

Tag Invoices for Payment

Last Modified on 12/09/2025 2:31 pm EST

Tag Invoices for Payment

Daily > Payment Batches

To generate a payment batch, first tag **invoices** to include for payment. Tag only the invoices to be included in the check batch being created. If multiple check batches are to be created, tag all invoices for the first batch and save. Then, repeat the process for the next payment batch.

View by: Controls the order in which invoices are displayed in the selection grid. When multiple data fields are listed, the grid will be sorted by the data types in successive order (ex: Vendor Type then Invoice Date).

Vendor Type: Filters the invoices displayed in the selection grid to those existing for the selected Vendor Type(s).

Payment Method: Filters the invoices displayed in the selection grid to those that are payable with the selected payment method.

Advanced Filters: Additional filter options to limit the invoices displayed in the grid. Any filters entered are considered in addition to those listed above.

- **Payment Card:** Only invoices marked with the selected Payment Card will be displayed.
- **Filter by due date:** Only invoices with due dates within the selected date range will be displayed
- **Filter by amount:** Only invoices with amounts within the selected range will be displayed.

Tag By: (invoices will be tagged/untagged in bulk according to the selected item)

- **Vendor ID:** All invoices for the entered Vendor ID will be tagged/untagged for payment
- **Batch #:** All invoices for the entered invoice batch # will be tagged/untagged for payment
- **Fund:** All invoices containing GL codes for the entered Fund will be tagged/untagged for payment

Total Payables: The total amount of invoices displayed in the selection grid.

Tagged for Payment: The total amount of invoices currently tagged for payment.

Remaining Due: The total amount of invoices displayed in the selection grid not currently tagged for payment.

Tagging Invoices for Payment:

- **To tag all invoices:** Click the "Select / deselect all" checkbox at the bottom of the list.
- **To tag all invoices for a vendor:** Using the "View By" selection, order the invoice selection grid by Vendor ID, Vendor Name, Payment Vendor Name, or Payment Vendor ID, and check the box on the Vendor's total line.

- **To tag all invoices through a due date:** Using the “View By” selection, order the invoice selection grid by Due Date, and check the box on the Due Date's total line.
- **To tag all invoices for a Vendor ID, Batch#, or Fund#:** See instructions for “Tag By” listed above.
- **To tag part of an invoice:** Click on an invoice line to highlight it. The distribution lines will be displayed at the bottom of the screen, which will then be individually tagged for payment. For more information on partial payments, see Split Invoice under [Vendor Detail Transactions](#)

To use a combination of tagging methods, simply change the Filters at the top of the screen and click Display to refresh the screen. At each refresh, the system will prompt you to save any existing changes.

If a report of what invoices are currently tagged for payment is needed, click on Reports > Print Tagged Invoices in the light blue menu bar.

When done tagging, click **OK**. The Payment Batches screen will be re-displayed with the batch total updated to the total amount of invoices tagged for payment. At any time prior to Payment Processing, changes may be made to the batch by highlighting the batch line, clicking “Tag Invoices”, and making adjustments from the re-displayed “Tag Invoices for Payment” screen.

Next step is [Process Payment](#).
