

ONESITE 900 BATCHES



DO NOT REVERSE AND/OR EDIT PAYMENTS

(There are exceptions)

Submit a help desk ticket to support@uaginc.com for those exceptions.

****900** Batches are only created when you make an adjustment and/or correction to a **PAYMENT** in a CLOSED BATCH. Once a Batch has been CLOSED, you **CANNOT Edit, and/or Delete the batch**. Once it is closed, it is closed for good. OneSite generates 900 batches to help offset the double posted batches, and/or incorrect payment amounts.

If there is a balance on a 900 batch, it means it will need to offset an original posted batch.

900 BATCHES = “Corrections to Payments”

998 Batches = *NSF*

996 Batches = Corrections to *NSF* Posted in Resident’s Ledger

920 Batches = Corrections to *Current* Month Payments

925 Batches = Corrections to *Prior* Month Payments

850 Batches = Conversion Code

Remember: What goes to the BANK must match what is posted in OneSite. Bank deposits are extremely important to match what is posted to a resident’s ledger and what is at the bank. Accountants count on you to make sure your deposits are entered correctly so that the bank reconciliation is reconciled.