

## Tag Invoices for Payment

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### Tag Invoices for Payment

In order to generate a payment batch, the first step is to tag [invoices](#) to include for payment. Tag only the invoices to be included in the check batch you wish to create. If you have multiple check batches, it is recommended you tag the first batch and go through with the entire check run. Then tag the next batch and do the same. Note: this option is to be used only for invoices to be paid by check or company-initiated ACH. To record manual checks or drafted payments, use [Manual Payment](#).

**Daily > Payment Batches.** Click New Batch. Click on the dropdown arrow for View by to select the order unpaid invoices are to be displayed. You can also filter by vendor type if you wish by clicking the Types button and check the vendor types to include in the display. The total amount tagged and due (remaining untagged) show at the top of the screen.

**To tag all invoices:** Click the "Select / deselect all" checkbox at the bottom of the list.

**To tag all invoices for a vendor:** Click on the total line for the vendor. You may tag/untag invoice lines by checking/unchecking the invoice line.

**To tag all invoices through a due date:** Click on the View by dropdown, select Due Date, and click Display. Check the total line for the due date you wish to tag through.

**To tag invoices for a payment card:** Click on the View by dropdown, select Payment Card, and click Display. Check the total line for the payment card to select all invoices for the card. Uncheck rows for invoices not to be included in this payment.

**To tag all invoices for a Vendor ID, Batch#, or Fund#:** At the top of this window, click on tag by Vendor ID, Batch#, or Fund; enter the appropriate number, and click Tag. All invoices for this selection will be tagged for payment.

**To tag part of an invoice:** When an invoice line has been clicked on to highlight, the distribution lines will be displayed at the bottom of this screen. You may tag selected distribution lines to pay. For more information on partial payments, see Split Invoice under [Vendor Detail Transactions](#)

You may use a combination of methods of tagging. Simply click Display to redisplay/refresh the screen. When you change the order to display, the system will ask if you want to keep the invoices tagged that have already been tagged.

If you would like a report of what is tagged, at the top menu click on Reports > Print Tagged Invoices. When done tagging, click OK. The Payment Batches screen will display the total amount tagged. If you need to go back to tag/untag invoices, click Tag Invoices button.

Next step is [Process Payment](#).

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