

Payment Batch Listing

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The *Payment Batch Listing* report provides a detailed view of payment batches for a selected period, with an optional filter for bank account. It includes key information such as payment batch ID, posting status, bank account name, deposit date, number of payments, total amount, created by, batch creation date, posted date, and notes. The report also includes a total summary grouped by division at the end.

PARAMETER	VALUE
Period *	Apr 2026
Bank Account	
Type	

Report Parameters

Parameters are the specific criteria required to run a report, ensuring the system pulls only the specific data you need for your analysis.

Parameter	Description
Saved Template	Option to generate the report from a previously created template.
Period <i>Required</i>	Filters the payment batch listings to only those checks generated during the selected time period.
Bank Account	Filters the report to a specific bank account.
Type	Provides the option to filter to show only Credit Card Batches.

Run The Report

Follow these simple steps to run the report.

1. Select the **Period** the report applies to.
2. Optional filters to apply:
 - o **Bank Account**
 - o **Type**
3. Select '**Run Report**' or '**Run as Excel**.'
 - o *Run Report*: results of the generated report will display in a new window tab.
 - o *Run as Excel*: results will be exported to Excel for the user to open and view.
4. Create a **Saved Template** for faster use later.
 - o After all parameters are set, click on the **Save As** button at the top of the screen.
 - o Enter a **Name** for the template and click **Save**.
 - o The option to make the template available to other users is provided by checking the **Public Access** check box. Otherwise, if left unchecked, the report is only available to the user account it was created under.

Understand The Report

Below is a sample report followed by a detailed breakdown of the data in the report.

Payment Batch Listing									
Period: Dec 2025									
ID	Status	Bank Account	Deposit Date	Count	Total	Created by	Created Date	Posted Date	Note
11660	Posted	COMERICA - FWS	12/2/25	1	564.47		12/2/25 3:01 PM		
11661	Posted	COMERICA - FWS	12/2/25	2	409.90		12/2/25 5:14 PM		
11662	Posted	COMERICA - FWS	12/2/25	2	943.57		12/2/25 10:12 PM	2/13/26 8:34 PM	
11663	Posted	BANK OF NAVU	12/2/25	2	15.60		12/3/25 1:05 AM		
11668	Open	COMERICA - FWS	12/16/25	1	0.00		12/16/25 4:26 PM		
11678	Open	COMERICA - FWS	12/17/25	1	280.00		12/17/25 4:30 PM		
11679	Posted	COMERICA - FWS	12/19/25	1	50.00		12/19/25 8:24 PM	12/26/25 4:33 PM	
11680	Posted	COMERICA - FWS	12/26/25	2	79.13		12/26/25 4:43 PM		
11681	Posted	BANK OF NAVU	12/29/25	1	252.45		12/29/25 11:58 PM		
					Division			Total	
					CORPUS			489.03	
					DAYTON			614.47	
					HOUSTON			280.00	
					QAWASTE			1,211.62	
					Total			\$ 2,595.12	

Katie Raterink - 04/22/2026 1:06 PM

Header / Footer

The header of the report displays the selected parameter values. Page numbers are also located at the top of every page. For audit purposes, the bottom of each page includes the name of the user who generated the report and a precise generation timestamp.

Report Body

The data in the report is a listing of all Payment Batches for the selected time period with details about each batch. At the end of the listing, a grand total payment is provided along with each Division total.

Columns	Descriptions
ID	The payment batch identification number for the listed batch.
Status	The status of the payment batch.
Bank Account	The bank account the payment for a batch was deposited in.
Deposit Date	Identifies the deposit date of a batch into the bank account.
Count	The distinct count of payments included in a batch.

Total	The total amount deposited for a batch.
Created By	The name of the user who created the batch.
Created Date	The date the batch was created.
Posted Date	The date the batch was posted.
Note	Any notes a user added to a payment batch during posting.
Division <i>*Displays at end of report</i>	Lists out each division payments were collected in and their individual totals.
Total <i>*Displays at end of report</i>	Calculates the total of all payment batches in the report.

Permissions

The following permissions are required to run the Payment Batch Listing report.

Permission ID	Permission Name
154	Standard AR / Report
155	Standard Account / Report