@test.com		No	<input type="checkbox"/>	\$200.00
Source	Date	Email	Subject	Ok	File	Amount								
Email	04/30/21	test@test.com		No	<input type="checkbox"/>	\$200.00								
Total: \$200.00														

Remove Payments or Advice uploaded in error

If a cash payment or advice have been uploaded in error, they can be removed by selecting the item from the list and clicking on the “Remove Selected” button.

The screenshot shows the 'Advice Matching' interface. In the 'Select Advices' table, the 'Remove Selected' button is highlighted with a red box. The table contains the following data:

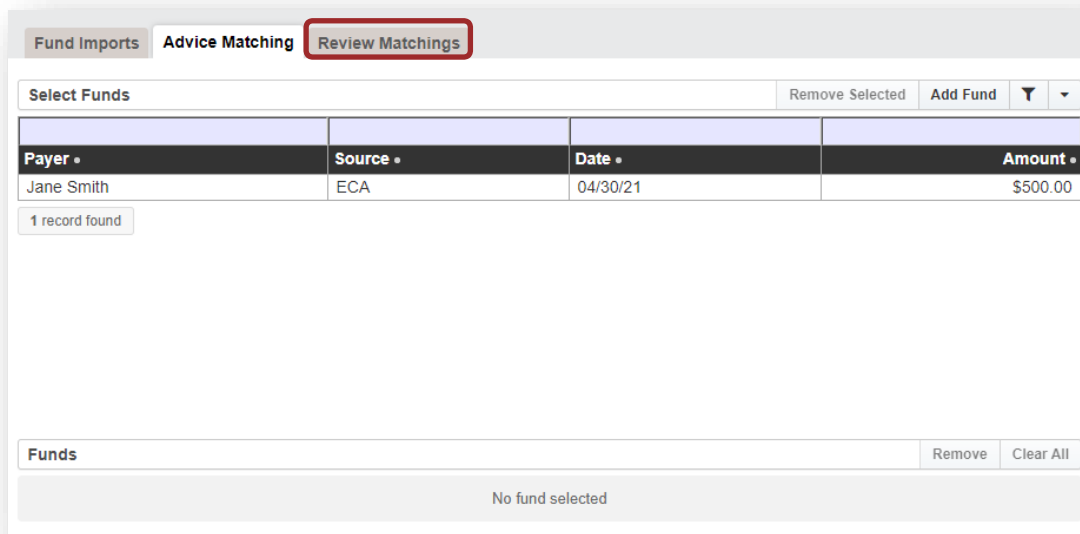
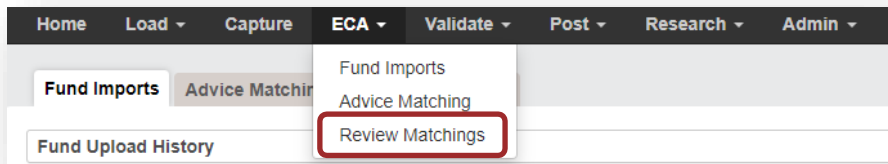
Source	Date	Email	Subject	Ok	File	Amount
Test	04/30/21	test@test.com		No	<input type="checkbox"/>	\$300.00
Email	04/30/21	test@test.com		No	<input type="checkbox"/>	\$200.00
Test	02/10/21			No	<input type="checkbox"/>	\$50,000.00

Review Matching

Users can remove any matched items that have been created but have not yet posted through the **Review Matchings** option.

ECA/Review Matchings is used for re-associating the payment data with the electronic payments. ECA uses a combination of ACH, Advice Imports and electronically presented remittance information to build payment data.

You can access **Review Matchings** by clicking **ECA/Advice Matchings** from the menu or by selecting the **Review Matchings** tab on the previous screen.



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Capture

ECA

Validate

Post

Research

Admin









Fund Imports

Advice Matching

Review Matchings

Review Matchings

Remove Matching

Payment ID(s)	Payer Name(s)	Funds Total	Advice Name(s)	Advice Total	Date Created	Created By	Match Type	Files
759240	LCC HEALTH CTR	\$11.43	LCC HEALTH CTR	\$11.43	08/28/20	System	Auto	
759239	LCC HEALTH CTR	\$11.41	LCC HEALTH CTR	\$11.41	08/28/20	System	Auto	
759238	LCC HEALTH CTR	\$11.39	LCC HEALTH CTR	\$11.39	08/28/20	System	Auto	
759237	LCC HEALTH CTR	\$11.38	LCC HEALTH CTR	\$11.38	08/28/20	System	Auto	
759236	LCC HEALTH CTR	\$11.33	LCC HEALTH CTR	\$11.33	08/28/20	System	Auto	
759235	LCC HEALTH CTR	\$11.32	LCC HEALTH CTR	\$11.32	08/28/20	System	Auto	
759234		\$11.02		\$11.02	08/28/20	System	Auto	
759233		\$11.01		\$11.01	08/28/20	System	Auto	

1

2

3

4

5

17 - 24 of 37 records

Use the search fields to quickly find the matched items, then click on the item you want to remove and select **Remove Matching**. Click **Remove**.

Fund Imports

Advice Matching

Review Matchings

Review Matchings

Remove Matching

Payment ID(s)	Payer Name(s)	Funds Total	Advice Name(s)	Advice Total	Date Created	Created By	Match Type	Files
759240	LCC HEALTH CTR	\$11.43	LCC HEALTH CTR	\$11.43	08/28/20	System	Auto	
759239	LCC HEALTH CTR	\$11.41	LCC HEALTH CTR	\$11.41	08/28/20	System	Auto	
759238	LCC HEALTH CTR	\$11.39	LCC HEALTH CTR	\$11.39	08/28/20	System	Auto	
759237	LCC HEALTH CTR	\$11.38	LCC HEALTH CTR	\$11.38	08/28/20	System	Auto	
759236	LCC HEALTH CTR	\$11.33	LCC HEALTH CTR	\$11.33	08/28/20	System	Auto	
759235	LCC HEALTH CTR	\$11.32	LCC HEALTH CTR	\$11.32	08/28/20	System	Auto	
759234		\$11.02		\$11.02	08/28/20	System	Auto	
759233		\$11.01		\$11.01	08/28/20	System	Auto	

Confirm Remove

Are you sure you want to remove?

CancelRemove

1

2

3

4

5

17 - 24 of 37 records

Invoice Matching – Validation

All matched Electronic Cash Application (ECA) payments are sent to validation where the system will first auto apply any match strategies that are configured for the biller. Payments that are validated in this way, are placed in the **AutoValidations** tab. Those payments that cannot auto-validate, are presented to the user in **Validate Payments** tab.

The **Advice Detail** is located on the left side of the screen, **Open Invoice** information is located on the upper-right and **Payment Details** are located on the lower-right side of the screen. The matching rule is presented for each payment line item and the highlighted advice details change with each payment row indicating what system **Rule** used to create the match between the payment and corresponding invoice.

The screenshot shows the 'Validate Payments' tab in the software. The interface is divided into several panes:

- Open Invoice Pane:** Located at the top right, it contains an 'Invoice Search' section with filters for 'Assigned' (False) and 'Historical Search'. Below this is a table with columns: Account #, Account Name, Invoice #, Orig. Date, Disc. Amt., Due, and Group. A search bar prompts the user to 'Enter search terms to see results, or Browse All'.
- Advice Detail Pane:** Located on the left, it displays a table of invoice details for 'MASON CONSTRUCTION SUPPLY'. The table includes columns for Invoice No., Invoice Date, Purchase Order/Description, Gross Amount, Discount Taken, and Paid Amount. A summary row shows a total gross amount of \$43,183.84 and a total paid amount of \$43,183.84.
- Payment Detail Pane:** Located in the center, it shows a table of payment details. The table includes columns for Rule, Account #, Account Name, Invoice #, Orig. Date, Disc. Amt., Due, and Amount. A summary row shows a total amount of \$43,183.84.
- Rule used:** A callout points to the 'Rule' column in the Payment Detail Pane, which lists rules such as 'DocA' and 'Mason Construct...'.

At the bottom right, there is a 'Validate Payment' button and a 'Validation' status section indicating 'Payment validated by System on 03/11/2021 09:57 AM'.

All payments that have been auto validated by the system and/or validated by a user will be moved to the **Console Dashboard** upon the defined Payment Reassociation cutoff time. Those items will, also, be included in that day's posting file.

The payment validation process is broken into 3 steps:

1. View Payment Items

See the entire payment and its associated remittance document(s), Move between remittance documents using the arrows and/or page numbers. Click on the item to view a larger version in the Zoom Search page. Click again to reduce the view back to normal.

For Electronic (ACH/Wire) Payments this information is displayed as an Advice table, extracted from the addenda record of the fund import file or parsed from a separated forwarded email notification linked to the electronic payment in the ECA (Electronic Customer Advice) workflow.

Users can Filter (funnel icon) the ECA advice data based on each row's Match Status to find validation exceptions more easily:

- » **Not Matched** – any row that has not been matched to open receivables data. The row will not have any background highlight.
- » **Matched** – each row that has matched to open receivables data
- » **Exact Match** – each row that has exactly matches to open receivables data (account/invoice plus payment amount equals the due amount). The row will have a green background highlight.
- » **Non-Exact Match** – each row that has matched to an open account/invoice where the payment amount does not match to the due amount. The row will have a red background highlight.

2. Account/Invoice Search

Each account (for account-based billing) or invoice in the Accounts Receivable Open Invoice Load file is listed in the search function. To search, enter information into the search fields and Payment Reassociation will filter the results and display the possible choices. Click on each account or invoice you wish to add, and it will auto fill in the Payment Balance table. If a given payment is an under payment, paid amount is less than the invoice due amount, change the paid amount in the Payment Balance table. Repeat this process until all invoice splits have been selected and the payment is in balance.

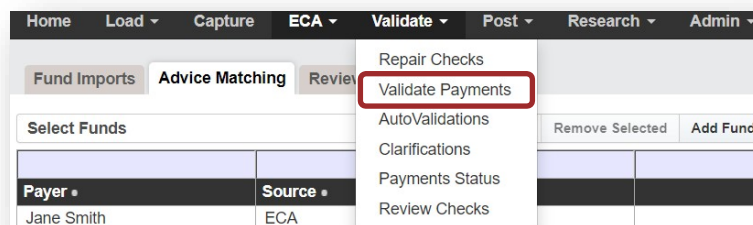
3. Payment Balance

If multiple invoices are associated with a payment, users may need to split the Check/ECA Total across various invoices. This table lists all invoices that have been associated with the selected payment. All selected invoices will be calculated into the Splits Total. The Splits Total and the Check/ECA Total need to match for a payment or deposit to balance. Once in balance, **Validate Payment** becomes an active option to select.

Validation - Access Validate Payments

The **Validate Payments** tab provides a queue to resolve all payments that have not been automatically validated by the system. The number of payments requiring user review will display in the top right corner of the screen. Users can Filter the payment list to specific payment types (Paper or ECA), Payment Channels (incoming payment sources based on your company's configurations) or a specific Batch ID. Once the appropriate selections are made, click on 'Apply.' To remove a filter, click 'Reset' and 'Apply.'

You can access **Validate Payments** by clicking Validate/Validate Payments Matching from the menu.



The **Validate Payments** tab provides a queue to resolve all payments that have not been automatically validated by the system. The number of payments requiring user review will display in the top right corner of the screen. Users can Filter the payment list to specific payment types (Paper or ECA), Payment Channels (incoming payment sources based on your company's configurations) or a specific Batch ID. Once the appropriate selections are made, click on 'Apply.' To remove a filter, click 'Reset' and 'Apply.'

Payments that could not be auto-validated are presented to the user in a page-like fashion. As payments are validated by the user, the system cycles to the next item in the queue. Users can, also, cycle through the queue by clicking on the pagination icons.

Repair Checks **Validate Payments** AutoValidations Clarifications Payments Status Review Checks

Shortcuts Filter 3 of 7

View Items Details Add Matchings Add Adjusted... Edit Advice Toggle Original

Test6 \$525.00

Advice Data

Column 1	Column 2
21020990-00	297.00

1 record found

Invoice Search

Due Date	Account #	Account Name	Invoice #	Type	Disc. Amt.	Due Amount
Enter search terms to see results, or Browse All						

Payment Balance

Invoice #	Account #	Account Name	Due Amount	Deduct.	Amount
Splits Total \$0.00					
ECA Total \$525.00					
Balance \$525.00					

Comments

Write a comment...

Add Comment

Validation

- At least one Member
- Zero Balance

Validate Payment

While working through the Validate Payment queue, users can toggle between the payment detail view and the advice view for additional details.

Repair Checks **Validate Payments** AutoValidations Clarifications Payments Status Review Checks

Shortcuts Filter 3 of 7

View Items Details Add Matchings Add Adjusted... Edit Advice Toggle Original

Test6 \$525.00

Advice Data

20975099-01	
21020990-00	297.00

Invoice Search

Due Date	Account #	Account Name	Invoice #	Type	Disc. Amt.	Due Amount
Enter search terms to see results, or Browse All						

Payment Balance

Invoice #	Account #	Account Name	Due Amount	Deduct.	Amount
Splits Total \$0.00					
ECA Total \$525.00					
Balance \$525.00					

Comments

Write a comment...

Add Comment

Validation

- At least one Member
- Zero Balance

Validate Payment

Validation Techniques

Document Read Format

Remittance documents can be configured to use the Document Analyzer and Document Read Format match rules to read the document, identify the listed remittance data elements and match them to the stored open AR data from the load file. These match strategies will always assign each row of data that it can identify and match, adding each matched row to the Payment Balance table.

If the match strategy is unable to match records automatically, authorized users can use the available image tools to manually identify the data elements and begin the match process. This will build processing rules that will allow subsequent payments from the same payer to auto- validate.

- » **Read Document (for check payment documents)**– engages the OCR engine to read the document and identify all possible remittance data fields
- » **Remove Matchings** – removes any previously read remittance data and allows the system to read the document again
- » **Toggle/Toggle Selectable** – highlights each of the data elements parsed by the OCR engine allowing users to interact with the document or advice table and identify remittance data fields used for matching
- » **Add Matchings** – once key data fields are selected, click this function to begin the automated match process
- » **Add Adjusted Matchings** – once key data fields are selected, this option allows the user to select and apply advanced match parameters (pivot on unnecessary characters within the selected data field, trim extraneous data within the selected data field, select an alternate load search field, search for a partial account or invoice value match) before beginning the automated match process.

To begin a new search, click on the remittance document to enter the Zoom Search window and then click on 'Read Document.' Ensure the document is toggled to display the parsed data elements (each word or number will be highlighted in red). Click on the top row of the account or invoice column and then click on the appropriate key value - 'Select Invoice Column' or 'Select Account Column.' Click on the associated amount column and click on 'Select Amount Column.' This will define the location of the associated key data fields within the document. Click on Add Matching or Add Adjusted Matching to begin the match process. The match strategies will search the load file for the open accounts/invoices and amounts associated to the selected columns. Accounts/Invoices that match to the data parsed from the document image will be applied to the payment and listed in the Payment Balance section. The system will remember the geometry of this document and apply the same column locations the next time a payment is received from the same account.

Note: The same workflow is available directly from the Advice Data view for electronic payments; select the appropriate columns to define the key data fields and then click on Add Matching or Add Adjusted Matching to begin the match process.

If an exact match is found (account/invoice and amount match to the stored open AR data), each assigned split will be highlighted in green. If the amount paid does not equal the stored due amount, the split will still be applied but will be highlighted in red, and if it cannot be read there will be no highlight. Click on any line item to find the associated split in the Payment Balance results grid below the image. If an account or invoice has been assigned in error, click on the line item in the Payment Balance results grid and then click on 'Remove Selected.' To remove all assigned splits, click on the 'Remove All' option.

The screenshot displays the Synovus Accelerate AR Match interface. A 'Zoom Search' window is open, showing a table of invoice splits for 'WildWest Depot'. The table has columns for Invoice No, Invoice Date, P/O, Gross Amount, Discount Taken, and Paid Amount. The data is as follows:

Invoice No	Invoice Date	P/O	Gross Amount	Discount Taken	Paid Amount
9144709216	9/17/18	708014	\$2,621.71	\$0.00	\$2,621.71
INV12243538	9/19/18	540354	\$5,190.37	\$0.00	\$5,190.37
8787814135	8/14/18		-\$41.70	\$0.00	-\$41.70
7345436182	9/19/18		-\$1.14	\$0.00	-\$1.14
CM00654502	8/14/18		-\$4.81	\$0.00	-\$4.81
8629862538	8/9/18	766888	\$1,947.30	\$16.88	\$1,930.42
9479771INV	8/28/18		-\$15.17	\$0.00	-\$15.17
GR-696748	8/30/18	669856	\$5,740.23	\$0.00	\$5,740.23
3767181273	8/16/18	164971	\$7,523.93	\$0.00	\$7,523.93
9713806550	8/22/18	695014	\$1,345.37	\$0.00	\$1,345.37
3091197439	9/3/18		-\$38.34	\$0.00	-\$38.34
6597223939	9/15/18		-\$84.58	\$0.00	-\$84.58
INV#389999	8/18/18		\$967.60	\$0.00	\$967.60
7803296056	8/27/18	189766	\$5,439.58	\$0.00	\$5,439.58
0000109630	8/28/18	974869	\$7,895.32	\$11.32	\$7,884.00
4806017708	8/18/18	251522	\$2,278.82	\$0.00	\$2,278.82

The interface also includes a 'View Items' section on the left with a table of invoice splits, a 'Check Number' section, and an 'Invoice Search' section at the bottom. The 'Invoice Search' section has a search bar and a 'Browse All' button.

If you need to leave the payment and come back for later review, you can use the following tools to note any completed and/or pending rows to be reviewed:

- » Shift + Click on the document by the line item you last reviewed or any rows that need further attention. To remove the marking, click on the red circle.
- » Select the 'Document Marker' icon from the upper right corner of the Zoom Search page to activate a movable shade for the document. Pull the shade down to cover the completed section of the document. To remove the marking, click again on the Document Marker from the image toolbar.

Zoom Search						
1						
Document	Remove Matchings	Toggle Selectable	Mark as resolved	Add Matchings	Add Adjusted...	🔍 🔍
WildWest Depot						
Invoice No	Invoice Date	P/O	Gross Amount	Discount Taken	Paid Amount	
9144709216	9/17/18	708014	\$2,621.71	\$0.00	\$2,621.71	
INV12243538	9/19/18	540354	\$5,190.37	\$0.00	\$5,190.37	
8787814135	8/14/18		-\$41.70	\$0.00	-\$41.70	
7345436182	9/19/18		-\$1.14	\$0.00	-\$1.14	
CM00654502	8/14/18		-\$4.81	\$0.00	-\$4.81	
8629862538	8/9/18	766888	\$1,947.30	\$16.88	\$1,930.42	
947977INV	8/28/18		-\$15.17	\$0.00	-\$15.17	
GR-696748	8/30/18	669856	\$5,740.23	\$0.00	\$5,740.23	
3767181273	8/16/18	164971	\$7,523.93	\$0.00	\$7,523.93	
9713806550	8/22/18	695014	\$1,345.37	\$0.00	\$1,345.37	
3091197439	9/3/18		-\$38.34	\$0.00	-\$38.34	
6597223939	9/15/18		-\$84.58	\$0.00	-\$84.58	
INV#389999	8/18/18		\$967.60	\$0.00	\$967.60	
7803296056	8/27/18	189766	\$5,439.58	\$0.00	\$5,439.58	
0000109630	8/28/18	974869	\$7,895.32	\$11.32	\$7,884.00	
4806017708	8/18/18	251522	\$2,278.82	\$0.00	\$2,278.82	

If an incoming check payment does not include any remittance documents (check only payment), but the payer has provided this information separately (e.g.: emailed remittance), validation users can upload this information as a new advice (similar workflow to creating a new advice in the ECA workflow).

Click on the Add Advice option from the View Items dropdown menu. Enter the appropriate information in the New Advice window.

- » Enter the payment Amount.
- » Upload the provided file (Excel, Text, Word, or PDF formats are accepted) or click on the Text to File tab to enter the appropriate remittance data. The Source field value will update accordingly.
- » Click Save.

Once uploaded, the new advice data will be available in the new ECA Items tab of the Advice Data. Click on this tab to view the Advice Data. The ECA Items tab uses the same workflow that is available for electronic payments. Select the appropriate columns to define the key data fields and then click on Add Matching or Add Adjusted Matching to begin the match process.

Paper Items

ECA Items

< 1 >

Remove Advice

Edit Advice

Toggle Original

Advice Data

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Account	Invoice Number	Gross Amount	Discount Amount	Payment Amount	
91700385	6281885554	-\$59.25	\$0.00	-\$59.25	
91700385	60890237	\$5,608.58	\$0.00	\$5,608.58	
91700385	34145209	\$5,009.30	\$0.00	\$5,009.30	
				Total	\$10,558.63

5 records found

Invoice Search

If the associated account or invoice cannot be found and applied within the remittance documents or advice data, users can search for the appropriate open AR records using the Account/Invoice Search table. Enter data into one or more of the available data search fields. As search fields are entered, the system will find all matching records and display them in the results table. Invoices that are listed in the Invoice Search table and are highlighted have already been assigned to a payment.

The Historical Search check box is enabled if the Account/Invoice Search table has been filtered to only display any account(s) previously paid by the current payment's payer information (Payer Name for electronic payments, check MICR data for check payments). Remove the check to disable Historical Search and display all available open AR data.

To apply one of the matching records to the payment, click on the record in the results table. All selected accounts/invoices will be displayed in the Payment Balance table below. Multiple invoices can be added to the Payment Balance to Validate the transaction. Just repeat these steps to search for and select each appropriate account or invoices until the payment is in balance.

The screenshot shows the 'Invoice Search' interface. The 'Validate Payments' tab is selected. On the left, under 'Mason Construction Supply', the 'Advice Data' table has one row: Column 1: 4374223093, Column 2: \$7789.71. The main 'Invoice Search' table has columns: Due Date, Account #, Account Name, Invoice #, Type. A dropdown menu is open, showing options: New Invoice, Invoice Amount Match, Apply Oldest Invoices, Apply All Invoices In Current Search, and Fast Entry Mode. Below the search results is the 'Payment Balance' table with columns: Invoice #, Account #, Account Name, Due Amount, Deduct., Amount. It shows one row for Invoice # 4374223093, Account # 52790847, Account Name Mason Construction Supply, Due Amount \$7,789.71, Deduct. \$0.00, and Amount 7,789.71. At the bottom, there are fields for 'Comments' and 'Validation' (At least one Member, Zero Balance) and a 'Validate Payment' button.

The following Quick Add Functions are available from the Account/Invoice Search drop down menu:

- » **New Invoice** – creates a new invoice line item to apply to the payment, if any part of the check payment should be applied to an invoice not in the Open Invoice Load file.
- » **Invoice Amount Match** – calculates all possible payment matches and finds the unique payment combination based in the invoice and check payment amounts.

NOTE: this calculation only works when the total list of possible invoices is 20 or less.

- » **Apply Oldest Invoices** – assigns the check payment beginning with the oldest invoice. This process will continue to apply payment amounts to the next oldest invoice until all funds have been calculated. This may include partial payment against an invoice to balance to the check total.
- » **Apply All Invoices in Current Search** – applies all payments listed in the Invoice Search table based on your selection criteria.

- » **Fast Entry Mode** – works the same as New Invoice but allows the user to generate multiple new invoice numbers. Clicking Enter after each invoice number will move to the next line to add another new invoice.
- » From the Invoice Search menu bar, Clear **All** allows users to empty out the search fields and begin a new search.

The filter icon displays fields that are not commonly used such as:

- » **Assigned** – displays all invoices that are currently open and available for payment. Changing the Assigned value allows users to see invoices that have been previously selected and linked to a payment in the validation queue.
- » **Check ABA and Check Account** – filters the Invoice Search results to the client account that was paid with the historical check if a previous payment has been received with the current payment's MICR data. Removing this information allows the user to search across all invoices in the load data, rather than just those accounts that have been previously linked to the listed Check ABA and Check Account.

Payment Balance

Each line item (referred to as splits) is credited in the payment balance. Users may apply discounts (if taken) or adjust the payment amount for any individual split in the Payment Balance table. If amounts are edited, the user must hit 'Enter' to save the change.

Before the payment can be validated, the Splits Total and Checks (or ECA) Total amounts must match. If the amounts do not match, review the selected splits to ensure that all appropriate invoices have been assigned and that the payment amount(s) match to the customer's intended payment amounts. Once the amounts are in balance, the user can complete the payment review by clicking on 'Validate Payment.'

If a payment cannot be easily matched to all the appropriate Open Receivables (load) data, the user has several other options to complete the payment. These options can be found in the Validation drop-down menu on the bottom right side of the screen.

- » **Reject Payment** – Select this option to reject the payment and exclude it from the payment post file. Comments and Rejection Notes can be added during this process.
- » **Force Validation** – Select this option to post the payment (or remaining payment balance) as unapplied cash to the Payer Account.
 - Under Account/Invoice Search find the Account to which you would like to post the entry. This can be accomplished by keying the first few numbers of the account number or part of the account name. Select the correct account from the list.
 - Select 'Force Validation' from the menu.
 - Select the appropriate account from the Account list. Once selected the account will appear under Payment Balance, with the payment amount entered. This will bring the Balance amount to \$0, allowing you to Validate Payment.
- » **Require Clarification** – Select this for payments that need additional information before they can be processed. This removes the payment from the general queue and places them in a 'holding' queue. Once the required information is available, navigate to the Clarifications tab from the Validate menu to view and complete the payment.

Users can see which strategy was used to assign each split next to each line item in the Payment Balance table. This information is also available in the Payment details page of the Research menu once the payment has been posted and removed from the validation queue.

Payment Balance

Remove All

Remove Selected

Rule	Account #	Account Name	Invoice #	Due	Discount	Deduct.	Amount
DocA	57555363	WildWest Depot	9144709216	\$2,621.71	0.00	\$0.00	2,621.71
DocA	57555363	WildWest Depot	12243538	\$8,190.37	0.00	\$0.00	5,190.37
DocA	57555363	WildWest Depot	8787814135	-\$41.70	0.00	\$0.00	-41.70
DocA	57555363	WildWest Depot	7345436182	-\$1.14	0.00	\$0.00	-1.14
DocA	57555363	WildWest Depot	654502	-\$4.81	0.00	\$0.00	-4.81

1 2 3 4

1 - 5 of 16 records

Splits Total

\$40,736.29

Checks Total

\$40,736.29

Balance

\$0.00

Comments

Write a comment...

Add Comment

Validation

At least one

Zero Balance

Reject Payment

Force Validation

Require Clarification

Validate Payment

Validation - Auto Validation

A main goal of Accelerate AR Match is to achieve the highest level of straight-through touchless processing, known as “auto validation.” Match strategies are selected by the administrator during implementation and can be changed at any time.

As each incoming payment is processed, all configured Match Strategies will be applied to automatically identify and assign all appropriate invoices, splits, to the payment. If all splits are identified and the payment is in balance, the payment will be auto validated, bypassing the validation queue and allow the item to be posted.

Before an item is posted, a user can see which strategy was used to auto-validate the payment. You can access **AutoValidations** by clicking **Validate/AutoValidations** from the menu.

Home Load Capture ECA Validate Post Research Admin

Fund Imports Advice Matching Review

Select Funds

Payer	Source
Jane Smith	ECA

Repair Checks

Validate Payments

AutoValidations

Clarifications

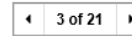
Payments Status

Review Checks

Remove Selected

Add Fund

Payments that have been validated are presented to the user in a page-like fashion. Users can cycle through the queue by clicking on the pagination icons.



Validation – Potential Invoice(s) Identified

If addenda details were provided with the payment but the system could not automatically match the payment, it is possible that there was more than one possible invoice match in the addenda provided by the paying customer. As a result, the system will highlight the potential invoice values for the user. In this situation, the user can click on the first highlighted item. The system will search the Open AR information for a matching invoice.

The screenshot displays the 'Validate Payments' interface. On the left, a sidebar shows 'Test Client 3' with a balance of '\$300.00'. The main area has tabs for 'Repair Checks', 'Validate Payments', 'AutoValidations', 'Clarifications', 'Payments Status', and 'Review Checks'. Below the tabs, there's an 'Invoice Search' section with a table of potential matches. The table has columns: 'Due Date', 'Account #', 'Account Name', 'Invoice #', 'Type', 'Disc. Amt.', and 'Due Amount'. Below this is a 'Payment Balance' section with a table showing the current balance and totals. The table has columns: 'Invoice #', 'Account #', 'Account Name', 'Due Amount', 'Deduct.', and 'Amount'. The 'Balance' row shows a total of '\$300.00'. At the bottom, there's a 'Comments' section with a text area and a 'Validate Payment' button.

If an invoice is found, the system will filter the Open Invoice Load File for the user to select. The invoice will be associated with the payment and the balance of the transaction will change to \$0. Click **Validate Payment** to move to the next payment in the queue.

Validation – Research Required

If an associated invoice cannot be found, use the search fields to search the Open Invoice Load file for potential invoice match(s) to the payment. Searchable fields will be determined by your Open Invoice Load File layout that was defined during implementation. Key searchable fields are typically Account Name, Invoice/PO# and amount Due. If a matching invoice is found, select it. The invoice will be associated with the payment and the balance of the transaction will change to \$0. Click **Validate Payment** to move to the next payment in the queue.

Repair Checks Validate Payments **AutoValidations** Clarifications Payments Status Review Checks

View Items Details Remove All Toggle Add Matchings Add Adjusted... Edit Advice Toggle Original

Invoice Search 4374223093 Clear All Add All Shown

Due Date	Account #	Account Name	Invoice #	Type	Disc. Amt.	Due Amount
09/21/18	52790847	Mason Construction Supply	4374223093	833531	\$12.49	\$7,789.71

1 record found

Payment Balance Remove All Remove Selected

Invoice #	Account #	Account Name	Due Amount	Deduct.	Amount
4374223093	52790847	Mason Construction Supply	\$7,789.71	\$0.00	\$7,789.71

Splits Total \$7,789.71
ECA Total \$7,789.71
Balance \$0.00

Comments Validation
Write a comment...
Add Comment

At least one Member
Zero Balance

Validate Payment

Validation – Apply Business Rules

Some payments and addenda will pose certain types of challenges with being able to auto match and post a payment. An example of this would be when a customer sends a payment and provides addenda information but modifies the invoice number (appends a value in front of the invoice number such as INV, truncates part of the invoice number, etc.). When this occurs, the system prevents the user with various options for creating and applying a business rule for that payor. This eliminates the need to go back to the payor requesting they change their payment behavior(s). The next time a payment from that payor is received by the system, they system will automatically apply that business rule to the payment, preventing it from resulting in an exception in the future.

Repair Checks Validate Payments **AutoValidations** Clarifications Payments Status Review Checks

View Items Details Remove All Toggle Add Matchings Add Adjusted... Edit Advice Toggle Original

Invoice Search 4374223093 Clear All Add All Shown

Due Date	Account #	Account Name	Invoice #	Type	Disc. Amt.	Due Amount
09/21/18	52790847	Mason Construction Supply	4374223093	833531	\$12.49	\$7,789.71

1 record found

Payment Balance Remove All Remove Selected

Invoice #	Account #	Account Name	Due Amount	Deduct.	Amount
4374223093	52790847	Mason Construction Supply	\$7,789.71	\$0.00	\$7,789.71

Splits Total \$7,789.71
ECA Total \$7,789.71
Balance \$0.00

Comments Validation
Write a comment...
Add Comment

At least one Member
Zero Balance

Validate Payment

Left click on the Invoice Number column. The user will be presented with a menu. Select “Select Invoice Column.” Left-Click on the Amount column. Select “Select Amount Column.”

The screenshot shows the Synovus Accelerate AR Match interface. The top navigation bar includes tabs for Repair Checks, Validate Payments, AutoValidations, Clarifications, Payments Status, and Review Checks. The main area displays the 'FISHER FONDANTI12' account with a total balance of \$2,242.92. The 'Advice Data' table lists three invoices:

Remittal Id. Qualifier	Payer	Invoice Number	Gross Amount	Disco
IV	FISHER FONDANTI12	INV43737	1611.92	0.0
IV	FISHER FONDANTI12	INV43935	297.0	0.0
IV	FISHER FONDANTI12	INV43943	334.0	0.0

A context menu is open over the 'Invoice Number' column, showing options: Select Invoice Column, Select Amount Column, Select Invoice For Deduction, Select Amount For Deduction, Unselect Column, Search Invoice, and Search Account. A red arrow points from the 'Select Invoice Column' option to the 'Invoice Number' column in the table.

Click the “Add Adjusted...” button. In the “Trim words – add each word on a new line” type in the values you want to strip off the Invoice Number. In our example, we are stripping the value “INV” off the invoice. If the payor is truncating values off the Invoice Number, select “Invoice #” under “Key search.” Click **Add Matchings**.

The screenshot shows the Synovus Accelerate AR Match interface with the 'Add Adjusted Matchings' dialog box open. The dialog box has the following fields and options:

- Pivot character:** A text input field.
- Trim words - add each word on a new line:** A text input field containing the value 'INV'.
- Key search:** A dropdown menu with 'Invoice #' selected.
- Match to Multiple Invoices:** An unchecked checkbox.
- Partial key search:** A checked checkbox.
- Buttons:** 'Cancel' and 'Add Matchings' (highlighted with a red box).

The background shows the same 'Advice Data' table as the previous screenshot, with the total balance of \$2,242.92.

The system will apply the business rule to the payment. The invoice(s) will be associated with the payment and the balance of the transaction will change to \$0. Click **Validate Payment** to move to the next payment in the queue.

The screenshot shows the 'Validate Payments' tab in the Synovus Accelerate AR Match User Guide. The interface includes a top navigation bar with tabs: Repair Checks, Validate Payments, AutoValidations, Clarifications, Payments Status, and Review Checks. The main area is divided into several sections:

- Invoice Search:** A table with columns: Account #, Account Name, Invoice #, and Due. It includes a search bar and a 'Clear All' button.
- Advice Data:** A table with columns: Remittal Id., Qualifier, Payer, Invoice Number, Gross Amount, and Disco. It shows three records for FISH FONDANTI12.
- Payment Balance:** A table with columns: Account #, Account Name, Invoice #, Due, Rule, and Amount. It shows three records for FONDANTI12.
- Validate Payment:** A button located at the bottom right of the interface, highlighted with a red border.

- » **New Invoice** – creates a new invoice line item to apply to the payment, if any part of the check payment should be applied to an invoice not in the Open Invoice Load file.
- » **Invoice Amount Match** – calculates all possible payment matches and finds the unique payment combination based in the invoice and check payment amounts.

NOTE: This calculation only works when the total list of possible invoices is 20 or less.

- » **Apply Oldest Invoices** – assigns the check payment beginning with the oldest invoice. This process will continue to apply payment amounts to the next oldest invoice until all funds have been calculated. This may include partial payment against an invoice to balance to the check total.
- » **Apply All Invoices in Current Search** – applies all payments listed in the Invoice Search table based on your selection criteria.
- » **Fast Entry Mode** – works the same as New Invoice but allows the user to generate multiple new invoice numbers. Clicking Enter after each invoice number will move to the next line to add another new invoice.

From the Invoice Search menu bar, **Clear All** allows users to empty out the search fields and begin a new search.

- » The filter icon allows users to see invoices that have been previously selected and linked to a payment in the validation queue.

- » **Check ABA and Check Account** – filters the Invoice Search results to the customer account that was paid with the historical check if a previous payment has been received with the current payment’s MICR data. Removing this information allows the user to search across all invoices in the load data, rather than just those accounts that have been previously linked to the listed Check ABA and Check Account.

Validation – Create a New Invoice

There may be circumstances when a new invoice will need to be created in order to accommodate a situation with a payment received. To do this, click on the Quick Functions drop down list and select “New Invoice.”

The screenshot shows the 'Invoice Search' dropdown menu. The 'New Invoice' option is highlighted with a red box. Other options include 'Invoice Amount Match', 'Apply Oldest Invoices', 'Apply All Invoices In Current Search', and 'Fast Entry Mode'.

A screen will be displayed that provides a searchable list of Account Names that exist within the Open Invoice Load File. Use the search fields to search the Open Invoice Load File for the Account you would like to associate with the new invoice. Select the Account, the Account information will drop to the bottom of the screen. Key in the new invoice number and dollar amount of the invoice. Hit the **Enter** key on the keyboard then click **Validate Payment** if the payment balance is \$0.

The screenshot shows the 'Account Selected for New Invoice' screen. The 'Account Name' field is highlighted with a red box. The 'Payment Balance' table is also highlighted with a red box. The 'Invoice #' and 'Amount' fields are highlighted with red boxes. The 'Validate Payment' button is highlighted with a red box.

Account #	Account Name	Invoice #	Due	Amount
7300604848	BANKCARD SYSABC BAKE PROCESS SUP	8839234	\$20,382.52	20,382.52
7300604848	BANKCARD SYSABC BAKE PROCESS SUP			

Splits Total \$20,382.52
ECA Total \$20,382.52
Balance \$0.00

If the Account Name is not located within the Open Invoice Load File, a new Account can be created in the system by clicking the “**New Account**” button.

The screenshot shows the 'New Account' dialog box with the following details:

- Account #:** 123456789
- Type:** Default
- Code:** (empty)
- Account Name:** Mason Construction Inc

The background interface shows the 'Validate Payments' tab with a table of checks and a 'New Account' button in the top right corner.

Type in the “Account #” and “Account Name” then click **Save**.

Validation – Force Validation

There may be circumstances when you will want to force a payment through the system with the payment not in balance to an open invoice. One example is the customer made a payment with an unauthorized discount (i.e., short pay) and you want to apply the short pay to the open invoice. By doing a Force Validation, the payment will move forward and will be posted. Select “**Force Validation**” from the action drop down.

The screenshot shows the 'Validate Payments' tab with the following details:

- Validation Dropdown:**
 - At least one Member
 - Zero Balance
 - Reject Payment
 - Force Validation** (highlighted)
 - Require Clarification

The background interface shows the 'Validate Payments' tab with a table of checks and a 'Validate Payment' button.

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Validation – Reject Payment

When a payment cannot be processed, users have the option of rejecting the payment. This removes the payment from the validation/clarification queue and prevents it from being posted. Alternately, the user can Require Clarification.

Select “Reject Payment” from the action drop down. You will be prompted to add “Rejection Notes” to the record. Click **Reject** when done.

The screenshot shows the 'Validate Payments' tab in the Synovus Accelerate AR Match interface. The 'Validation' dropdown menu is open, showing options: 'At least', 'Zero B', 'Reject Payment', 'Force Validation', and 'Require Clarification'. The 'Reject Payment' option is highlighted with a red box. The interface also displays a table of payment items, a 'Payment Balance' section, and a 'Comments' field.

Due Date	Account #	Account Name	Invoice #	Type	Disc. Amt.	Due Amount
No records found						

Invoice #	Account #	Account Name	Due Amount	Deduct.	Amount	
Payment Balance						
					Splits Total	\$0.00
					ECA Total	\$525.00
					Balance	\$525.00

Comments: Write a comment... Add Comment

Validation: **Reject Payment**, Force Validation, Require Clarification

Validate Payment

The 'Reject Payment' dialog box is shown, prompting the user to enter 'Rejection Notes'. The 'Reject' button is highlighted with a red box.

Reject Payment

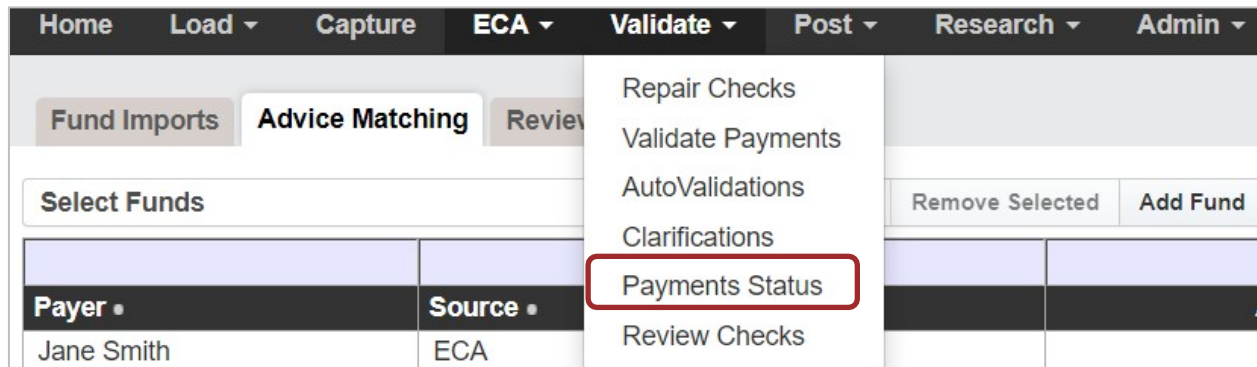
Rejection Notes:

Cancel Reject

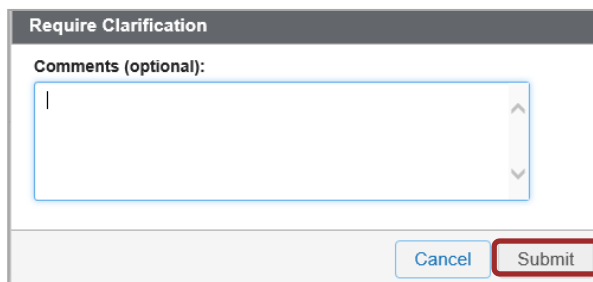
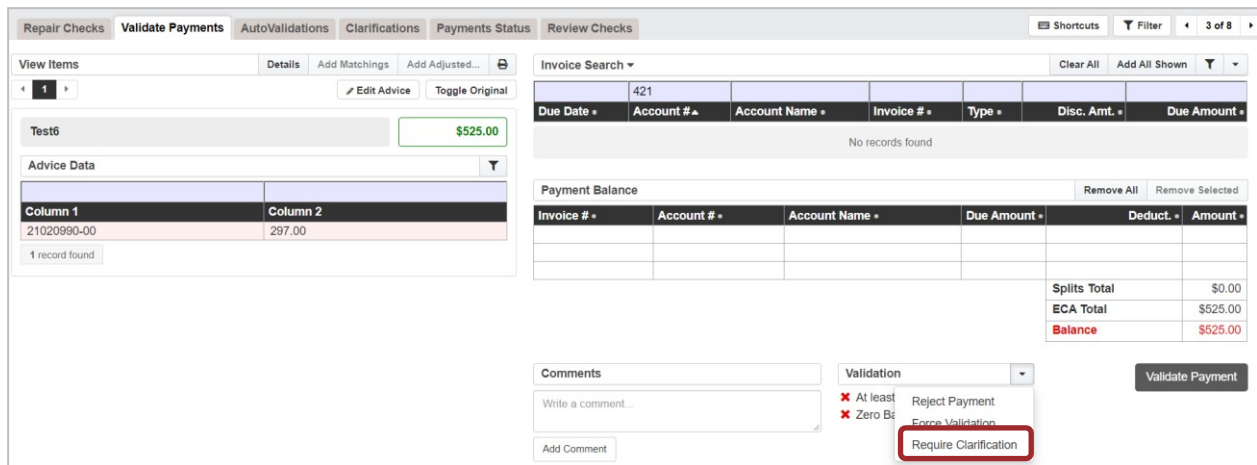
Validation – Clarification Status

If more information is required to validate a payment, users can click on **Require Clarification**. This sends the payment and the comments to another user who can validate the payment after additional research/information is collected.

You can access **Clarification Queue** by clicking **Validate/Clarifications** from the menu.



Select “Require Clarification” from the action drop down. You will be prompted to add “Comments” to the record. Click **Submit** when done. The payment will be moved to **Clarifications**.



Payments that have been moved to **Clarifications** are presented to the user in a page-like fashion. Users can cycle through the queue by clicking on the pagination icons.

◀ 3 of 21 ▶

The Advice Data is located on the left side of the screen, open invoice information is located on the upper-right and payment details are located on the lower-right side of the screen. Comments that were applied to the payment when moving it to **Clarifications** can be found on the page.

The screenshot displays the 'Clarifications' tab in a software interface. On the left, under 'View Items', a red box highlights the 'Mason Construction Supply' entry with a balance of '\$300.00' and a 'Paying Invoice Number' of '6704438087'. The main area features an 'Invoice Search' table with columns: Due Date, Account #, Account Name, Invoice #, Type, Disc. Amt., and Due Amount. It lists multiple invoices from Mason Construction Supply. Below this, a 'Payment Balance' table shows a 'Balance' of '\$300.00'. At the bottom, a 'Comments' section contains two entries: 'Jason Cronin Will call to determine difference in Amount due.' and 'Jason Cronin Call customer'. A 'Validation' dropdown is set to 'At least one Member', and a 'Validate Payment' button is visible.

Due Date	Account #	Account Name	Invoice #	Type	Disc. Amt.	Due Amount
09/20/18	52790847	Mason Construction Supply	6704438087	254690	\$0.00	\$4,577.99
09/21/18	52790847	Mason Construction Supply	90458844	147770	\$0.00	\$4,583.07
09/22/18	52790847	Mason Construction Supply	5500939455	452059	\$0.00	\$7,097.96
09/22/18	52790847	Mason Construction Supply	5620703796	956319	\$12.34	\$5,350.23
09/23/18	52790847	Mason Construction Supply	6537173682	219626	\$0.00	\$57.13
09/26/18	52790847	Mason Construction Supply	1811641342	749916	\$14.50	\$3,962.53
09/27/18	52790847	Mason Construction Supply	6812179759	972438	\$0.00	\$1,055.04
09/27/18	52790847	Mason Construction Supply	91372381	888228	\$0.00	\$7,560.44

Invoice #	Account #	Account Name	Due Amount	Deduct.	Amount	
					Splits Total	\$0.00
					ECA Total	\$300.00
					Balance	\$300.00

Comments

- Jason Cronin Will call to determine difference in Amount due.
Friday, May 07 2021 at 02:08 pm
- Jason Cronin Call customer
Friday, May 07 2021 at 02:08 pm

Validation: At least one Member

Validate Payment

When doing research, reaching out to the customer, additional comments can be added to the payment in **Clarifications** by typing the comment in the comment box then click **Add Comment** when done. The additional comments will be saved with the payment. All historical comments are maintained in the system for historical reference.

This screenshot shows a 'Comments' section with two entries. The first entry is 'Jason Cronin Will call to determine difference in Amount due.' dated 'Friday, May 07 2021 at 02:08 pm'. The second entry is 'Jason Cronin Call customer' dated 'Friday, May 07 2021 at 02:08 pm'. Below the entries is a text input field containing 'Contacted customer.' and an 'Add Comment' button.

Once a payment is resolved, it can be validated in **Clarifications** via the same process that would be followed in [Validation](#) section of this User Guide.

Other Features

Email Best Practice

Wherever possible, include multiple remittance references in tabular form.

Data

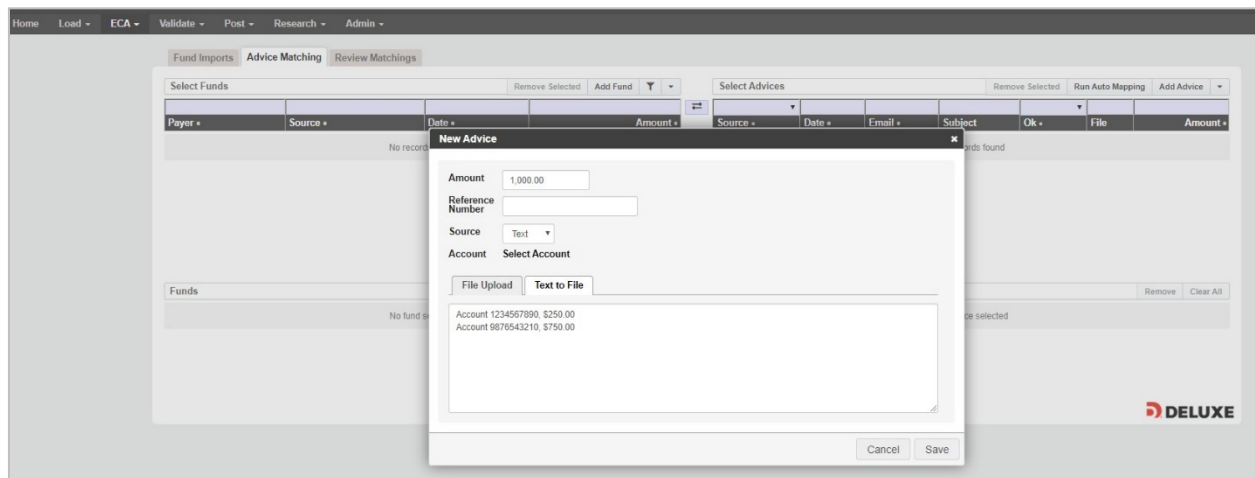
- » Account Number
- » Paid Amount
- » Separate 'Total Paid' section

Format

- » Do not replace dashes in the account number with spaces
- » Utilize the same column structure for all lines
- » Ensure the total paid amount for all accounts balances to the electronic deposit amount submitted for payment

Steps

- » Add Advice (within Accelerate AR Match application)
- » Add as text <Account Number>, <Paid Amount>
- » Add each account on a new row



Un-validating a Payment












If, for some reason, a payment has been validated incorrectly and you want to move the payment back to ECA to match it to the correct advice, you can un-validate it and re-work the item. To un-validate the payment while on the **Validate Payments** screen, make sure you are on the payment in the queue you want to un-validate. Note the Payment ID of the payment. This information is displayed when you click the “Details” button on the top left-side of the screen.

Click the “**Unlock Payment**” button on the top right-side of the screen to unlock the payment.

The screenshot shows the 'Validate Payments' interface. On the left, under 'View Items', there is a 'Details' button circled in red. Below it, a table shows 'Column 1' with value '609006' and 'Column 2' with value '22,757.43'. On the top right, there is an 'Unlock Payment' button circled in red. The main area displays an 'Invoice Search' table with columns: Due Date, Account #, Account Name, Invoice #, Type, Disc. Amt, and Due Amount. Below this is a 'Payment Balance' section with a table showing Invoice #, Account #, Account Name, Due Amount, Deduct, and Amount. The table shows a single row for 'FBI' with a due amount of \$22,757.43. At the bottom right, there is a 'Validate Payment' button.

Navigate to **ECA/Review Matchings**. Enter the Payment ID of the payment in the Payment ID field to filter the results table. Select the Payment ID and click on the “Remove Matching” button on the top right-side of the screen. This will return the fund and advice to the **Advice Matching** page.

NOTE: If you were just on the **Validate Payments** page on that payment ID, it may still be locked to your user. This takes about 1 minute to release. If you get a “Fund Payment cannot be destroyed” error message, click **OK**, wait a few seconds, and try again.

Fund Imports Advice Matching Review Matchings								
Review Matchings								Remove Matching 
Payment ID(s)	Payer Name(s)	Funds Total	Advice Name(s)	Advice Total	Date Created	Created By	Match Type	Files
759247	LCC HEALTH CTR	\$83.48	LCC HEALTH CTR	\$83.48	08/28/20	System	Auto	
759246	LCC HEALTH CTR	\$83.46	LCC HEALTH CTR	\$83.46	08/28/20	System	Auto	
759245	LCC HEALTH CTR	\$11.55	LCC HEALTH CTR	\$11.55	08/28/20	System	Auto	
759244	LCC HEALTH CTR	\$11.54	LCC HEALTH CTR	\$11.54	08/28/20	System	Auto	
759243	LCC HEALTH CTR	\$11.48	LCC HEALTH CTR	\$11.48	08/28/20	System	Auto	
759242	LCC HEALTH CTR	\$11.46	LCC HEALTH CTR	\$11.46	08/28/20	System	Auto	
759241	SODEXO OPERATION	\$11.44	SODEXO OPERATION	\$11.44	08/28/20	System	Auto	
759240	LCC HEALTH CTR	\$11.43	LCC HEALTH CTR	\$11.43	08/28/20	System	Auto	
<div>  1 2 3 4 5  </div> <div>9 - 16 of 36 records</div>								

Reference the [Advice Matching](#) section for details on how to match a payment to an advice.

NOTE: Once the payment is matched to a new advice, it will be assigned a new Payment ID.

Before leaving the **Advice Matching** page, select the original advice (if it is no longer needed) and click the “Remove Selected” to delete it from the available list.

Discounts

If you have discounts enabled, users may apply discounts to payments received from paying customers in the system. The Discount Amount field can be included in the daily Open Invoice Load File which would include your authorized discounts from your AR system.

NOTE: The Discount Amount field would need to be included in your Open Invoice Load File specifications/layout during implementation.

Payments that are received from your customers with an amount less than the total amount of the open invoice are short pays. Short pays will need to be decided by a user in the system. If the Discount Amount is available in your Open Invoice Load File for the open invoice, you can toggle the “Apply Balancing” icon. The system will apply the authorized discount to the payment for balancing. If the Discount Amount is not available in your Open Invoice Load File for the open invoice, you can toggle off the “Apply Balancing” icon to manually edit the approved discount amount to balance the payment. Once in balance, click **Validate Payment**.

The screenshot displays the 'Validate Payments' interface. At the top, there are tabs for 'Repair Checks', 'Validate Payments' (selected), 'AutoValidations', 'Clarifications', 'Payments Status', and 'Review Checks'. Below the tabs, there's a 'View Items' section with a table showing 'Mason Construction Supply' with a balance of '\$7,777.22'. To the right, an 'Invoice Search' section shows a table with columns: 'Due Date', 'Account #', 'Account Name', 'Invoice #', 'Type', 'Disc. Amt', and 'Due Amount'. A single record is found for '09/21/18', '52790847', 'Mason Construction Supply', '4374223093', '633531', '\$12.49', and '\$7,789.71'. Below this, a 'Payment Balance' section shows a table with columns: 'Invoice #', 'Account #', 'Account Name', 'Due Amount', 'Discount', and 'Amount'. A single record is shown for '4374223093', '52790847', 'Mason Construction Supply', '\$7,789.71', '12.49', and '7,777.22'. At the bottom right, there's a 'Validate Payment' button. The interface also includes a 'Comments' section with a text area and an 'Add Comment' button.

Due Date	Account #	Account Name	Invoice #	Type	Disc. Amt	Due Amount
09/21/18	52790847	Mason Construction Supply	4374223093	633531	\$12.49	\$7,789.71

Invoice #	Account #	Account Name	Due Amount	Discount	Amount
4374223093	52790847	Mason Construction Supply	\$7,789.71	12.49	7,777.22

Splits Total: \$7,777.22
ECA Total: \$7,777.22
Balance: \$0.00

Validate Payment

If the customer's payment is a short pay and includes an unauthorized discount that you do not want to approve, you can apply the short pay amount to the customer's account by Force Validating the payment. Please review the [Validation - Force Validation](#) section in this User Guide for further details.

Payment Status

All payments are available in 1 of 2 category tables:

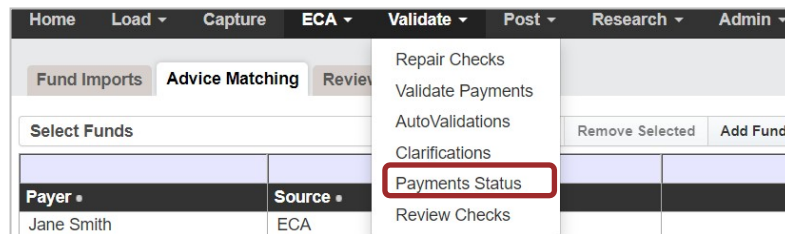
- » **Pending Payments** – Status of all payments that require action by a user
 - **Total Paused** (when enabled) indicates payments that are paused for next-day processing. These payments cannot be viewed, validated, or posted until the pause rule has expired.
- » **Validated Payments** – All completed payments and the method of Validation
 - **Auto** – payments matched by the system
 - **Manual** – payments matched by a user

The **Payment Status** screen provides a view of every payment that has been added to the system since the previous posting. **Payment Status** shows the number of items that are pending manual validation, have been auto validated by the system or have been manually validated.

All payments are available in 1 of 2 category tables:

- » **Pending Payments** – Status of all payments that require action by a user
- » **Validated Payments** – All completed payments and the method of Validation
 - **Auto** – payments matched by the system
 - **Manual** – payments matched by a user

You can access **Payment Status** by clicking **Validate/ Payment Status** from the menu.



Go to any payment within **Validation** by searching for the payment, selecting the payment, and clicking **Edit / Review**. If the selected batch is currently being validated by another user, their name will be listed in the 'Lock Status' column and you will only be able to open the batch in view-only mode.

Repair Checks

Validate Payments

AutoValidations

Clarifications

Payments Status

Review Checks

Pending Payments

Still in Capture

0

Check Repair Needed

0

Pending Auto-Validation

0

Validation Needed

5

Clarification Needed

1

Total Pending

6

Validated Payments

Auto

1

Manual

22

Total Validated

23

Payments

CSV Export

Details

Edit / Review

Payment ID	Batch ID	Batch Type	Payment Total	Validation Status	Validated By	Date Validated	Lock Status
860847	739568	ECA	\$7,777.22	Manually Validated	Jason Cronin	05/07/2021 02:54 PM	Locked to Jason Cronin
859868	739219	ECA	\$300.00	Not Validated	--	--	Not Locked
859661	739090	ECA	\$100.00	Not Validated	--	--	Not Locked
821623	711594	ECA	\$22,757.43	Manually Validated	Jason Cronin	05/07/2021 02:18 PM	Not Locked
821622	711593	ECA	\$22,757.43	Not Validated	--	--	Not Locked
821621	711592	ECA	\$525.00	Not Validated	--	--	Not Locked
821620	711591	ECA	\$20,938.78	Not Validated	--	--	Locked to Jason Cronin
821619	711590	ECA	\$4,774.52	Manually Validated	Jason Cronin	04/30/2021 02:23 PM	Not Locked

1

2

3

4

1 - 8 of 29 records

The payment will open for your review.

Repair Checks

Validate Payments

AutoValidations

Clarifications

Payments Status

Review Checks

Shortcuts

Unlock Payment

Filter

27 of 27

View Items

Details

Add Matchings

Add Adjusted...

Edit Advice

Toggle Original

Mason Construction Supply

\$7,777.22

Advice Data

Column 1

Column 2

4374223093

\$7789.71

1 record found

Invoice Search

Clear All

Add All Shown

Filter

Due Date	Account #	Account Name	Invoice #	Type	Disc. Amt.	Due Amount
Enter search terms to see results, or Browse All						

Payment Balance

Remove All

Remove Selected

Invoice #	Account #	Account Name	Due Amount	Discount	Amount
4374223093	52790847	Mason Construction Supply	\$7,789.71	12.49	7,777.22
Splits Total					\$7,777.22
ECA Total					\$7,777.22
Balance					\$0.00

Comments

Write a comment...

Add Comment

Validation

Payment validated by Jason Cronin on 05/07/2021 02:54 PM

Validate Payment

Research

There are options available to support **Research** within Payment Reassociation. You can access **Research** by clicking **Research/** then your selection from the menu. Options available to Accelerate AR Match users are the following:

Payments – Research payments received from paying customers

Accounts – Research accounts within your Open Invoice Load File and payments received from those paying customers

Invoices – Research invoices within your Open Invoice Load File

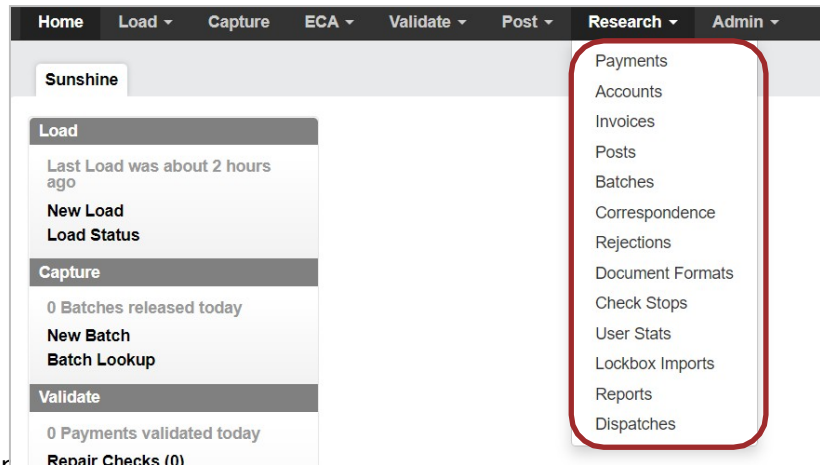
Posts – Research daily posts to Integrated Receivables that have been included in your daily transmission file(s)

Rejections – Research payments that have been rejected by a user in the system

NOTE: Other menu options may appear are not used by AR Match customers.

Payments

Research **Payments** allows a user to research payments that have been received by your paying customers. A search function is available to enable dynamic filtering. Clicking on a payment presents the user with details about the payment. Additional tabs are available such as Details, Payment Balance and Comments for additional information.



Payments							
Batch ID	Payment ID	Date Posted	Account Name	Account #	Invoice #	Check #	Amount
15	92	03/11/2021 09:48 AM	WildWest Depot	57555363			\$517.50
13	86	03/11/2021 09:48 AM	FairWay Home Design	53919220	874246	505	\$811.76
13	87	03/11/2021 09:48 AM	D&S Builders	38812857	818901	7	\$973.89
13	89	03/11/2021 09:48 AM	WildWest Depot	57555363	950253	60	\$582.55
12	85	03/11/2021 09:47 AM	D&S Builders	38812857	522267	223	\$819.64
12	84	03/11/2021 09:47 AM	Farmers Outlet	95401140	519364	107	\$912.87
12	83	03/11/2021 09:47 AM	Tangerine Stores	86920428	338484	406	\$776.60
12	82	03/11/2021 09:47 AM	Tangerine Stores	86920428	512783	551	\$731.55

1 - 8 of 14 records Total: \$11,263.60

Payment Details

Select an account to view payment details

When searching for amounts across the system use the greater than (>), less than (<), greater than or equal to (>=), and the less than or equal to (<=) symbols to pull up a variety of payments. For example, use '>1000' to pull up every payment over \$1,000. Use the other search fields in conjunction with the symbols to fine tune the search.

Once users have the desired results, a CSV Export can be created. In addition, users can click on the payment to see an image of the entire payment as well as how the payment was balanced.

Accounts

Research **Accounts** allows you to research accounts within your Open Invoice Load File and payments received from those paying customers. A search function is available to enable dynamic filtering. Clicking on an account lists all the incoming payments that have been received from that payor.

Payments

Accounts

Invoices

Posts

Batches

Correspondence

Rejections

Document Formats

Check Stops

User Stats

Lockbox Imports

Reports

Dispatches

Accounts

Add Account

Edit Account

CSV Export

▼

Account Name *	Account # *	Check ABA	Check Acct	Check Amt	Group
National Insurance	95242092	None	None	None	
Mason Construction Supply	52790847	None	None	None	Services
Home Shop	789	None	None	None	
D&s Builders	38812857	121000578	82320732433	\$299,814.00	Landscaping
Wildwest Depot	57555363	121000578	2352462	\$40,736.29	Decor
Clover Plant Llc	95242090	None	None	None	Landscaping
Clover Plant Llc	95242090	None	None	None	Decor
D&s Builders	38812857	121000578	82320732433	\$299,814.00	Services

◀

1

2

3

4

▶

1 - 8 of 25 records

Payments

Recent Checks

Active Invoices

Payer Information

Change History

Portal Settings

Advisory Email Addresses

Payments

▼

Batch ID *	Payment ID *	Date Posted *	Account Name	Account #	Invoice #	Check #	Amount *
21090	37940	05/07/2021 03:15 PM	Forced	95242092	Forced		\$7,360.41
21090	37940	05/07/2021 03:15 PM	National Insurance	95242092	13357893		\$6,637.61
21090	37940	05/07/2021 03:15 PM	National Insurance	95242092	1334567		\$7,251.52

3 records found

Total: \$21,249.54

The payment listing, also, includes a search function to enable dynamic filtering. Clicking on a payment presents the user with details about the payment. Additional tabs are available such as Details, Payment Balance, and Comments for additional information.

Payments

Accounts

Invoices

Posts

Batches

Mobile

Correspondence

Rejections

Document Formats

Check Stops

User Stats

Lock

Accounts

Add Account

Edit Account

CSV Export

▼

▼

Optima Plant

Group

Account Name •

Account # •

Check ABA

Check Acct

Check Amt

Landscaping

Optima Plant Supplies

42141706

121000578

5241621135

\$781.00

1 record found

Payments

Recent Checks

Active Invoices

Payer Information

Change History

Portal Settings

Advisory Email Addresses

Payments

▼

Batch ID •

Payment ID •

Date Posted •

Group

Account Name

Account #

Invoice #

Disc. Amt.

Check #

Amount •

11

80

03/11/2021 09:47 AM

Landscaping

Optima Plant Supplies

42141706

974304

178

\$316.94

1 record found

Total: \$316.94

Most common data fields include:

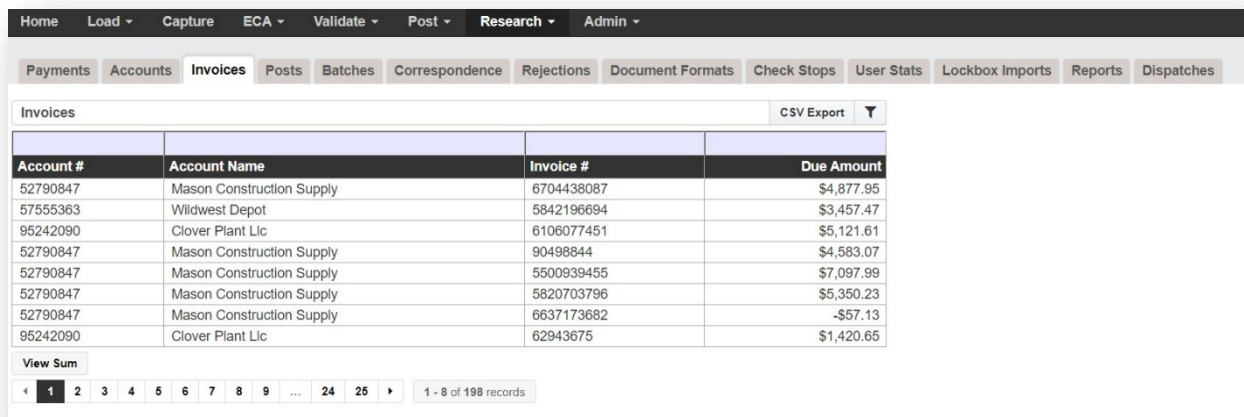
- » **Account Name** – AR account holder name
- » **Account #** – Your customer's AR account number
- » **Account Address** – service or billing address for the associated AR account
- » **Recent Payment information** – Check ABA, Check Acct and Check Amount

Once an account is selected from the Accounts list, additional tabs related to the account will be populated in the lower results table. These tables include:

- » **Payments** – Recent payments applied to the associated account
- » **Recent Checks** – MICR data for recent check payments. This information is used for Historical Search automated match rules
- » **Active Invoices** – all open invoices associated to the selected account
- » **Change History** – not used
- » **Advisory Email Addresses** – used for providing account alerts to your corporate users (e.g.: sales or account manager assigned to the account)

Invoices

Research **Invoices** allows you to research invoices within your Open Invoice Load File that have not yet been closed and or matched to a payment. The screen includes a search function to enable dynamic filtering. Clicking the “View Sum” button will calculate the total amount of outstanding invoices in the system.



The screenshot shows the 'Invoices' tab selected in the top navigation bar. Below the navigation bar, there are tabs for Payments, Accounts, Invoices, Posts, Batches, Correspondence, Rejections, Document Formats, Check Stops, User Stats, Lockbox Imports, Reports, and Dispatches. The 'Invoices' tab is active, displaying a table with the following data:

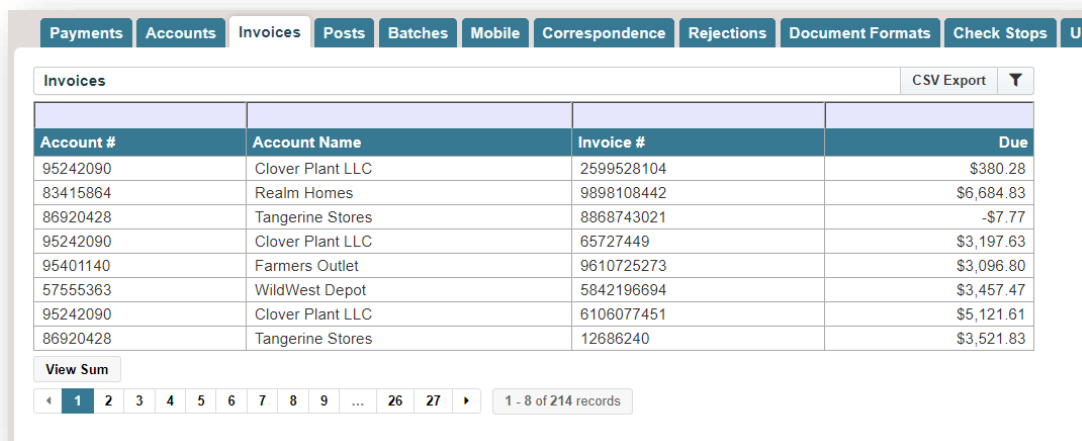
Account #	Account Name	Invoice #	Due Amount
52790847	Mason Construction Supply	6704438087	\$4,877.95
57555363	Wildwest Depot	5842196694	\$3,457.47
95242090	Clover Plant Lic	6106077451	\$5,121.61
52790847	Mason Construction Supply	90498844	\$4,583.07
52790847	Mason Construction Supply	5500939455	\$7,097.99
52790847	Mason Construction Supply	5820703796	\$5,350.23
52790847	Mason Construction Supply	6637173682	-\$57.13
95242090	Clover Plant Lic	62943675	\$1,420.65

Below the table, there is a 'View Sum' button and a pagination bar showing '1 - 8 of 198 records'.

Search criteria may be entered into the data entry field above one or more of the available data columns. AR Match will filter the results as each selection field is entered. The fields displayed will vary by customer based on processing rules and data elements included in the daily load file. You can review your table layout during your implementation project.

Most common data fields include:

- » **Account #** – Your customer’s AR account number
- » **Account Name** – AR account holder name
- » **Invoice** – Paid invoice number, if applicable
- » **Due Amount** – the current balance due for the invoice
- » **Origin Date** – the date the invoice was created



The screenshot shows the 'Invoices' tab selected in the top navigation bar. Below the navigation bar, there are tabs for Payments, Accounts, Invoices, Posts, Batches, Mobile, Correspondence, Rejections, Document Formats, Check Stops, and Us. The 'Invoices' tab is active, displaying a table with the following data:

Account #	Account Name	Invoice #	Due
95242090	Clover Plant LLC	2599528104	\$380.28
83415864	Realm Homes	9898108442	\$6,684.83
86920428	Tangerine Stores	8868743021	-\$7.77
95242090	Clover Plant LLC	65727449	\$3,197.63
95401140	Farmers Outlet	9610725273	\$3,096.80
57555363	WildWest Depot	5842196694	\$3,457.47
95242090	Clover Plant LLC	6106077451	\$5,121.61
86920428	Tangerine Stores	12686240	\$3,521.83

Below the table, there is a 'View Sum' button and a pagination bar showing '1 - 8 of 214 records'.

Posts

Research **Posts** allows a user to research daily work that has been completed in Payment Reassociation and posted to Integrated Receivables. That work is included in your daily transmission file(s). The screen includes a search function to enable dynamic filtering. Clicking on a daily post displays the content of that post included the number of payments, total dollar amount and a list of all payments and their details that were included in that posting file.

PaymentsAccountsInvoices**Posts**BatchesCorrespondenceRejectionsDocument FormatsCheck StopsUser StatsLockbox ImportsReportsDispatches

Postings

SummaryCSV ExportDetailsUndo Selected

Date ▾	Creator	Status	Total Payments ▾	Total Amount ▾
05/07/2021 03:15 PM	System	Completed	23	\$485,595.75

1 record found

PostsReports

Posts for 05/07/2021 03:15 PM (about 2 hours ago)

DownloadUploadExportSupport Files

Post Format	Status	Details	Total Amount	Downloads
R360	Failed Output	151 Accounts Credited	\$485,595.75	0

Payments

⌵

Invoice #	Batch ID ▾	Payment ID ▾	Account Name	Account #	Check #	Amount ▾
237095	20088	32084	Tangerine Stores	86920428		\$4,063.92
16987765	20089	32085	Farmers Outlet	95401140		\$6,420.72
9610725273	20089	32085	Farmers Outlet	95401140		\$79.28
65727449	20845	36024	Clover Plant Lic	95242090		\$3,197.63
6106077451	20845	36024	Clover Plant Lic	95242090		\$445.94
2599528104	20845	36024	Clover Plant Lic	95242090		\$377.59
8284740621	21089	37939	Your Company	95242091		\$7,036.54
8284740621	21089	37939	Your Company	95242091		\$953.19

« 1 2 3 4 5 6 7 8 9 ... 18 19 » 1 - 8 of 151 records Total: \$485,595.75

The payment listing, also, includes a search function to enable dynamic filtering. Clicking on a payment presents the user with details about the payment. Additional tabs are available such as Details, Payment Balance, and Comments for additional information.

PaymentsAccountsInvoicesPostsBatchesCorrespondenceRejectionsDocument FormatsCheck StopsUser StatsLockbox ImportsReportsDispatches

Postings

SummaryCSV ExportDetailsUndo Selected

Date	Creator	Status	Total Payments	Total Amount
05/07/2021 03:15 PM	System	Completed	23	\$485,595.75

1 record found

Posts

Posts for 05/07/2021 03:15 PM (about 2 hours ago)

Post FormatR360

Payments

Invoice #23709516987765

9610725273	20089	32085	Farmers Outlet	95401140	\$79.28
65727449	20845	36024	Clover Plant Lic	95242090	\$3,197.63
6106077451	20845	36024	Clover Plant Lic	95242090	\$445.94
2599528104	20845	36024	Clover Plant Lic	95242090	\$377.59
8284740621	21089	37939	Your Company	95242091	\$7,036.54
8284740621	21089	37939	Your Company	95242091	\$953.19

1 2 3 4 5 6 7 8 9 ... 18 19 1 - 8 of 151 recordsTotal \$485,595.75

Payment

Payment InfoDetailsPayment BalanceComments

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Rejections

Research **Rejections** allows user to research payments that have been rejected by a user in the system. The screen, also, includes a search function to enable dynamic filtering.

Payments	Accounts	Invoices	Posts	Batches	Correspondence	Rejections	Document Formats	Check Stops	User Stats	Lockbox Imports	Reports	Dispatches
Rejected Payments							Restore Selected	CSV Export	PDF Export			
Batch ID	Payment Type	Payment ID	Payment Amounts	Date Rejected	Rejected By	Rejection Notes						
676316	ECA	759240		02/19/2021 11:39 AM	Kelly							
676311	ECA	759235		02/19/2021 11:37 AM	Kelly							
676313	ECA	759237		02/19/2021 11:39 AM	Kelly							
676314	ECA	759238		02/19/2021 11:39 AM	Kelly							
676318	ECA	759242		02/19/2021 11:39 AM	Kelly							
676315	ECA	759239		02/19/2021 11:39 AM	Kelly							
676317	ECA	759241		02/19/2021 11:39 AM	Kelly							
676312	ECA	759236		02/19/2021 11:37 AM	Kelly							

Testing

Functional Overview of Test Script	
File Transmission	
	Client can send a load file to PRIM's SFTP site
	Client can send an electronic payment file to PRIM's SFTP site
	Client can send a lockbox import file to PRIM's SFTP site
Import	
	PRIM can receive a Load file and insert the open records into the database
	PRIM can import the lockbox payment file and insert transactions into the Validation workflow
	PRIM can import the electronic payment file and insert transactions into the Validation workflow
ECA Advice Matching	
	User can see electronic fund imports in the ECA workflow
	PRIM can autovalidate electronic transactions using Advice data matched to the client Open Invoice (Load) file
	User can search for available Advice records to match to funds
	Funds and Advice records can be manually matched
	Email from client with electronic remittance detail can be forwarded to the @IRAutoMatch.com email address for matching support
	Run Automapping to auto match electronic remittance to the appropriate funds to create payments
Validation workflow	
	User can access addenda or electronic remittance detail for review
	User can manually validate an electronic payment transaction in the Validation queue
	User can view listing of all matched transactions
	User can unmatch any of the scenarios above, that both the fund and Advice are available in the Advice matching page, and can be matched again
	User can remove unmatched funds and/or advices from the workflow
Research	
	User can access the research tab
	User can research Accounts and Payments

Payment Reassociation - ECA		
Step	Action	Notes
1.00	Email from client with electronic remittance detail can be forwarded to test.<client>@IRAutoMatch.com for matching support	
1.01	Forward remittance email to the PRIM inbox	
1.02	Log Into PRIM as User with Validation rights	
1.03	Select ECA from the primary menu ribbon > Advice Matching	Open funds that have not been matched to an advice should appear under the "Select Fund" section. All emails that were forwarded should appear under the Select Advice section
1.04	In the upper right hand corner select Run Auto Mapping	Dialogue box will appear that will show all of the Cash items that were auto mapped to Advices
1.05	Review Auto Mappings to determine if matches were accurate	
1.06	Any matches that are not accurate can be removed by selecting the item and clicking Remove Matching	Fund and Advice will appear back in the list
1.07	Click on Complete Matchings. At this point Auto Validation will occur on the matched transactions and they will disappear from the Fund and Advice tables.	All matched payments will show in "Review Matchings" tab
Additional Testing Scenarios		
Step	Action	Notes
2	ECA fund amount and advice amount are available but the amounts do not match	User can individually select the fund and advice records from their respective tables and Create Matching to send the payment to the validation queue.
2.1	ECA Fund does not have an associated email advice.	Create a new advice via the Add Advice button. Enter the total amount of the payment Using the "text to file" tab enter a list of invoices and their associated amounts. Each invoice should be entered on a new row and the invoice number and its amount should be separated by a comma The user can then select the fund and advice records from their respective tables and Create Matching to send the payment to the validation queue.

Invoice Matching - Validation Tab		
Electronic Payments		
Step	Action	Notes
3	PRIM can auto-validate electronic transactions using Advice data matched to the client's Load data	File Transmission testing must be completed prior to this test
3.01	Log Into PRIM as User with Validation rights	
3.02	Select Validate from the primary menu ribbon > Payment Status	Under Validated Payments confirm that Auto > 0
3.03	Select Validate from the primary menu ribbon > AutoValidate	Review one or more Auto-Validated payments and confirm that the appropriate splits (account or invoice data) have been applied.
3.10	User can search for available Advice records to match to funds	Assumes workflow continues from Step 1. If not, repeat steps 1.01 - 1.03 above
3.11	Select Validate from the primary menu ribbon > Validate Payments	View Items should show Advice results and pagination in upper right hand corner should show 1 of # (total payments to be validated)
3.12	Depending on Advice detail available user can click on the advice data on screen and select the Account/Invoice and Amount values to cross-reference and then Add Matching to begin the AR search. If no matches are found, user can click on the account/invoice value and select Search Account/Search Invoice. The selected data will filter the Account/Invoice Search table with the read match data.	Alternately, the user can perform an account/invoice search by keying the appropriate remittance data in the Account/Invoice Search table.
3.13	If account/invoice number is found, select the record from the list	Payment Balance should display the assigned account/invoice detail on screen
3.14	Validate the Payment (Once the payment is in balance with all assigned splits equal to the payment total amount)	The application should auto-advance and take the user to the next available payment
3.15	Repeat steps 2 - 2.04 until all Payments have been validated	There should be no other payments queued
3.20	Email from client with electronic remittance detail can be forwarded to test.<client>@IRAutoMatch.com for matching support	
3.21	Forward remittance email to the PRIM inbox	
3.22	Log Into PRIM as User with Validation rights	
3.23	Select ECA from the primary menu ribbon > Advice Matching	Open funds that have not been matched to an advice should appear under the "Select Fund" section. All emails that were forwarded should appear under the Select Advice section
3.24	In the upper right hand corner select Run Auto Mapping	Dialogue box will appear that will show all of the Cash items that were auto mapped to Advices
3.25	Review Auto Mappings to determine if matches were accurate	
3.26	Any matches that are not accurate can be removed by selecting the item and clicking Remove Matching	Fund and Advice will appear back in the list
3.27	Click on Complete Matchings. At this point Auto Validation will occur on the matched transactions and they will disappear from the Fund and Advice tables.	
3.28	Select Validate from the primary menu ribbon > Validate Payments	Confirm if there are Payments to validate
3.29	Repeat steps 2 - 2.05 until all payments have been validated	

Lockbox (check) Payments (if Using)		
Step	Action	Notes
4	PRIM can auto-validate lockbox import transactions matching the payment remittance information to the client's load file.	File Transmission testing must be completed prior to this test
4.01	Log Into PRIM as User with Validation rights	
4.02	Select Validate from the primary menu ribbon > Payment Status	Under Validated Payments confirm that Auto > 0
4.03	Select Validate from the primary menu ribbon > AutoValidate	Review one or more Auto-Validated payments and confirm that the appropriate splits (account or invoice data) have been applied.
4.10	User can manually validate payments using the remittance data provided in the lockbox import file	Assumes workflow continues from Step 1. If not, repeat steps 1.01 - 1.03 above
4.11	Select Validate from the primary menu ribbon > Validate Payments	View Items should show associated remittance documents under Step 1 and pagination in upper right hand corner should show 1 of # (total payments to be validated)
4.12	Depending on Document detail available, user can click on the highlighted OCR fields on screen and select the Account/Invoice and Amount values to cross-reference and then Add Matchings to begin the AR search. If no matches are found, user can click on the account/invoice value and select Search Account/Search Invoice. The selected data will filter the Account/Invoice Search table with the read match data.	Alternatively the user can click on the account/invoice # in Step 1 on screen and select Search Account/Invoice
4.13	If account/invoice number is found, select the record from the list	Payment Balance should display the assigned account/invoice detail under Step 3 on screen
4.14	Validate the Payment (Once the payment is in balance with all assigned splits equal to the payment total amount)	The application should auto-advance and take the user to the next available payment
4.15	Repeat steps 2 - 2.04 until all Payments have been validated	There should be no other payments queued
Additional Testing Scenarios		
Step	Action	Notes
5	Validate a short-payment - The listed amount on the remittance document or advice is less than associated invoice due amount	In the Validate Payments page, the user can find the associated invoice and apply it to the payment. The user can then edit the Amount column in the Payment Balance table to reflect the payment amount, as needed. When the payment is posted to the client's ERP system, a balance will remain on the invoice.
6.00	Validate an overpayment - The listed amount on the remittance document or advice is greater than associated invoice due amount	In the Validate Payments page, the user can find the associated invoice and apply it to the payment. The user can then edit the Amount column in the Payment Balance table to reflect the invoice due amount, as needed. A balance will remain and the user will not yet be able to validate the payment. The user can Force Validate the remaining balance to an account (payer account or suspense account). When the payment is posted to the client's ERP system, the invoice will be paid in full and an additional unapplied cash credit will be available.
7	Payment remittance includes 5 invoices. Only 4 are available in the open AR (load) data	In the Validate Payments page, the user can find the associated invoices and apply them to the payment. The user can force validate the remaining balance to an account (payer account or suspense account). When the payment is posted to the client's ERP, the matched invoices will be paid and an additional unapplied cash credit will be available.
8.00	Payment is received without a remittance information or remittance document. The Payment amount should equal the due amount of one unique invoice for the associated AR account (only one invoice should be open for the selected amount).	In the Validate Payments page, the user can apply the 'Invoice Amount Match' function to automatically apply the payment to the single invoice that matches the payment amount.
9	Payment remittance references a PO Number instead of the associated invoice number. (Note: the load file must include this alternate reference number)	User can Select Invoice/Select Amount and then select 'Add Adjusted Matchings' and select the alternate key search that is populated with the PO Number from the client's load file.
10.00	Payment remittance document is formatted such that the listed invoice number is immediately followed by -MAR2021 (eg: 1234567-MAR2021)	User can Select Invoice/Select Amount in the Zoom Search page image and then select 'Add Adjusted Matchings' and add the dash as a pivot character to strip the extraneous data from the invoice search. If the invoice exists in the client load data, the match strategy should find the invoice and assign it to the payment.
11	Payment advice data is formatted such that the listed invoice number is only a partial value (eg: last 5 digits of an 8 digit invoice number)	User can Select Invoice/Select Amount in the Zoom Search page image and then select 'Add Adjusted Matchings' to enable the 'partial key search' parameter. If the invoice exists in the load data, the match strategy should find the invoice and assign it to the payment.
Discount amounts (if Using)		
Step	Action	Notes
12	An authorized discount is taken by the payer (Note: this requires that discount processing is configured and a 'Discount Amount' value is included in the client load file)	User can Select Invoice/Select Amount (Net amount after discount) in the Zoom Search page image and then select 'Add Matchings' to begin the AR match process. If the invoice exists in the load data, the match strategy should find the invoice and assign it to the payment. If the taken discount amount matches to the available discount amount in the load file, the discount will be applied and the selected invoice will be highlighted as an exact match (green highlight bar).
13	Unauthorized discount is taken by the payer (Note: this requires that discount processing is configured and a 'Discount Amount' value is included in the client load file)	User can Select Invoice/Select Amount (Net amount after discount) in the Zoom Search page image and then select 'Add Matchings' to begin the AR match process. If the invoice exists in the load data, the match strategy should find the invoice and assign it to the payment. The listed discount will NOT be taken and the selected invoice will be highlighted as an inexact match because the discount is not authorized and the payment is considered a short payment.

Research Tab		
Step	Action	Notes
14.00	User can search for history of processed transactions	
14.01	Log Into PRIM as User with Research	
14.02	Select Research > Payments	Results grid should be blank
14.03	Select Date Posted and select the appropriate date for the post file created above from the Calendar	All payments from the selected date should be displayed.
14.04	Select a payment from the display list	Payment Details should be displayed
14.10	Select Research > Accounts	All loaded AR accounts should be displayed
14.11	Enter an account number that was validated and then posted	The account record should appear in the results grid
14.12	Click on the account	The Payments sub-menu should be populated with previous payments, including the payment from the post file tested above.

Tips

Guide to Navigation

Title	Function	Summary of Contents
Home	Accelerate AR Match Home Page	Explains how to use the AR Match application home page.
Load	Review Invoice Load File history	Explains working with the load file that contains open AR data.
Electronic Cash Application (ECA)	Payment Reassociation	Explains how to re-associate cash/electronic payments to their associated advice data
Validate	Invoice Matching	Explains how the validation strategies are applied to payments.
Research	Accelerate AR Match Research	Explains how to view historical payments and payment data from the Research tab.
Admin		Explains application and use management functions necessary for setting up the AR Match application.

Notifications/Alerts

Notifications are posted on this page with key status and actions required within the application.

Examples:

1. When the Open Invoices (Load file) are received
2. When reports are complete (Post files)
3. Payment review is needed (Clarification)

The Payment Reassociation Home Page provides notifications of key events that have taken place in the system. When the associated event occurs, a notification is generated and displayed as a link on the Home page.

You can click the “Mark all as read” button to remove the bolding of all messages for easy recognition of new messages.

The screenshot displays the Payment Reassociation Home Page. At the top is a navigation bar with links: Home, Load, Capture, ECA, Validate, Deductions, Post, Collect, Research, Portal, and Admin. Below this is a sidebar on the left with a 'Grove Distribution' tab. The sidebar contains several sections: General (with a 'Notifications' link), Load (with 'Last Load was 13 days ago', 'New Load', and 'Load Status'), Capture (with '0 Batches released today', 'New Batch', and 'Batch Lookup'), Validate (with '0 Payments validated today', 'Repair Checks (0)', 'Validate Payments', 'Review AutoValidations', 'Payments Status', and 'Review Checks'), and Post (with 'Last Posting was 13 days ago', 'New Posting', and 'Posting Status'). The main content area is titled 'Notifications' and shows a list of events for Friday, Sep 20 2019. The events include: Payments Imported on 09/20/19; Posting for 10 payments totaling \$4,476.95 on 09/20/2019 06:37 PM completed successfully; Posting for 5 payments totaling \$3,141.01 on 09/20/2019 06:37 PM completed successfully; Posting for 5 payments totaling \$1,942.14 on 09/20/2019 06:35 PM completed successfully; Posting for 5 payments totaling \$2,625.31 on 09/20/2019 06:33 PM completed successfully; Posting for 5 payments totaling \$2,305.11 on 09/20/2019 06:31 PM completed successfully; Posting for 5 payments totaling \$1,765.61 on 09/20/2019 06:30 PM completed successfully; and Grove Distro Load for 09/20/2019 06:09 PM completed successfully. A 'Mark all as read' button is located in the top right of the notifications section. At the bottom of the notifications list, it says '8 records found'. On the right side of the page, there is a 'Research Links' section with links: Payment Lookup, Account Lookup, Post Lookup, Batch Lookup, Rejection Lookup, and User Stats.

Notifications		Notification Settings
Friday, Sep 20 2019		Mark all as read
06:46 PM	Payments Imported on 09/20/19	X
06:37 PM	Posting for 10 payments totaling \$4,476.95 on 09/20/2019 06:37 PM completed successfully.	X
06:37 PM	Posting for 5 payments totaling \$3,141.01 on 09/20/2019 06:37 PM completed successfully.	X
06:36 PM	Posting for 5 payments totaling \$1,942.14 on 09/20/2019 06:35 PM completed successfully.	X
06:33 PM	Posting for 5 payments totaling \$2,625.31 on 09/20/2019 06:33 PM completed successfully.	X
06:31 PM	Posting for 5 payments totaling \$2,305.11 on 09/20/2019 06:31 PM completed successfully.	X
06:30 PM	Posting for 5 payments totaling \$1,765.61 on 09/20/2019 06:30 PM completed successfully.	X
06:09 PM	Grove Distro Load for 09/20/2019 06:09 PM completed successfully.	X

8 records found

You can click on any of the notifications to be taken to the corresponding detail screen.

The alerts that are available to you will vary based on your configured roles and entitlements. System alerts include:

- » **Comments on Unclear Payments** - a user has reviewed a payment in the Clarification queue and has entered additional information in a Comment.
- » **Load Completed** - a load (open receivables) file has been imported and all appropriate Account and/or Invoice data has been updated within AR Match.

The alerts that are available to you will vary based on your configured roles and entitlements. System alerts may include the following key items:

- » **Load Completed** - a load (open receivables) file has been imported and all appropriate Account and/or Invoice data has been updated within AR Match.
- » **Payment Clarification Required** - a payment cannot be validated and has been placed in the Clarification queue for assistance and/or additional information.
- » **Payment Imported** - a new payment file has been imported and new payments are available for review and validation.

Roles Subscriptions	
Event	Subscribe
Load Completed	<input checked="" type="checkbox"/>
Posting Completed	<input checked="" type="checkbox"/>
Payment Clarification Required	<input checked="" type="checkbox"/>
Comments on Unclear Payments	<input checked="" type="checkbox"/>
File Transfer Completed	<input checked="" type="checkbox"/>
File Transfer Failed	<input checked="" type="checkbox"/>
Payments Imported	<input checked="" type="checkbox"/>

Payment Locking

Payments are locked once validated by a user or by the system. If you need to edit the payment for some reason, you can unlock the payment by clicking the “Unlock Payment” button.

The screenshot shows the 'Validate Payments' tab in the Synovus Accelerate AR Match interface. The 'Unlock Payment' button is highlighted with a red box. The interface includes a table of payment data, a summary section, and a validation section.

Table 1: Table 2

Column 1	Column 2	Column 3	Column 4
1/21/21	56.31	20215	56.31
1/21/21	166.88	20264	166.88
1/21/21	116.82	20281	116.82
1/21/21	346.43	20331	346.43

4 records found

Payment Balance

Invoice #	Account #	Account Name	Due Amount	Deduct	Amount
88920428	Tangerine Stores	Forced Validation		\$0.00	\$4,774.52

Summary

Splits Total	\$4,774.52
ECA Total	\$4,774.52
Balance	\$0.00

Validation

Payment validated by Jason Cronin on 04/30/2021 02:23 PM

Buttons: Validate Payment, Add Comment, Write a comment...

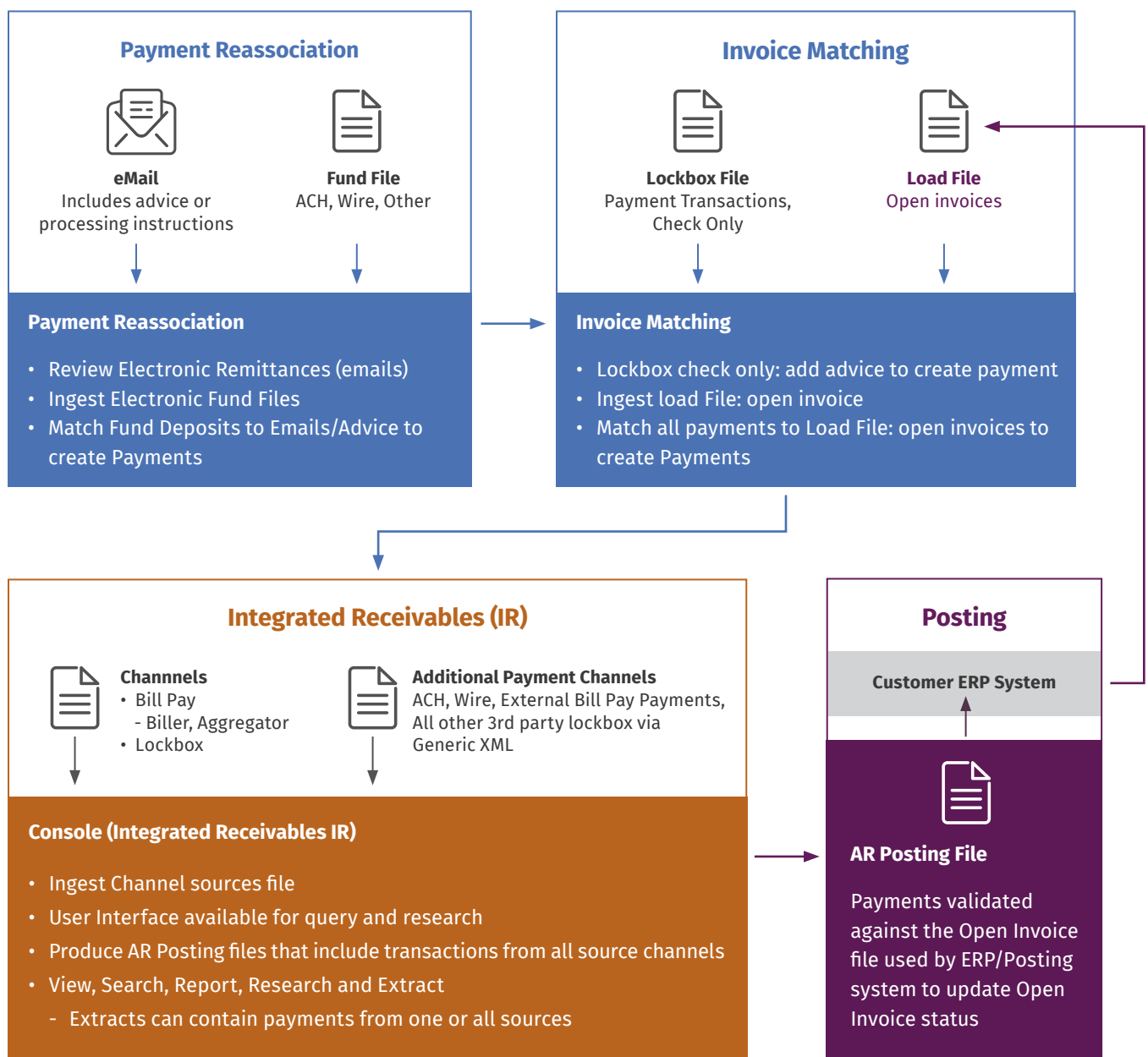
Accelerate AR Match Home Page

The home page provides additional navigation options depending on the roles assigned to you by your Administrator:

1. **Load** – Permits user to see the Load history
2. **ECA** (Electronic Cash Application) – Apply electronic remittances (email) to open ACH payments
3. **Validate** – View the status of matched payments and to complete matching of exceptions
4. **Research** – Provides tools to review historic matches

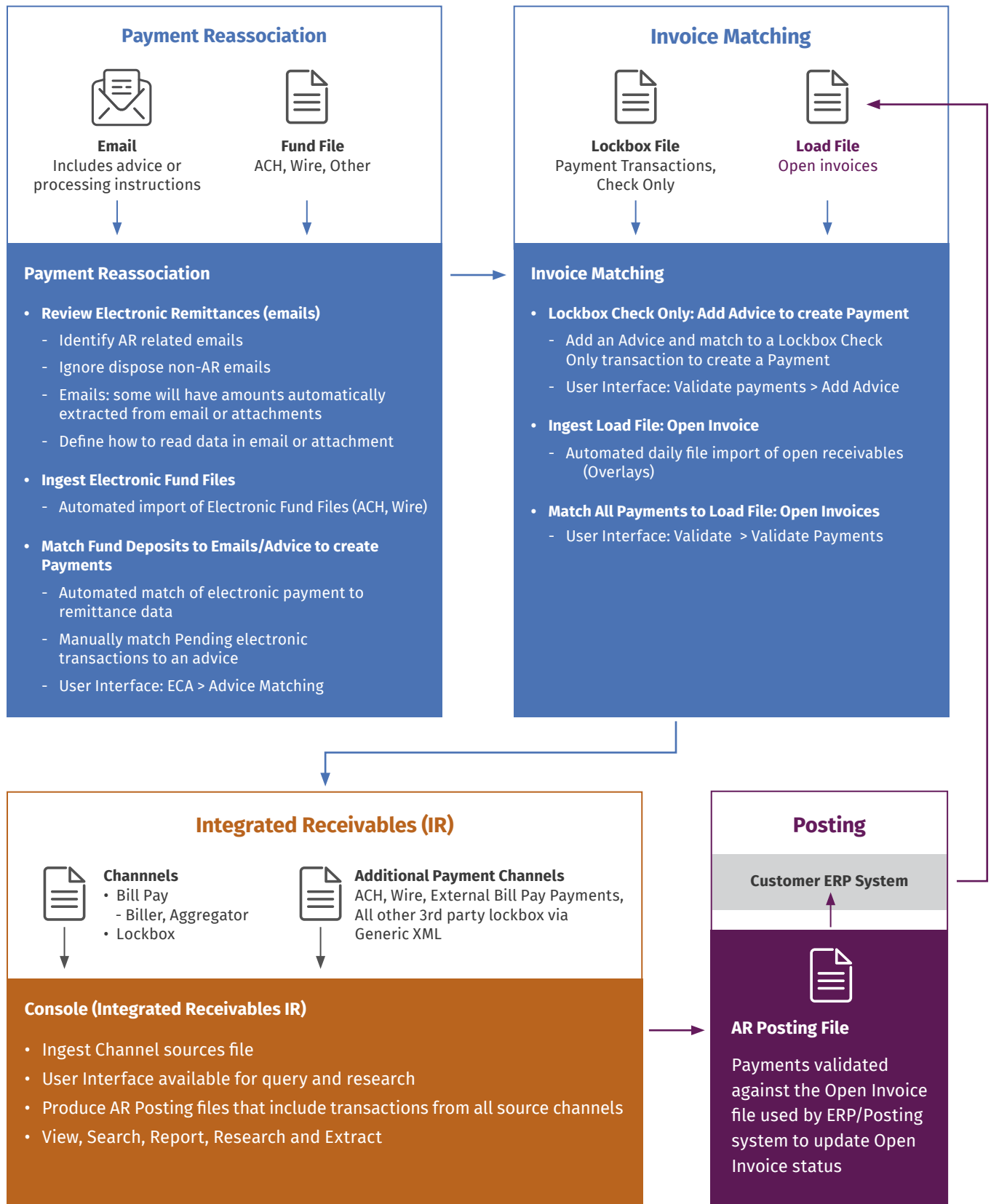
AR Match Workflows

The enclosed overview shows how AR Match fits within Integrated Receivables.



A view with additional details

This diagram shows the sequence of Accelerate AR Match activities.



Payment Reassociation & Invoice Matching Workflow



Customer or Customer's financial institution submits via SFTP



Customer emails or uploads Advice: many formats supported

Electronic Payments

- Cleared Electronic Payments
- May include ACH, Wire, EDI
- Format
 - Smallll customers may send CSV
 - Banks may provide more complex formats
 - Cash Import Processor: Standard Remittal Info Processor

Lockbox Payments

- Customer Lockbox processing system
- Cash, Check, Electronic Payment matched to invoice, stub, coupon...
- File layout

Production Environment

Load

- Open invoice Load File from Customer ERP system
- System stores for 7 days
- Customer sends via SFTP
- Timing: Daily is typical

Import

Payment Reassociation

- Import uploaded advices
- Ingest emails and attachments
- Import Electronic Payments
- Associate payment and advice **Advice Matching**
 - Automated match of payment to advice
 - Via GUI to address remaining

Import Lockbox Payments

Invoice Matching: Validate

- At End Client level
- Invoice Matching
- Automatch Payment to Open Invoice
- Via GUI to address remaining

Post

- Create all inclusive Post file
- Using Console Post Processor

Console

- Archive
- Receives all inclusive Post file
- ERP Post file created and issued to customer

Customer ERP System

- Examples: SAP, Oracle...
- Ingest posting file
- Update invoice status
- Re-issue Open Invoice File

Research Post

The **Research/Post** screen displays the details of daily posts that have been made to Integrated Receivables. The trigger for daily posts to Integrated Receivables is your defined Payment Reassociation cutoff time that was applied during implementation.

Home

Load

Capture

ECA

Validate

Post

Research

Admin

Payments

Accounts

Invoices

Posts

Batches

Correspondence

Rejections

Document Formats

Check Stops

User Stats

Lockbox Imports

Reports

Dispatches

Postings

Summary

CSV Export

Details

Undo Selected

Date	Creator	Status	Total Payments	Total Amount
03/05/2021 03:15 PM	System	Completed	2	\$21,334.33
02/19/2021 03:15 PM	System	Completed	6	\$367,514.84
08/21/2020 03:15 PM	System	Completed	1	\$3,541.97
01/06/2020 03:15 PM	System	Completed	2	\$715.57
10/25/2019 03:15 PM	System	Completed	1	\$610.32

5 records found

Posts

Reports

Posts for 01/06/2020 03:15 PM (over 1 year ago)

Download

Upload

Export

Support Files

Post Format	Status	Details	Total Amount	Downloads
R360	Transferred	3 Accounts Credited	\$715.57	1

Payments

Invoice #	Batch ID	Payment ID	Account Name	Account #	Check #	Amount
32154851	76794	120806	Tangerine Stores	86920428		\$507.94
Forced	76794	120806	Forced	86920428		-\$502.69
Forced	76795	120807	Forced	86920428		\$710.32

3 records found

Total: \$715.57

You can select any Invoice Record in the list on the bottom to see the details of how cash was applied to that given invoice.

Search

The system requires a minimum of four characters for searching. When searching for an item with less than 4 characters to get an exact match, append a "+" in front of the text you want to search for. *For example: 421+ will search for a 3-digit account number of 421. It will not search for all account numbers that start with 421.*

Accounts					
Add Account Edit Account CSV Export					
Account Name *	Account # *	Check ABA	Check Acct	Check Amt	Group
National Insurance	95242092	None	None	None	
Mason Construction Supply	52790847	None	None	None	Services
Home Shop	789	None	None	None	
D&s Builders	38812857	121000578	82320732433	\$299,814.00	Landscaping
Wildwest Depot	57555363	121000578	2352462	\$40,736.29	Decor
Clover Plant Llc	95242090	None	None	None	Landscaping
Clover Plant Llc	95242090	None	None	None	Decor
D&s Builders	38812857	121000578	82320732433	\$299,814.00	Services

Accounts					
Add Account Edit Account CSV Export					
Must be at least 4 non-space characters for partial search. Otherwise please use + for exact match.					
Account Name *	Account # *	Check ABA	Check Acct	Check Amt	Group
Home Shop	789	None	None	None	

Accounts					
Add Account Edit Account CSV Export					
Account Name *	Account # *	Check ABA	Check Acct	Check Amt	Group
Home Shop	+789	None	None	None	

Load Menu

This section allows the user to import a daily file detailing all open receivables in your ERP application. This process is usually setup with an automated import schedule during your implementation project.

1. **Load History** – a list of all previously imported files is available in the Load History tab. This list shows the number of records updated during the load import process as well as any errors encountered during the import process. Clicking on the error count will provide a detailed list of all errors, allowing you to correct the record and re-import it.

The screenshot displays the 'Load' menu interface. On the left, a sidebar contains the 'Load' menu item, which is expanded to show 'Recent Loads', 'New Load', and 'Load Status'. Red arrows point from these menu items to their respective sections in the main content area. The 'Recent Loads' section shows a table with one entry: 'Demo Load' with a status of 'Completed', 38 records processed, and completed at '12/16/2020 10:15 AM'. The 'New Load' section shows 'Step 1: Upload Files' with a 'Load Formats' table containing 'Demo Load'. Below this is a 'Select File' button and a 'Completed' button, followed by the filename 'PRA_Demo_OpenAR_20201216.csv'. The 'Load Status' section shows a table with columns: 'Filename', 'Format', 'Progress', 'Status', 'Processed', 'Total', and 'Completed At'. The first row shows 'PRA_Demo_OpenAR_20201216.csv' with format 'Demo Load', progress at '0.0%', status 'Processing', 31 records processed, and a total of 31. Annotations on the right side of the image describe the functionality of each section: 'Allows you to see the details of the most-recently loaded Open Invoice Load File' for the Recent Loads section, 'Allows you to manually upload an Open Invoice Load File' for the New Load section, and 'Shows you the status of an Open Invoice Load File in process of being loaded (auto or manual)' for the Load Status section.

Load

Last Load was about 1 hour ago

Recent Loads

Format	Status	Processed	Completed At
Demo Load	Completed	38	12/16/2020 10:15 AM

New Load

Step 1: Upload Files

Load Formats

Demo Load

Select File Completed PRA_Demo_OpenAR_20201216.csv

Filename	Format	Progress	Status	Processed	Total	Completed At
PRA_Demo_OpenAR_20201216.csv	Demo Load	0.0%	Processing	31	31	

Allows you to see the details of the most-recently loaded Open Invoice Load File

Allows you to manually upload an Open Invoice Load File

Shows you the status of an Open Invoice Load File in process of being loaded (auto or manual)

Validate Menu

NOTE: Repair and repair Checks are not used customers but are currently menu options in the system.

Validate

0 Payments validated today

- Validation Overview
- Repair Checks (0)
- Validate Payments
- Review AutoValidations
- Payments Status
- Review Checks

Pending Payments

Still in Capture	0
Check Repair Needed	0
Pending Auto-Validation	0
Validation Needed	11
Total Pending	11

Validated Payments

Auto	11
Manual	4
Total Validated	15

Locked

Payment ID	Locked By	Locked At	View
807213	Locked to	10:10 AM	View
807218	Locked to	10:10 AM	View
807214	Locked to	10:10 AM	View
807217	Locked to	10:10 AM	View
807220	Locked to	10:10 AM	View
807219	Locked to	10:10 AM	View

Allows you to view the status of payments in the system and go directly to that payment in Payment Validation when you click the "View" button

Post Menu

Post

Last Posting was about 1 hour ago

Recent Posts

Posting Status

Post

Posts for 12/16/2020 01:00 PM (about 1 hour ago)

Review Download Upload Export Support Files

Post Format	Status	Details	Total Amount	Downloads
R360	Transferred	31 Accounts Credited	\$662,924.06	0

View Previous Postings Create New Posting

Allows you to view details about the most recent post to Integrated Receivables

Allows you to access the Research Posts screen by clicking View Previous Postings

Home Load Capture ECA Validate Post Research Admin

Payments Accounts Invoices **Posts** Batches Correspondence Rejections Document Formats Check Stops User Stats Lockbox Imports Reports Dispatches

Postings Summary CSV Export Details Undo Selected

Date	Creator	Status	Total Payments	Total Amount
05/07/2021 03:15 PM	System	Completed	23	\$485,595.75

1 record found

Posts Reports

Posts Download Upload Export Support Files

Post Format Status Details Total Amount Downloads

Select a posting to view post files

Payments Accounts Invoices **Posts** Batches Correspondence **Rejections** Document Formats Check Stops User Stats Lockbox Imports Reports Dispatches

Postings Summary CSV Export Details Undo Selected

Date	Creator	Status	Total Payments	Total Amount
05/07/2021 03:15 PM	System	Completed	23	\$485,595.75

1 record found

Posts Reports

Posts for 05/07/2021 03:15 PM (about 3 hours ago)

Download Upload Export Support Files

Post Format	Status	Details	Total Amount	Downloads
R360	Failed Output	151 Accounts Credited	\$485,595.75	0

Payments

Invoice #	Batch ID	Payment ID	Account Name	Account #	Check #	Amount
237095	20088	32084	Tangerine Stores	86920428		\$4,083.92
16987765	20089	32085	Farmers Outlet	95401140		\$6,420.72
9610725273	20089	32085	Farmers Outlet	95401140		\$79.28
65727449	20845	36024	Clover Plant Lic	95242090		\$3,197.63
6106077451	20845	36024	Clover Plant Lic	95242090		\$445.94
2599528104	20845	36024	Clover Plant Lic	95242090		\$377.59
8284740621	21089	37939	Your Company	95242091		\$7,036.54
8284740621	21089	37939	Your Company	95242091		\$953.19

1 - 8 of 191 records Total: \$485,595.75

Glossary

Auto-Validation

A process by which various match strategies are used to automatically match a payment to open receivables data in the Load file.

Biller

The organization issuing the invoice for payment.

Clarification

Payments that require more information to validate are sent to a Clarification queue for authorized user(s) to review and/or validate.

Document Read Format

When validating a payment, the user designates the location of the appropriate invoice and amount columns on a remittance document. The system remembers the x/y coordinates to apply Auto Validation of all future instances of this remittance document.

ECA

Electronic Cash Application - used for re-association of payment data with electronically received payments (e.g., ACH credit, wire transfer)

ERP (Enterprise Resource Planning)

Application used internally by the customer to issue invoices and perform internal accounting and reconciliation functions, among other capabilities.

Invoice Amount Match

A proprietary Auto Validation technique that uses the amount of the check to find exact matches for open invoices.

Load File/Open Invoice Load File

A detailed file of all open receivables generated by the client's ERP system and delivered to Accelerate AR Match. This file is used to apply selected match strategies to incoming payments to Auto-Validate the maximum number of payments. It also helps users identify open receivables information and apply to payments to available AR accounts and/or invoices when manually validating a payment.

Lockbox Import

A service by which payments captured on a Deluxe or third-party processing application can be imported into Accelerate AR Match for payment validation and consolidation.

Match Rules

Techniques and business logic that can be configured for the Biller. Each Match Rule can be used to a) match incoming payments to Load (open receivables) data and b) auto-validate the payment. Match Rules are configured during each client's implementation project.

Notifications

Specific alerts that can be delivered for events within the system (e.g.: A payment requires clarification; a post file has been completed, etc.).

Optical Character Recognition (OCR)

This technology allows for handwriting or machine printed information to be read from checks and remittance documents, such as check amounts, paid account or invoice numbers and invoice or discount amounts.

Posting

Posting is the archiving of a completed payment that has been validated. All payments validated prior to the posting deadline are available in the archive for the AR Update process.

Over payment

A payment that exceeds the invoice amount due.

Payer

The organization or individual issuing the payment based upon an invoice issued by the customer/Biller.

Remittance Advice

Any emails, documents or files provided by the payer containing information related to their payments to be used in matching the payments for creation of the posting file and updates to the customer's ERP system.

Short Payment

A payment that is less than the invoice amount due. This is sometimes referred to as an underpayment or partial payment.

Splits

Each individual invoice that is to be paid when multiple invoices are associated with one payment.

Validation

Those payments not able to be Auto Validated are sent to a manual validation queue. They are matched by users to open invoices provided in the load file.



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