



# Batch Payments come to The-TPA

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## Product Announcement

Users of COBRAEAS And GIBS have used Batch Payments since the late 1990's. This functionality has not been available in The-TPA, until now. Starting August 2025, Batch Payment functionality will be available in The-TPA. For current customers on Extended Support, there is no charge for this new feature.

## What are Batch Payments?

Posting Client Payments has been a manual process, that involved locating each Client and then paying the outstanding Billing and manually Posting the Payment. This had to be done with each Client.

While it is possible to Import Client Payments through the EDI app, this process requires a thorough knowledge of the database table and the codes contained within the individual fields.

Batch Payments provide you with a fast and easy way to enter your Client's Payments. The Payments are placed in a temporary Transaction File for you to review and edit, if necessary, until you are ready to have them Posted to your Clients' Billings.

## Posting the Batch Payments

When you 'Run' the Payments, each Payment in the Transaction File is:

- Examined for completeness.
- Examined for accuracy.
- The appropriate Billing or Billings are located and compared to the Batch Payment.
- If a proper match is found the Payment is Posted to the Client.
- Billings are paid in chronological order.
- Lastly, the Payment is removed from the Transaction File.

Two passes are made when examining the Payments in the Transaction File.

- A) ***An Evaluation pass:*** where the Payments are validated and checked against outstanding Billings. This pass produces a Log file where you can determine the accuracy of each Payment. The Evaluation Pass can be run multiple times. No files are modified during the Evaluation pass.

After your examination of the Log file produced by the Evaluation pass, you can decide to make corrections and restart the Evaluation Pass or proceed to the Posting Pass.

- B) ***The Posting pass:*** where each Payment is evaluated again and if OK, posted to the Client's Billing and removed from the Transaction File. The appropriate Posting Log entries are automatically created.

## Evaluation Rules

There are strict rules used when examining the Payments in the Transaction File.

- The Payment must be complete with a proper Client EIN, Amount, Date, Ref.#, and Source Code.
- Payments are Posted in chronological order.
- The Payment must match one of the three conditions:
  - **Condition 1;** It must match one outstanding Billing, leaving no gap in paid time periods.
  - **Condition 2;** It must pay ALL outstanding Billings for all Time Periods (the full balance).
  - **Condition 3;** It will pay Billings chronologically until the Payment is exhausted.

**Condition 3** bears an additional explanation. Consider the following situation:

Bill.Date	Div#	Bill.Amt	Due.Date
04/01/2025	0001	1234.00	04/01/2025
05/01/2025	0001	1234.00	05/01/2025
06/01/2025	0001	1234.00	06/01/2025
07/01/2025	0001	1234.00	07/01/2025

Above, a Client currently has 4 months of outstanding Billings. You received a \$ 2500.00 payment.

Batch Payments will pay the 04/01/2025 and 05/01/2025 Billings in full, leaving \$32.00 leftover.

A setting in Batch Payments controls how leftover amounts are handled.

After paying \$2468.00, depending on the setting, it will do one of the following:

- Create an Advance Payment of \$32.00, thereby reducing the Batch Payment to \$0.00.
- Return the \$32.00 remainder to the Batch Payments transaction file to be handled manually.

Batch Payments will **never create a Partial Payment** on any Billing (unless it is 'Forced In').

Note that you can manually create a Partial Payment on the Client's Posting screen after confirming.

If your Evaluation Pass yields many acceptable Payments and a few that fail, you can proceed with the Posting Pass. The successful Payments will be Posted and removed from the Transaction File. The failed Payments will not be Posted and will be left in the Transaction File for you to handle individually.

## Additional Features

- Easily move from Batch Payment to the Client's Posting screen, and back again.
- The ability to mark a Payment to be Ignored.
- The Ability to run one Batch Payment at a time.
- Move payments up or down on the list.
- The ability to 'Force In' a Payment that would not normally be paid.
- Quickly sum the Batch Payments, separating validated payments from un-validated ones.
- Easily review the most recent Log files
- All possible Batch Payment errors are listed in the Data Dictionary.

## List of Batch Payments settings (Yes/No) SYSADMIN Only

Note that only User **SYSADMIN** can make any changes to these Settings.

These Settings can be changed from the Batch Payments browse by pressing **F2** and selecting "**Settings** >".

- Create Advance Payments for \$0.00 Balances.  
if (No), The Payment will remain in the transaction with nothing to pay.
- Create Advance Payments for Leftover Amounts.  
if (No), Leftover Amounts will remain in the Batch Payments file.
- Prohibit posting to De-activated Clients.  
if (No), Payments may be Posted to De-activated Clients.
- Pay Billings even if they're not Late.  
if (No), only Late Billings will be Paid.
- Pay Service Charges.  
if (No), Service Charges will not be Paid.
- Force Pay \*ERR\* and \*PUB\* Payments.  
if (No), Payments with these two errors will not automatically be paid.

You will be able to review all Settings at the pause before the start of each Batch Payments run (F11).  
The **SYSADMIN** can also change the Settings at that pause.

There are also 4 User-specific preferences that do not affect the Batch Payments operation:

- Auto-Begin the Evaluation step without a pause
- Suppress full explanations on the Output Log
- Run the Posting step without pausing first
- Automatically close the Posting window when completed

When running ONE Batch Payment, the evaluation pass will automatically start without the Settings pause.

