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Payment Batches

Daily > Accounts Payable Payments > Payment Batches

Video Tutorial

Click the play button below for a video tutorial. This tutorial is about 7 minutes long. Written instructions are below the video.

NOTE: *If viewing from the right-side screen, to open the video on a larger screen, use the "Open in full site" link at the bottom left of the help display. If you are already viewing from the full site, click the play button below to begin the tutorial.*

Your browser does not support HTML5 video.

Step-by-Step Instructions

Payment batches manage the process of creating and printing a payment batch or check run.

New Batch: Create a new payment batch. When clicking this button, you must tag which invoices will be paid.

Import: Import invoice payments or external payments.

Tag Invoices: For batches that have already been created, you can tag/untag which invoices are included in this batch. After creating the payment batch, you may return to the Tag Invoice screen and tag/untag additional invoices. After the tagging changes, click the Process Payment button to proceed.

Process Payment: Prompts you for the payment information and then brings up the Process Payment screen, where you print checks and/or create an EFT file.

Merge: Merges multiple unposted batches into a single batch. This allows multiple batches that are already tagged to be combined into one check run.

Delete: Deletes a payment batch. If a payment batch is deleted, the invoices will no longer be tagged for payment. This can also be used to delete a batch that has already been posted if you filter the batch number.

Unpost: Unposts a payment batch. If a payment batch is unposted, it will be reopened with all the original invoices tagged for payment.

Submit (if payment approval is activated): Submit the selected payment batch for approval.

Approval: Within the approval drop-down, you will be able to review the approval table and approval log for each invoice. This allows you to track the status and history of approvals, ensuring all necessary actions are completed.

- **Review Approval Table:** Displays the approval table for the selected invoice.
- **View Approval Log:** Lists all activity for the selected invoice (submitted by, assigned to a reviewer, approved by, etc.).

Attachments: All attachments associated with the selected invoice.

Links: User-created linkages to other system entries, system screens, and/or custom URLs.

Audit: An audit trail of what has been done with the payment batch, such as invoices added, invoices removed, and renumbering.

Refresh: Reloads the current view or screen, allowing it to display updates or new information, such as newly created batches. This comes in handy if another user is entering invoices at the same time.

Reports: Print tagged invoices or print what is displayed. The Print Tagged Invoices detail report is assigned in *Settings > General Ledger > Reporting.*

Advanced Filters: By default, only unposted batches are displayed, but that can be changed here.

Negative Payments

If there are any negative payments, you won’t be able to print checks until a negative payment balance is untagged.