Payment Batch Listing

Last Modified on 09/19/2023 9:56 am EDT

Pathway: *Reports > Standard > AR > Payment Batch Listing*

The Payment Batch Listing report lists all the payment batch details within a time period. The report can be further filtered by the Bank Account or Type assigned to the batch.

PAYMENT BATCH LISTING		REPORTS > STANDARD REPORTS > AR
PARAMETER	VALUE	
Period *	Sep 2023	
Bank Account		
Type		

RUN REPORT **RUN AS EXCEL**

Required 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

Report Parameters and Values

Parameter	Value
Period	Filters to a specific month and year period.
Bank Account	Filters by bank account information.
Type	Filters by all payment batches or by only credit card batches.

Run The Report

1. Select the **Period** the report applies to.
2. Optional filters to apply:
    - **Bank Account**
    - **Type**
3. Select **'Run Report'** or **'Run as Excel.'**
    - *Run Report:* results of the generated report will display in a new window tab.
    - *Run as Excel:* results will be exported to Excel for the user to open and view.

Understand The Report

Payment Batch Listing

ID	Status	Bank Account	Deposit Date	Count	Total	Created by	Created Date	Posted Date	Note
10413	Posted	COMERICA - FWS	10/31/22	1	9,083.15	Jessica Garcia	10/31/22 4:39 PM	10/31/22 4:43 PM	WASTE HARMONICS 26389305 EFT
10414	Posted	COMERICA - FWS	10/31/22	1	173.29	Jessica Garcia	10/31/22 4:45 PM	10/31/22 4:45 PM	Adtalem Global Education EFT
10424	Posted	COMERICA - FWS	10/31/22	117	41,089.94	Jessica Garcia	10/31/22 7:06 PM	10/31/22 8:38 PM	CHECKS
10427	Posted	COMERICA - FWS	10/31/22	23	38,302.02	Jessica Garcia	10/31/22 8:39 PM	10/31/22 8:57 PM	CHECKS
10428	Posted	COMERICA - FWS	10/31/22	4	1,942.65	Jessica Garcia	10/31/22 9:02 PM	10/31/22 9:03 PM	RUBICON CHECKS 793418
10432	Posted	COMERICA - FWS	10/31/22	2	1,012.68	Jessica Garcia	10/31/22 9:20 PM	10/31/22 9:21 PM	CIRCLE K EFT
10433	Posted	COMERICA - FWS	10/31/22	1	614.77	Jessica Garcia	10/31/22 9:23 PM	10/31/22 9:23 PM	CIRCLE K EFT E00000001737701
10434	Posted	COMERICA - FWS	10/31/22	11	4,429.37	Jessica Garcia	10/31/22 9:28 PM	10/31/22 10:02 PM	ROADRUNNER RECYLING EFT
10492	Posted	COMERICA - FWS	10/31/22	1	183.97	Jessica Garcia	11/2/22 2:07 PM	11/2/22 2:08 PM	MEPCO EFT

Division	Total
CORPUS	336,426.14
DAYTON	454,092.62
HOUSTON	1,041,036.06
Total	**$ 1,831,554.82**

Columns	Descriptions
ID	Displays the payment batch identification number for the listed batch.
Status	Displays the status of the payment batch.
Bank Account	Identifies the bank account the payment for a batch was deposited in.
Deposit Date	Identifies the deposit date of a batch.
Count	The distinct count of payments included in a batch.
Total	Displays the total amount deposited for a batch.
Created By	Displays the name of the user who created the batch.
Created Date	Displays the date the batch was created.
Posted Date	Displays the date the batch was posted.
Note	Displays any notes a user added to a payment batch during posting.
Division *Displays at end of report*	Lists out each division payments were collected in and their individual totals.
Total *Displays at end of report*	Calculates the total of all payment batches in the report.