Creating Batches of Agreements

Batching agreements is essential for streamlining payment collections and agreement management. This process not only organizes agreements for easier payment recording but also empowers dealerships to manage their own agreements, increasing efficiency and reducing the administrative burden on your team.

Batching Basics

Batches are an optional yet powerful tool in the receivable process, serving as a convenient first step. By grouping PENDING / CLAIMABLE agreements under a common alphanumeric code, batches streamline the management of receivables. This code allows for quick and easy retrieval of all agreements within the batch, simplifying the receivable process and enhancing efficiency.

WHERE CAN BATCHES BE CREATED AND WHO CAN CREATE THEM?

Any user with proper permissions can batch on either the TecAssured web portal (typically under the Advanced Search webpage) or on the desktop app, either in the `Batches` or the `Agreements` section.

WHY BATCH AT ALL?

Batching allows for easier and more efficient payment submission, recording, and tracking. A batch code enables quick and easy searching of payments, agreements, and more within TecAssured and the administrator's accounting software.

Additionally, the ability to create batches on the web portal, even without access to the desktop application, empowers dealers to manage their own agreements, enhancing efficiency and reducing the workload on administrators.

Important Notes on Batching:

1. ***Only PENDING and CLAIMABLE agreements can be batched.***
   Batching is the first step in the accounting process of creating receivables that activate agreements. Pending and claimable agreement statuses indicate that the agreement has not been paid for.
2. ***Agreements can only be in one batch at a time.***
   Modify the current batch to remove the agreement, or delete the batch to remove all the agreements from that batch.
3. ***All agreements in a batch should be from the same dealer or dealer group.***
   Create the batch under the Dealer that will be recording the payment. Additionally, be aware of user access levels and how they will need to view batches. Users only see batches created under their dealership if they have local permissions, or batches created under dealerships in their dealer group if they have group permissions.
4. ***Voided agreements remain in the batch but can not be received.***
   For record-keeping purposes, the system will never remove an agreement from a batch, including voided agreements. The batch can still be received without removing any voided agreements. Note that removing an agreement from a batch will remove any record of that agreement having ever been in the batch.
5. ***Only open batches can be modified.***
   Once a batch has been received it can not be edited in any way.

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Managing Batches

BATCH CODES

Batch codes are crucial. Agreements batched together are linked by a unique alpha-numeric code that is either generated automatically or manually input when creating the batch.

The batch code should be referenced by the dealer when submitting a payment, whether electronically or by check, to link the payment to the batched agreements. This ensures the administrator receiving the payment can easily select the proper batch/agreement(s) for inclusion in the receivable for activation.

SEARCHING BATCHES

The `Batches` page of the desktop Admin application is found under the `Agreements/Claims` heading in the left side menu. Use any search criteria at the top of the page to locate the batch you wish to review.

In the results table that appears, note the columns:

- `BATCH` - The batch code. Searched using the “Reference #” field.
- `DEALER GROUP`, `DEALER` - The dealer that created the batch on their web portal, or the dealer that was selected if created in the desktop app. This is the dealer that will be paying for the agreements within the batch. Searched using the “Scope” field.
- `AMOUNT` - The total dealer’s cost of all agreements included in the batch.
- `DUE` - The total dealer’s cost of all agreements included in the batch that are *still able to be received*. Differences between the amount in the `DUE` column versus amounts in the `AMOUNT` column can indicate that part of a batch has already been receieved, or that one or more agreements in the batch are voided.
- `CREATED` - The date the batch was created.
- `RECEIVED` - the date the batch was received. Blank if the batch is still open. ***Once a batch has been received, it can not be edited or deleted.*** You can use the `Status` search field to narrow down your search to only open batches.

DELETING BATCHES

Only open batches that have not been received can be deleted. Delete with caution as it is permanent. Once deleted, record of the batch can not be restored. Agreements are not affected when deleting batches, however they are all removed from the batch, making the agreements then available for batching again.

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MODIFYING BATCHES

To open the `Edit Batch` prompt to change a batch, you can double click the batch, or right click the batch and select “Modify”, or highlight the batch and click the “Modify” button at the bottom of the page.

Batches can be modified to remove one or more agreements. Simply un-check the box next to the agreement you wish to remove. Agreements will only appear in the list to be added if all agreements within that batch were sold by the same dealer, and there are unbatched **PENDING** or **CLAIMABLE** agreements available under that dealer.

You can also modify the Date and the Code on the batch. Be aware that a Dealer may have created, and possibly printed or saved, the batch and referenced the original Code and Date in their payment, or not be aware of the new code.

Finally, you can edit the Dealership the batch is logged under. Note that this determines which Dealership the receivable can be created under, meaning the Dealership that will be submitting/recording payment for the batched agreements is the Dealership that the batch should be created under.

Batching on the Web Portal

Empowering dealerships to batch, void, and manage their own agreements is the recommended method for managing agreements. While administrators may need to intervene with some dealers, having a good number of dealers take ownership of their agreements can significantly reduce the workload on administrators.

Batching is completed by navigating to the Advanced Search page, located under the Contracts dropdown in the menu bar. From there, the user would search and check the box next to the agreement(s) to be batched, then click the Batch button. Once created, the batch should be printed using the Print button, or the batch code noted down to be referenced when submitting payment.

Please Note:

The TecAssured Web Portal is highly customized. Additionally, portals may vary between dealers and users.

PRO TIP:

Do you need a notification whenever your dealer creates a batch on their Web Portal?

Please reach out to us for assistance in setting up an email notification that can include simple text in the body of the email, a full report of batches created within a specific time frame, or any number of scenarios.

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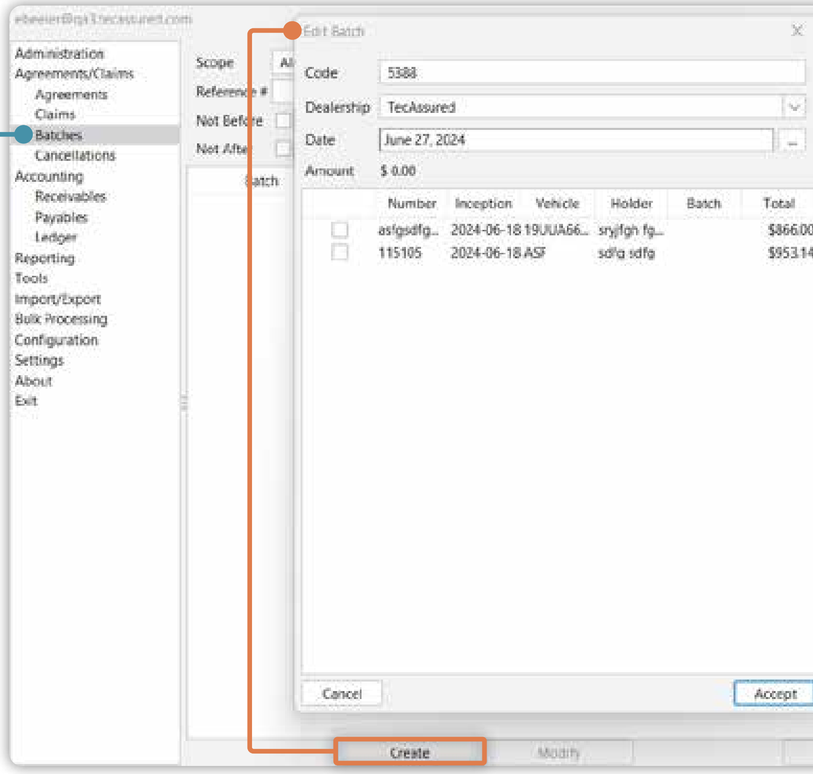
Batching in the Desktop App

There are two sections of the TecAssured desktop app in which agreements can be batched, both located under the `Agreements/Claims` section heading:

Batches Section (Easiest)

01.CREATE BUTTON - Under the Batches section of the desktop application, click the Create button at the bottom of the page to open the Edit Batch prompt.



02.FILL OUT THE BATCH - Start at the top and work your way down the batch:

A.CODE FIELD automatically populates with a generated number but is editable for custom alpha-numeric references.

B.DEALERSHIP once selected, this will automatically populate a list of all **PENDING** and claimable **AGREEMENTS** for that dealership.

C.DATE automatically populates with today's date, but can be overriden if necessary.

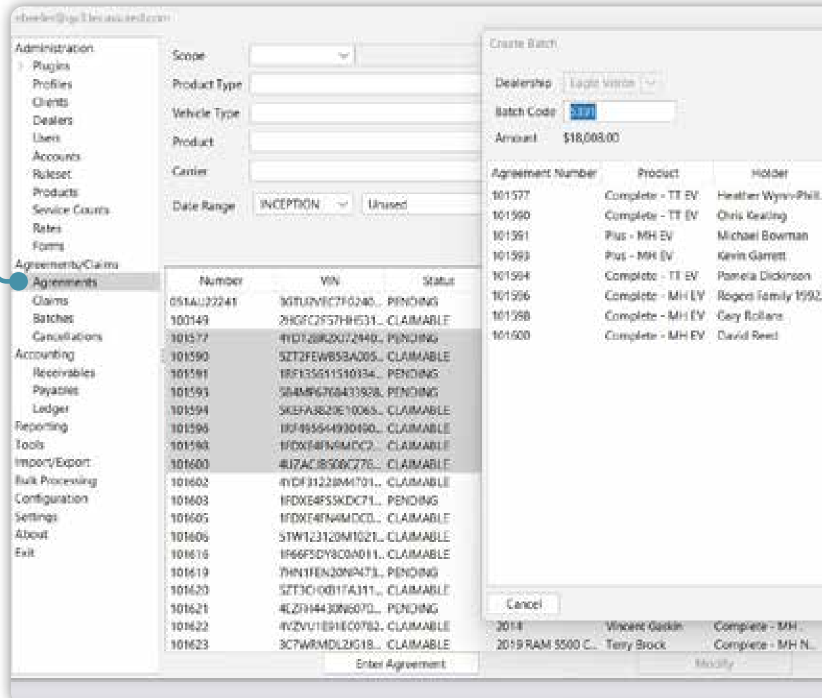
D.AMOUNT cannot be edited and automatically updates as agreements are selected for batching.

E.SELECT AGREEMENTS check the box in the leftmost column to add agreements to the batch. The amount field updates automatically as agreements are selected.

03.ACCEPT - Once all agreements to be batched are selected, click accept, and the batch is created.

TECASSURED ADMIN

Agreements Section (Advanced)



01.SEARCH - Search for the agreements you wish to batch. Because agreements can only be batched together if sold from the same Dealer or Dealer group, and because all agreements to be batched must be visible at the same time, it is recommended to use the **Scope** field to search by Dealer or Dealer Group.

02.SELECT AGREEMENTS - Highlight all the agreements you wish to add to the same batch together (see *PRO TIPS*).

03.CREATE BATCH - Right-click any of the highlighted agreements and choose Create Batch from the menu. Be sure to select the dealer who can view the batch and who will be submitting/recording payment for that batch.

Because only **PENDING** and **CLAIMABLE** agreements can be batched, if you should right-click on an agreement with any other status, the option to batch that agreement may not be present.

ERRORS?

You will be prompted should there be any issues batching the highlighted agreements:

- Only **PENDING** and **CLAIMABLE** agreements can be batched.
- Agreements that are already in a batch can not be batched again.
- Agreements must be within the same **DEALER GROUP** to be batched together.

If there are batchable agreements left, you will be able to proceed with batching those agreements.

04.FINALIZE BATCH - Review the details for accuracy and click Accept to finalize and create the batch.

PRO TIPS

To select more than one agreement, there are several shortcuts that can be used together:

MOUSE CLICK AND DRAG

To select consecutive agreements from the results list. Click the first agreement in the row you wish to select, continue to hold down the mouse click, then drag the mouse pointer up or down to the end of the consecutive list of agreements you wish to highlight.

HOLD SHIFT AND MOUSE CLICK

To select consecutive agreements from the results list. Single click to highlight the first agreement in a row you wish to select, then holding the Shift key on your keyboard, single click a second agreement. All agreements between the first and second clicked on agreement will become highlight.

HOLD CTRL AND SINGLE CLICK EACH

Select any collection of agreements, regardless of where they are in the results list, but holding Ctrl (Command on Mac) and single clicking each agreement you wish to highlight for batching.