



Advania Banking Payments

Setup and instructions

Advania Banking Payments

1. PREREQUISITES

Advania Setup Data Services represent services, used by many of Advania’s solutions, which help with initializing setup data. Base Setup Data Services functionality contains data service that can be used to initialize general setup data, and all other solutions has separate data service that is used to download and initialize solution specific data.

Note: Advania Setup Data Services is a part of Advania IS365 localization extension, and it won't be explained in details how it works in this documentation.

The easiest way to start with Advania Setup Data Services functionality is to go through wizard available on **Assisted Setup** page.

Click on *Advania General Setup* will launch a wizard.

ASSISTED SETUP | WORK DATE: 8/25/2020

Name	Completed	Help	Video
Set up your company	<input type="checkbox"/>	–	–
Set up exchange rates	<input type="checkbox"/>	Read	Watch
Setja upp fyrirtæki	<input type="checkbox"/>	Read	–
Set up VAT	<input type="checkbox"/>	Read	–
Update users from Office	<input type="checkbox"/>	–	–
Advania General Setup	<input type="checkbox"/>	–	–

Select *Download Setup Data* check box and click *Next* to continue with Download Setup Data wizard.

ADVANIA GENERAL SETUP

WELCOME TO ADVANIA GENERAL SETUP
Please choose the setup you want to proceed with:

Download Setup Data

Initialize Interest Date

DOWNLOAD SETUP DATA

WELCOME TO NEW COMPANY SETUP USING ADVANIA SETUP DATA
Before we download the setup data the company information is required. Next we download all the setup data from Advania's web services and you can start your accounting.

LET'S GO!
Choose Next so you can set up company information.

Back **Next** Finish

Back **Next** Finish

Click Next, enter the required company information.

DOWNLOAD SETUP DATA ↗ ✕



Please enter the basic company information

Registration No. 5902697199

Name CRONUS Ísland hf.

Click next to finish the action.

DOWNLOAD SETUP DATA ↗ ✕

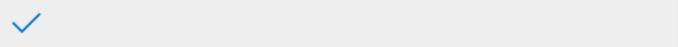


Description General Ledger Setup Data

Status In Use

Because we want to download setup data for Payment solution, in this step we will choose Details action.

DOWNLOAD SETUP DATA ↗ ✕



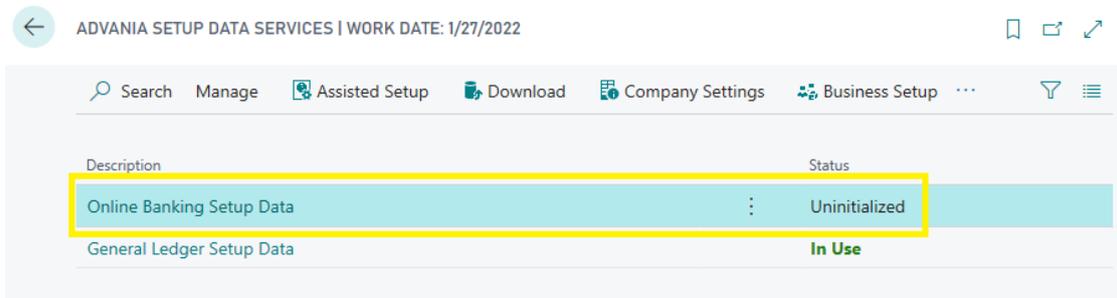
To add more setup data before starting your accounting, choose Details

PROCESS FINISHED.

To complete the basic G/L Accounting Setup, choose Finish.

[Details](#) [Back](#) [Next](#) [Finish](#)

It will open Advania Setup Data Services page.



Advania Setup Data Services

We can see that beside *General Ledger Setup Data*, *Online Banking Setup Data* service is listed, and we will use it to download setup data related to banking solution.

On **Prepare** page action we can initialize tables for which data will be downloaded.

Manage **Prepare** Reset Start Page | Navigate Fewer options

VIEW - DOWNLOAD ADVANIA SETUP DATA - ONLINE BANKING SETUP DATA

Table ID ↑	Table Caption	Current No. of Records
→ 1200	Bank Export/Import Setup	3
1222	Data Exch. Def	6
1223	Data Exch. Column Def	220
1224	Data Exch. Mapping	10
1225	Data Exch. Field Mapping	195
1227	Data Exch. Line Def	9
1237	Transformation Rule	13
10010493	Claim Payment Setup	

Close

On **Start** page action we will start downloading data for the tables from the list.

Manage Prepare Reset **Start** Page | Navigate Fewer options

VIEW - DOWNLOAD ADVANIA SETUP DATA - ONLINE BANKING SETUP DATA

Table ID ↑	Table Caption	Current No. of Records
→ 1200	Bank Export/Import Setup	8
1222	Data Exch. Def	20
1223	Data Exch. Column Def	469
1224	Data Exch. Mapping	28
1225	Data Exch. Field Mapping	424
1227	Data Exch. Line Def	27
1237	Transformation Rule	18
10010493	Claim Payment Setup	1

Close

Download Advania Setup Data

If you download setup data for the first time, you will get a message like on the picture below. Leave selected option to continue downloading data.

i Downloading data for Online Banking Setup Data

Required data will be downloaded from Advania web service
 Required data will always be downloaded from Advania web service
 Don't download any data

When downloading data is finished, we can close a page and finish setup.

DOWNLOAD SETUP DATA ↗ ✕

✓

To add more setup data before starting your accounting, choose Details

PROCESS FINISHED.
To complete the basic G/L Accounting Setup, choose Finish.

Advania – Data Setup Service

2. SETUP

First thing that we will setup is to connect to service that will verify payments from the bank and also verify bank accounts when they are entered.

Account Service Setup page can be found on *Banking Solution* role center under *Banking Setup* group, or it can be found from Tell me search.

CRONUS Ísland hf. | Collections ▾ | ☰

[Chart of Accounts](#) [Customer List](#) [Vendor List](#) [Bank Accounts](#) [Bank Account Ledger Entries](#) [Payment Batches](#) [Payroll Batches](#) [Unpaid Claims](#)

HEADLINE

Want to learn more about Business Central?

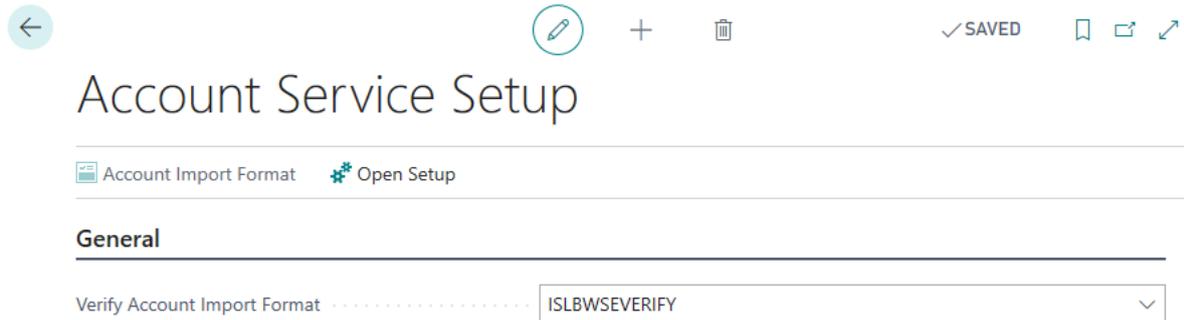
Activities

ACTIONS

- + Collection Batch
- > Payment Reports
- > Payment History
- > Payment Setup
- > Collections Setup
- > Collection History
- > Claim Payment Batches
- > Bank Export/Import Setup
- > Banking Setup
- Account Service Setup**
- Claim Payment Setup
- Bank Service Actions

Banking Solution

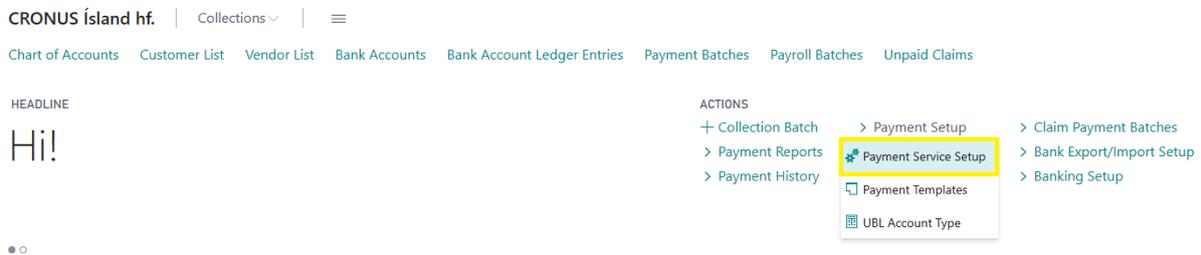
In this case we will connect to Islandsbank service.



Account Service Setup

Next thing we will setup is **Payment Service Setup** and **Payment Templates**.

Payment Service Setup page can be found on *Banking Solution* role center under *Payment Setup* group, or it can be found from Tell me search.



Banking Solution

You will see on **Payment Service Setup** page, that *No. Series* are already set. That is because initialize data are downloaded with *Advania Setup Data Services* functionality.

To enable solution click on *Enabled* check box.

Payment Service Setup

Copyright Advania, Iceland | More options

General

Enabled

You must disable the service before you can make changes.

Number Series

Bank Unpaid Import F... : ISLBWSEUNPAIDCLAIM ... Payment Batch No. Se... : GREIÐSLUR ▼
 Payroll Batch No. Series : LAUNAGR ▼

Payment Service Setup

If *Bank Unpaid Import Format* value is not downloaded, then select **ISLBWSEUNPAIDCLAIM** format, because we will work with Islandsbank service in this document.

When we enable payment solution we can go to bank account card, related to bank that we are working with, and complete settings for formats used in bank communication.

← BANK ACCOUNT CARD | WORK DATE: 1/27/2022 [edit] + [trash]

ISL · Islands bank

Report Bank Account Navigate More options

General

No. : ISL ... Bank Account No. : 052526001777
 Name : Islands bank Balance : 0.00
 Bank Branch No. : 0525 Blocked :

Communication >

Posting >

0.00

Transfer

Transit No. : Bank Statement Import Format : IOBS2005YFIRLIT ▼
 SWIFT Code : Payment Export Format : IOBS2005EÜFLGREIÐSLU ▼
 IBAN : Payment Response Import Format : IOBS2005NIDURSTGR ▼

Bank Account Card

Payment Response Import Format will not appear on the bank account until payment solution is not enabled.

Next we will have to setup **Payment Templates**.

Payment Templates page can be found on *Banking Solution* role center under *Payment Setup* group, or it can be found from Tell me search.

CRONUS Ísland hf. | Collections ▾ | ≡

Chart of Accounts | Customer List | Vendor List | Bank Accounts | Bank Account Ledger Entries | Payment Batches | Payroll Batches | Unpaid Claims

HEADLINE

Hi!

ACTIONS

- + Collection Batch
- > Payment Reports
- > Payment History
- > Payment Setup
 - > Payment Service Setup
 - Payment Templates**
 - UBL Account Type
- > Claim Payment Batches
- > Bank Export/Import Setup
- > Banking Setup

Payment Templates

You can see on **Payment Template List** page that one template already exists, and that is template downloaded with *Advania Setup Data Services*.

← PAYMENT TEMPLATE LIST | WORK DATE: 1/27/2022

Search + New Manage Open in Excel More options

Code ↑	Description	Bank Account No.	Blocked	Department Code
SJÁLFGEFID	Sjálfgfinn útgreiðslubunki		<input type="checkbox"/>	

Payment Template List

Most of the fields are set automatically, but we need to link bank account with a bank that we will work.

← ...MPLATE CARD | WORK DATE: 1/27/2022

SJÁLFGEFID · Sjálfgfinn útgreiðslubunki

Navigate

General

Code SJÁLFGEFID

Description Sjálfgfinn útgreiðslubunki

Bank Account No. ISL

Source Code GRBUNKI

Posting No. Series GREIÐSLUR

Responsibility Center [dropdown]

Department Code [dropdown]

Project Code [dropdown]

Allow VAT Difference

Blocked

Charges

Overdue Expense Acc... 32300

Penalty Interest Accou... 32300

Overdue Charges Acc... 32300

Notification Charges ... 32300

Expenses Account No. ... 32300

Discount Account No. ... [dropdown]

Settings >

Total Due Date Default 03

Printing >

No 10010643 10010805

Payment Template Card

Once the basic setup's complete, we can get Unpaid Claims from bank. Unpaid claims can be found on role center or from tell me search box.

Unpaid Claims

On *Synchronize with Bank* action you will get newest claims entries from the bank.

Receiver Registration No.	Name	Bank Account No.	Interest Date	Due Date	Payer Registration No.	Amount	Payment on Due Date	Overdue Charges	Penalty Interest Amount	Overdue Expenses	Expenses Amount	Notification Charges
4602070880		035866110048	8/20/2020	8/30/2020	5902697199	131,184	131,184	0	0	0	0	0
6511740239		016266332548	9/15/2020	9/25/2020	5902697199	73,899	73,899	0	0	0	0	0
6511740239		016266332567	9/15/2020	9/25/2020	5902697199	52,364	52,364	0	0	0	0	0
6403882699		011166758683	8/31/2020	9/8/2020	5902697199	8,700	8,700	0	0	0	0	0
6105881188		033166064548	7/31/2020	8/31/2020	5902697199	1,814	1,814	0	0	0	0	0

Unpaid Claims

To be able to connect posted invoices with Unpaid Claims, at least one *Receiver Registration No.* from lines needs to match *Registration No.* on vendor.

Vendor Card

Also to be able to receive receipt on e-mail, *Email* field on vendor must be filled.

3. INSTRUCTIONS

Payment Batches

Payment Batches can be found on role center or searching through Tell me box.

CRONUS IS | Collections ▾ | ≡

Executes the Payment Batches action

Chart of Accounts | Customer List | Vendor List | Bank Accounts | Bank Account Ledger Entries | **Payment Batches** | Payroll Batches | Unpaid Claims

HEADLINE

Want to learn more about Business Central?

ACTIONS

- + Collection Batch
- > Claim Payment Batches
- > Bank Export/Import Setup
- > Banking Setup
- > Payment Reports
- > Payment History
- > Payment Setup
- > Collections Setup
- > Collection History

Activities

Payment Batches

From the payment batches list, on *New* page action, we can create new **Payment Batch**.

CRONUS IS | Collections ▾ | Create a new entry.

Payment Batches: All ▾ | Search | **+ New** | Delete | Report ▾ | Open in Excel | More options

Code L	Template Code	Description	Posting Date	Creation Source	Creation Date & Time
G-000005	SJÁLFGEFIÐ	Sjálfgefinn útgreiðslubunki	8/25/2020	Manual	8/27/2020 10:52 AM
G-000003	SJÁLFGEFIÐ	Sjálfgefinn útgreiðslubunki	8/25/2020	Manual	8/27/2020 10:19 AM
G-000002	SJÁLFGEFIÐ	Sjálfgefinn útgreiðslubunki	8/25/2020	Manual	8/27/2020 10:09 AM

Payment Batch List

New payment batch will automatically connect with existing template and take setup from him.

OPEN PAYMENT BATCH | WORK DATE: 8/25/2020

G-000006 · Sjálfgefinn útgreiðslubunki

Process | Report | Actions | Navigate | Report | Fewer options

General

Code	G-000006	Blocked	<input checked="" type="checkbox"/>
Template Code	SJÁLFGEFIÐ	System-Created Entry	<input type="checkbox"/>
Description	Sjálfgefinn útgreiðslubunki	Creation Source	Manual
Minimum Publish Status		Creation Date & Time	8/27/2020 11:31 AM
Maximum Publish Status		Errors	No
Posting Date	8/25/2020		

Lines | Manage | Line | Functions | Fewer options

Publish Status	Document Type	Document No.	Account Type	Account No.	Bank Account Code	Description	Note No.	Currency Code	Amount
→		G-000007	G/L Account						

ACCOUNT NAME | BALANCE | TOTAL BAL...

Payment Batch

So, now when we created Payment Batch, we can create some batch lines. One of the way to create lines is to suggest bank claim payments from unpaid claims. We can do that calling *Suggest Bank Claim Payments* action.

OPEN PAYMENT BATCH | WORK DATE: 8/25/2020

G-000006 · Sjálfgjefinn útgreiðslubunki

Process Report **Actions** Navigate Report Fewer options

Functions ▾ Suggest Payments from unpaid Bank Claims

- Suggest Bank Claim Payments...**
- Suggest Vendor Payments
- Suggest Receiver Payments...
- Suggest Employee Payments...
- Recreate Batch...

G-000006 Blocked

SJÁLFGJEFID System-Created Entry

Sjálfgjefinn útgreiðslubunki Creation Source Manual

Creation Date & Time 8/27/2020 11:31 AM

Errors No

Posting Date 8/25/2020

Lines Manage Line Functions Fewer options

Publish Status	Document Type	Document No.	Account Type	Account No.	Bank Account Code	Description	Note No.	Currency Code	Amount
(There is nothing to show in this view)									

Payment Batch

From the Unpaid Claims list select the line/lines for which you want to create/post payments.

Search Edit List Delete Synchronize with Bank Hide Display All Synchronize all Vendor ...

UNPAID CLAIMS ↗

Receiver Registration No.	Name	Bank Account No.	Interest Date	Due Date	Payer Registration No.	Amount ↑	Payment on Due Date
6511740239		016266337187	10/15/2020	10/26/2020	5902697199	79,138	79,138
4602070880		035866001546	9/20/2020	9/30/2020	5902697199	79,992	79,992
4709051740	Sýn hf.	011166922299	11/25/2016	12/27/2016	5902697199	79,992	79,992
4602070880		035866005347	9/20/2020	9/30/2020	5902697199	84,976	84,976
→ 4602070880	:	035866007205	9/20/2020	9/30/2020	5902697199	87,851	87,851
4503130170		013366001101	9/22/2020	9/30/2020	5902697199	89,700	89,700
7112922849		052866101274	3/31/2020	5/4/2020	5902697199	89,900	89,900
7112922849		052866103180	6/30/2020	7/6/2020	5902697199	89,900	89,900
7112922849		052866102633	6/2/2020	6/5/2020	5902697199	89,900	89,900
6511740239		016266332572	9/15/2020	9/25/2020	5902697199	92,315	92,315
6511740239		016266337207	10/15/2020	10/26/2020	5902697199	92,435	92,435

OK Cancel

Unpaid Claims

We can see now that new batch line is created, and that the vendor is automatically recognized.

Payment Batch

Now we can apply posted invoice to our payment batch line.

OPEN PAYMENT BATCH | WORK DATE: 8/25/2020

G-000006 · Sjálfgefinn útgreiðslubunki

Process Report Actions Navigate Report Fewer options

General

Code G-000006 Blocked

Template Code SJÁLFGEFID System-Created Entry

Description Sjálfgefinn útgreiðslubunki Creation Source Manual

Minimum Publish Status Creation Date & Time 8/27/2020 11:31 AM

Maximum Publish Status Errors No

Posting Date 8/25/2020

Lines Manage Line Functions Fewer options

Publish Status	Note No.	Currency Code	Amount	Applies-to Doc. Type	Applies-to Doc. No.	Bank Description Code	Bank Account No.	Interest Date	Due Date
Validated	760208		12.013	Invoice	108210	03	011166760208	8/30/2020	9/7/2020

Payment Batch

After we validate our payment with a bank, we can publish payments on *Publish Payments* action. Publish Payments will publish our payments via banking service. Bank service will process our request and response will be available on *Get Responses* action.

OPEN PAYMENT BATCH | WORK DATE: 8/25/2020

G-000006 · Sjálfgefinn útgreiðslubunki

Process Report Actions Navigate Report Fewer options

Suggest Vendor Payments Validate Payments **Publish Payments** Get Responses Post... Post and Send... Post and Print...

Code G-000006 Blocked

Payment Batch

To be able to post payment batch we need to change status on payment batch line to published. We can do this by calling *Initialize selected lines* action under Function group.

OPEN PAYMENT BATCH | WORK DATE: 8/25/2020



G-000006 · Sjálfgjefinn útgreiðslubunki

Process Report | Actions Navigate Report Fewer options

General

Code	G-000006	Blocked	<input checked="" type="checkbox"/>
Template Code	SJÁLFGEFID	System-Created Entry	<input type="checkbox"/>
Description	Sjálfgjefinn útgreiðslubunki	Creation Source	Manual
Minimum Publish Status		Creation Date & Time	8/27/2020 11:31 AM
Maximum Publish Status		Errors	No
Posting Date	8/25/2020		

Lines | Manage | Line | Functions | Fewer options

Initialize selected lines... Remove Future Dates Remove Claim information

→ New	Payment	G-000007	Vendor	20000	Paid Claim 011166760208	760208			12.01
-------	---------	----------	--------	-------	-------------------------	--------	--	--	-------

Select *Published* option and approve that you want to change status of the selected line.

New

Published

? This function will change the publish status in the selected line to Published, continue ?

OK Cancel

Yes No

We can see now that Publish status of the line is *Published*.

OPEN PAYMENT BATCH | WORK DATE: 8/25/2020



G-000006 · Sjálfgjefinn útgreiðslubunki

Process Report | Actions Navigate Report Fewer options

General

Code	G-000006	Blocked	<input checked="" type="checkbox"/>
Template Code	SJÁLFGEFID	System-Created Entry	<input type="checkbox"/>
Description	Sjálfgjefinn útgreiðslubunki	Creation Source	Manual
Minimum Publish Status		Creation Date & Time	8/27/2020 11:31 AM
Maximum Publish Status		Errors	No
Posting Date	8/25/2020		

Lines | Manage | Line | Functions | Fewer options

Publish Status	Account No.	Bank Account Code	Description	Note No.	Currency Code	Amount	Applies-to Doc. Type	Applies-to Doc. No.	Applies-to ID
→ Published	20000		Paid Claim 011166760208	760208		12,013	Invoice	108210	

ACCOUNT NAME BALANCE TOTAL BALANCE

Payment Batch

Now we can finalize the document and post amounts and quantities to the related accounts in our company. We can choose from one of three options to post payments.

OPEN PAYMENT BATCH | WORK DATE: 8/25/2020

G-000006 · Sjálfgefinn útgreiðslubunki

Finalize the document or journal by posting the amounts and quantities to the related accounts in your company books. (F9)

Process | Report | Actions | Navigate | Report | Fewer options

Suggest Vendor Payments | Validate Payments | Publish Payments | Get Responses | **Post...** | **Post and Send...** | **Post and Print...**

Code: G-000006 | Blocked: | Template Code: SJÁLFGEFID | System-Created Entry: | Description: Sjálfgefinn útgreiðslubunki | Creation Source: Manual | Minimum Publish Status: | Creation Date & Time: 8/27/2020 11:31 AM | Maximum Publish Status: | Errors: No | Posting Date: 8/25/2020

Payment Batch

If we choose *Post and Send*, after posting, payment receipt will be sent via e-mail. Here it is important that *Bank Receipt* and *Bank Receipt Address* contain e-mail address on what we want to receive payment receipt.

Lines	Manage	Line	Functions	Fewer options								
Publish Status	Bank Account No.	Interest Date	Due Date	Receiver Registration No.	Payer Registration No.	Publish Message	Bank Receipt	Bank Receipt Address				
→ Published	011166760208	8/30/2020	9/7/2020	6403882699	5902697199	Publish Status manually updated ..	E-mail	stefan.tomasevic@advania.is				

If we choose *Post and Print*, after posting, report request window will be open, where we can specify what to include on the printout.

Few messages will appear after we try to post payment batch, asking to confirm and informing us about procedures that has been done.

? Do you want to post and send payment batch lines by e-mail ?
Please make sure that E-mail address are defined for all records on this list.

i The payment batch lines were successfully posted.

? Do you want to close the batch ?

i No. of E-mail(s) sent 1

One more way to create batch lines is to suggest payments from the vendor ledger entries. We can do this on *Suggest Vendor Payments* action under *Process* group.

OPEN PAYMENT BATCH | WORK DATE: 4/6/2020

G-000005 · Sjálfgefinn útgreiðslubunki

Process: Create payment suggestions as lines in the payment batch from Vendor Ledger Entries (F7) Fewer options

Suggest Vendor Payments Validate Payments Publish Payments Get Responses Post... Post and Send... Post and Print...

Code	G-000005	Blocked	<input checked="" type="checkbox"/>
Template Code	SJÁLFGEFID	System-Created Entry	<input type="checkbox"/>
Description	Sjálfgefinn útgreiðslubunki	Creation Source	Manual
Minimum Publish Status		Creation Date & Time	8/31/2020 12:52 PM
Maximum Publish Status		Errors	No
Posting Date	4/6/2020		

Open Payment Batch

On request page we can set filters.

SUGGEST VENDOR PAYMENTS

Saved Settings

Changes to the options and filters below will be saved only to: 'Last used options and filters'

Use default values from: Last used options and filters

Options Show more

Last Payment Date: 4/6/2020

Summarize per Vendor:

Available Amount (LCY): 0

Allow Future Posting Dates:

Posting Description: Default

Only Approved Entries:

Filter: Vendor

× No.:

× Payment Method Code:

+ Filter...

Filter totals by:

+ Filter...

OK Cancel

Suggest Vendor Payments request page

Important fields:

- Last Payment Date – Specifies the latest payment date that can appear on the vendor ledger entries to be included in the batch job. Only entries that have a due date or a payment discount data before or on this date will be included. If the payment date is earlier than the system date, a warning will be displayed.
- Summarize per Vendor – Specifies if you want the batch job to make one line per vendor for each currency in which the vendor has ledger entries. If, for example, a vendor uses two currencies, the batch job will create two lines in the payment journal for this vendor. The

batch job then uses the Applies-to ID field when the journal lines are posted to apply the lines to vendor ledger entries. If you do not select this check box, then the batch job will make one line per invoice.

We can see from the lines, that system suggest payments for vendors from vendor ledger entries.

OPEN PAYMENT BATCH | WORK DATE: 4/6/2020

G-000005 · Sjálfgjafinn útgreiðslubunki

Process Report | Actions Navigate Report Fewer options

General >

Lines | Manage Line Functions Fewer options

Publish Status	Document Type	Document No.	Account Type	Account No.	Bank Account Code	Bank Receipt Address	Description	Note No.
New	Payment	G-000006	Vendor	10000	ECA	stefan.tomasevic@advania.is	Payment to vendor 10000	
New	Payment	G-000006	Vendor	20000	ECA	otis.jamieson@contoso.com	Payment to vendor 20000	
New	Payment	G-000006	Vendor	20000	ECA	otis.jamieson@contoso.com	Payment to vendor 20000	
New	Payment	G-000006	Vendor	30000		bryce.jasso@contoso.com	Payment to vendor 30000	
New	Payment	G-000006	Vendor	30000		bryce.jasso@contoso.com	Payment to vendor 30000	
New	Payment	G-000006	Vendor	30000		bryce.jasso@contoso.com	Payment to vendor 30000	
New	Payment	G-000006	Vendor	40000		jesse.gilmer@contoso.com	Payment to vendor 40000	
New	Payment	G-000006	Vendor	40000		jesse.gilmer@contoso.com	Payment to vendor 40000	

ACCOUNT NAME	BALANCE	TOTAL BALAN..
Graphic Design In...	377,235	3,135,101

Open Payment Batch

After suggesting vendor payments, we can validate, publish, and get response via bank service.

OPEN PAYMENT BATCH | WORK DATE: 4/6/2020

G-000005 · Sjálfgjafinn útgreiðslubunki

Process Report | Actions Navigate Report Fewer options

Suggest Vendor Payments **Validate Payments** Publish Payments Get Responses Post... Post and Send... Post and Print...

Lines | Manage Line Functions Fewer options

Publish Status	Document Type	Document No.	Account Type	Account No.	Bank Account Code	Bank Receipt Address	Description	Note No.
New	Payment	G-000006	Vendor	10000	ECA	stefan.tomasevic@advania.is	Payment to vendor 10000	
New	Payment	G-000006	Vendor	20000	ECA	otis.jamieson@contoso.com	Payment to vendor 20000	
New	Payment	G-000006	Vendor	20000	ECA	otis.jamieson@contoso.com	Payment to vendor 20000	
New	Payment	G-000006	Vendor	30000		bryce.jasso@contoso.com	Payment to vendor 30000	
New	Payment	G-000006	Vendor	30000		bryce.jasso@contoso.com	Payment to vendor 30000	
New	Payment	G-000006	Vendor	50000		jorge.turman@contoso.com	Payment to vendor 50000	
New	Payment	G-000006	Vendor	50000		jorge.turman@contoso.com	Payment to vendor 50000	

Open Payment Batch

From the open payment batch, we can see how payment batch will look like when we print him. Under Report group click on Print action.

Payment History

Posted Payment Batches can be found on role center under *Payment History* group or typing through Tell me search box.

CRONUS IS | ≡

Chart of Accounts | Customer List | Vendor List | Bank Accounts | Bank Account Ledger Entries | **Payment Batches** | Payroll Batches | Unpaid Claims

INSIGHT FROM LAST WEEK

Your top customer was **Relecloud**, bought for **kr235,067**

ACTIONS

- > Payment Reports
- > Payment History
- > Closed Payment Batches
- > Closed Payroll Batches
- > Payment Setup
- > Claim Payment Batches
- > Bank Export/Import Setup
- > Banking Setup

Payment History – Role Center

We can see in the list **Payment Batch** that we posted.

BANKING CLOSED PAYM.BATCHES | WORK DATE: 4/6/2020

Code ↓	Description	Template Code	Posting Date	Posting No. Series	Allow VAT Diff...	Bloc...	Creation Source	Creation Date & Time	User ID	Source Code	Balance Posting	Syst... Cre... Entry	Bank Description Code	Department Code	Customergro... Code	Vendor Ledger Date to use	Minimum Publish Status
G-000002	Sjálfgefinn útgreiðslubunki	SJÁLFGEFIÐ	4/6/2020	GREIÐSLUR			Manual	8/31/2020 12:12 ...	ICELANDCLO...	GRBUNKI	Total		03			Due Date	Posted

Closed Payment Batches

On the **Closed Payment Batch**, we can print document on *Print* action, under *Report* group.

CLOSED PAYM. BATCH | WORK DATE: 4/6/2020

G-000002 · Sjálfgefinn útgreiðslubunki

New | **Report** | Actions | Navigate | Report | Fewer options

Print

Code G-000002 Date Filter
 Template Code SJÁLFGEFIÐ Posting Date 4/6/2020
 Description Sjálfgefinn útgreiðslubunki Creation Date & Time 8/31/2020 12:12 PM
 Minimum Publish Status Posted

Lines	Manage	More options						
Publish Status	Document Type	Document No.	Account Type	Account No.	Bank Account Code	Bank Receipt Address	Description	Note No.
→ Posted	Payment	G-000003	Vendor	10000		stefan.tomasevic@advania.is	Paid Claim 011166758678	758678

Closed Payment Batch

Or send payment receipt on e-mail, if we only posted payment batch, on *Send Receipt via E-mail* action.

CLOSED PAYM. BATCH | WORK DATE: 4/6/2020



G-000002 · Sjálfgfenn útgreiðslubunki

New Report **Actions** Navigate Report Fewer options

 Send Receipts via E-mail

Code	G-000002	Date Filter	
Template Code	SJÁLFGEFIÐ	Posting Date	4/6/2020
Description	Sjálfgfenn útgreiðslubunki	Creation Date & Time	8/31/2020 12:12 PM
Minimum Publish Status	Posted		

Lines	Manage	More options						
Publish Status	Document Type	Document No.	Account Type	Account No.	Bank Account Code	Bank Receipt Address	Description	Note No.
→ Posted	Payment	G-000003	Vendor	10000		stefan.tomasevic@advania.is	Paid Claim 011166758678	758678

Closed Payment Batch