

Copy a Payment Transaction Batch

EXAMPLE:

District Reimburses Employees Instructional Materials Monthly. The Teachers submit their receipts every month, and they receive a monthly reimbursement.

The APY Clerk at the beginning of the year creates a payment transaction batch listing all the teachers for one site.

Now that there is an original Payment Transaction Batch the APY Clerk can copy this batch every month, update the payment amounts and the batch is ready to process.

If there is an Teacher in the batch who did not submit their receipts, or are not scheduled to receive a reimbursement payment the APY Clerk can just enter a zero, and leave them in the batch. They will not receive a payment for that month.

Step 1 - Go to Finance-AP-Payment Transactions

Step 2 – Select Go

- Creates a list of existing batches

Step 3 – Select and Highlight the Batch you would like to copy

FY	Comment	Batch Id	Status	Errors	Records	Total Amount	Created By	Create Date
2018	CERT Monthly Instr'l Materials Reimburse	3970904	Completed	0	10	320.80	MWHITE	2/28/2018
2018	CERT Monthly Instr'l Materials Reimburse	3970905	Completed	0	10	274.40	MWHITE	2/28/2018
2018	Nov CERT Monthly Instr'l Materials Reimbur	3970906	Completed	0	10	276.57	MWHITE	2/28/2018
2018	DEC CERT Monthly Instr'l Materials Reimbu	3970907	Completed	0	10	361.78	MWHITE	2/28/2018

Step 4 – Select Copy

- Creates a new batch with all the employee and payment information from the highlighted batch.

o Batch Tab

Update the Comment Field

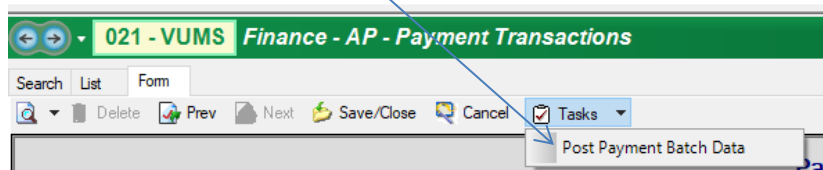
Batch	Items
1 - Batch Setup	
Fiscal Year	2018 (2017)/(2018)
File Name	
File Layout	
File Type	
Comment	JAN CERT Monthly Instr'l Materials Reimbursement

- **Items Tab**
Update the Invoice Number
(Batch will error when posted, if you have duplicate invoice #'s.
Recommendation just update the end of the Invoice #)
- Update the Payment Amounts
 - Remember if the employee is not scheduled to receive a payment, simply enter in a 0.

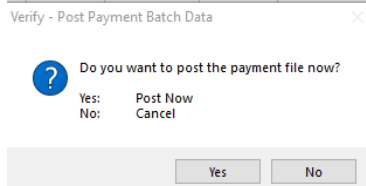
Error Message	Pymt Type	Ref #	Invoice #	Pymt Amt
	E		RM1 VUMS JAN	23.17
	E		RM2 VUMS JAN	28.21
	E		RM3 VUMS JAN	0.00
	E		RM4 VUMS JA	15.00

Step 5 – Go to Tasks

- Select Post Payment Batch Data



- Select Yes
 - To post the payment file



- Batch Status should update to Completed.

FY	Comment	Batch Id	Status	Errors	Records	Total Amount
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2018	Nov CERT Monthly Instr'l Materials Reimbur	3970906	Completed	0	10	276.57
2018	DEC CERT Monthly Instr'l Materials Reimbu	3970907	Completed	0	10	361.78
2018	JAN CERT Monthly Instr'l Materials Reimbur	3970908	Completed	0	10	213.61

Step 6 – Go to Finance-AP-Payments

- Go to Tasks to Submit Payments
- Payments should be processed the same as any other pay batch.

