

Accounting (Vendor/Rebate Payments) - Create AP Check Batch (14255) [Enhancement]

Last Modified on 01/25/2023 3:48 pm EST

To create a new check batch, select the green '+' icon. Upon completing the required fields and selecting 'Create Batch', one batch will be created for each Type and include anything not included in a previous batch.

The screenshot displays the 'VENDOR/REBATE PAYMENTS' interface. At the top, there are tabs for 'In Process' and 'History'. A table lists existing batches with columns: DIVISION, BATCH #, TYPE, METHOD, BANK ACCOUNT, DATE, STATUS, COUNT, PRINTED, POSTED, and REMITTANCE. A red box highlights a green '+' icon in the top left corner of the table area. A modal window titled 'CREATE CHECK BATCH' is open, containing fields for TYPE (Vendor/Rebate Payment Batch), DIVISION, DATE, and BANK ACCOUNT, along with a text area for a NOTE and a 'CREATE BATCH' button. Below the table, there is another table with columns: VENDOR, INVOICE #, AVAILABLE PREPAYMENTS, APPLIED PREPAYMENTS, TYPE, PROCESSING FEE, AMOUNT, REFERENCE / CHECK NBR, PRINTING STATUS, ITEMS, and POSTED STATUS.

Pathway: Accounting > Vendor/Rebate Payments - Create Check Batch