

How to Create a Payment Transaction Batch

Three (3) ways you can create a Payment Transaction Batch:

1. Enter Payments Manually
2. Import a Batch
3. Copy a Batch

Entering Payments Manually

1. Click the **New** to open the form.
2. Enter the **Fiscal Year**. All journal entries will be created for the fiscal year specified, regardless of transaction date. The fiscal year must be open (based on close dates in the Fiscal Year Status record) and available for the time frame (multiyear processing as specified in the Organization record). (Required)
3. Enter a comment for the batch, if desired.
4. Go to the **Items tab** and enter the items.
5. Enter payments in any order and for any type of Payment (as long as you have the correct user permissions).

Here is a list of the **required** fields when entering in a payment:

- Bank account
 - Invoice Number
 - Payment amount
 - Invoice date
 - Account number or link (for AP Payments - read-only from the requisition)
 - Comment
 - Payment type
 - Reference number (for AP Payments)
 - Employee ID (for Employee Payments)
 - Vendor ID (for Direct Payments to vendors)
 - Payee Name (for Direct Payments to payees)
6. Click **Save/Close** to validate the payments.
 7. Reopen and review the batch.
 8. Go to Tasks to select the **Post Payment Batch Data** to post the payments.

REMEMBER:

- **Use tax needs to be added in the payment after the posting of the import batch.**
 - **To combine payments, ensure that the date, invoice number and comment are the same. If the date and invoice number are the same, but the comment is different, you will receive an error.**
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Importing a Payments File

1. Click the **New** to open the form for importing the file.
2. Enter the **Fiscal Year**. All journal entries will be created for the fiscal year specified, regardless of transaction date. The fiscal year must be open (based on close dates in the Fiscal Year Status record) and available for the time frame (multiyear processing as specified in the Organization record). (Required)
3. Use the lookup in the **File Name** field to select the file to import. (Required)
4. Use the lookup in the **File Layout** field to select the “type” of accounts you specified in the import file. (Required)
5. Use the lookup in the **File Type** field to select the “type” = Standard (to create a Payment Transaction Batch)
6. Enter a comment for the batch, if desired.
7. Click **Save/Close** to import the payments.
8. Reopen the batch and go to the Items tab. The items from the import file will be displayed in a line editor.
9. Review and edit the batch.
10. Go to Tasks to select “**Post Payment Batch Data**” to post the payments.

NOTE: If two or more rows have the same vendor/employee ID, invoice number, invoice date, and comment, the rows will combine into a single payment.

Copying Batches

You can copy batches, completed or pending.

1. Click the Copy button from the list:
 - All summary information will be copied, **except** file import information.
 - All line items will be copied.
2. Review and update the information as appropriate. The information will be validated as entered and when saved.

Deleting Batches

1. You can delete any batch in the Pending status.

Viewing the Payments

Once the import file has been posted, you can view the payments created:

- Use the quick link for the invoice number from within the batch.
- Search for the payments from the AP-Payments activity.

Troubleshooting

If you receive an error message upon saving, the most common mistake is having chosen the wrong format type. For example, you had account aliases in your file, but you selected the account format type.