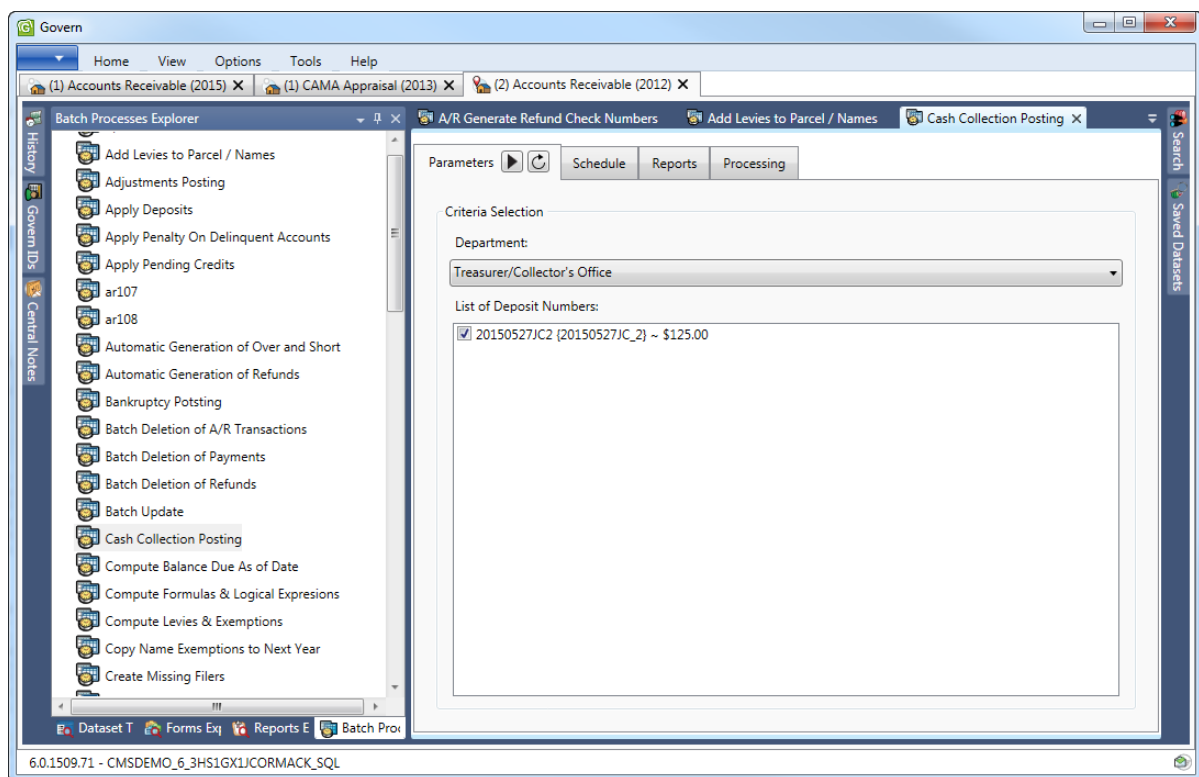# Cash Collection Posting

📖 Overview

Run the *Cash Collection (Payments) Posting* batch process to transfer A/R payment transaction records to the database tables A/R_SUMMARY, AR_MASTER, and AR_DETAIL.

To run this process:

1. Launch Govern.

2. Open a Profile that contains the batch process.

3. Open the **Batch Processes Explorer**.

4. Select **Cash Collection (Payments) Posting***.

*The path varies according to the administrative setup.

5. Select the department, where the payments were entered, from the **Department** drop-down list.

6. Select the **Deposit Numbers** in the list box.

7. Enter the Cashier Identification in the **Cashier ID** field. You can leave this field blank in order to process transactions from all cashiers.

8. Enter the Operator Identification in the **Operator ID** text box. This is the user who entered the transactions. You can leave this field blank in order to process transactions from all cashiers.

9. Enter the range of dates in the **Date From / Date To** for the transactions you want to post. If these field is left blank, the all non-posted cash collection transactions are processed. You can enter a date in only one field or leave both fields blank.

10. Enter the range of effective dates in the **Effective Date From / Effective Date To** fields of the transactions that you want to process.

Scheduling a Cash Collection Batch Process

You can schedule this batch process to run at a later date or on a regular basis, such as daily, weekly, or monthly. *Refer to the Govern Scheduler guide for details*.

Running a Cash Collection Batch Process

Execute: Click **Execute** to run the process immediately.