

Payment Batches

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Manages the process to create and print a payment batch or check run.

New Batch: Creates a new payment batch. When this button is clicked you must tag which invoices are to be paid.

Tag Invoices: For batches that are already created you can tag/untag which invoices are included in this batch. After the payment batch has been created, you may go back to 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.

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#.

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

Import: Import external payments. Click [here](#) to learn more.

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

Log: Lists all activity for the selected invoice (Submitted by, assigned to reviewer, approved by, etc.).

Approval Table: Displays the approval table for the selected invoice.

Attachments: All attachments associated with the selected invoice.

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

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 within here.

Negative payments

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