Batch Transactions

Document #:	3347	Product:	CenterPoint Accounting

Normally when transactions are entered and saved in CenterPoint, the save process posts the transactions and they affect the account, customer and vendor balances immediately. But there are times where you may want to enter a group of transactions and not have it affect balances until a later time. In those cases, the transactions are entered into a batch. Batch and real-time transactions use the same data entry screens. Each transaction screen has a Current Batch field that can be used to batch transactions.

Batch transactions are saved to a specific name and contain transactions that will be posted at a later time, when you select to post them. Batch transactions print and post at the same time.

Batch transactions can consist of both and non- transactions. A non-batch will be removed from the Batch Transaction Open Batches tab when it is posted.

Create/Copy a Batch

    Option A

    Option B

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Create a Batch

A batch is used to group unposted transactions together. There are two processes that can be used to create a new batch.

Option A:

1. On the **Processes** menu, click **Batch Transactions**.
2. Click **New**. Or if this batch is similar to an existing batch, select the existing batch and click **Copy** instead of New. Note: When the copy button is used, the transactions found in the original batch will also be copied to the new batch.
3. On the Batch Maintenance screen, in the **Comment** box, enter a description that will identify one batch from another. For example, Checks to be Printed.
4. In the **User** box, enter the name of the user responsible for this batch. This is an optional field.
5. Select the **Recurring** check box if this batch is a batch that will be posted again at a later date.
6. Click **OK** and **Close**.

Last Updated 2/3/2023

Option B:

1. While entering a transaction, right click in the **Current Batch** field and select **New**. Note: there are a few transaction screens that do not have a current batch field; for example Sales Orders.
2. Enter the **Description**, and **User**. Note: User is an optional field.
3. Select the **Recurring** check box if this batch is a batch that will be posted again at a later date.
4. Click **Save**.

Add a Transaction to a Batch

A transaction added to a batch will not affect any account balances until the batch has been posted.

1. While entering a transaction, select the appropriate batch in the **Current Batch** field.

2. Enter the remainder of the transaction as you normally would. If you would like the transaction to be printed when the batch is posted, (for example, a check from the payments screen) be sure to select the "Print this Check" box.
3. Click **Save**.

View Transactions in a Batch

1. On the **Processes** menu, click **Batch Transactions**.
2. On the **Open Batches** tab, select the batch you want to view transaction activity for.
3. Click the **Transaction Activity** tab. Verify the transaction activity. Note: If a security restriction has been set for the transaction screen, the user will not be able to access the transaction screen from Transaction Search. See the Users and Security topic for information about creating users, user groups, and setting security policies.
4. Click **Close**.

Move Transactions to a Different Batch

1. On the **Processes** menu, click **BatchTransactions**.
2. On the **Open Batches** tab, select the batch you want to view transaction activity for.
3. Click the **Transaction Activity** tab. Note: If a security restriction has been set for the transaction screen, the user will not be able to access the transaction screen from Transaction Search. See the Users and Security topic for information about creating users, user groups, and setting security policies.
4. Select the batch that you wish to move to another batch.
5. Right-click and select **Change Batch**.
6. In the **Current Batch** box, enter or select the batch that you wish to move the transaction to.
7. Click **OK**.
8. Click **Close**.

Edit or Delete a Transaction in a Batch

The edit process allows you to correct an entry that was added to a batch. The edit option can also be used to select the print box for payment or invoice transactions (if it wasn't selected when the transaction was entered).

1. On the **Processes** menu, click **Batch Transactions**.
2. On the **Open Batches** tab, select the batch you want to edit a transaction in.
3. Click the **Transaction Activity** tab.
4. Select the transaction you want to edit, and then click **Edit**.
5. Change the transaction, and then click **Save**.
6. Note: The transaction can be deleted from this screen by clicking **Delete**. At the "**Are you sure you want to delete the transaction?**" message, click **Yes**.
7. Click **Close**.

Determine the Print Order of Transactions in a Batch

1. On the **Processes** menu, click **Batch Transactions**.
2. On the **Open Batches** tab, select the batch you want to edit a transaction in.
3. Click the **Transaction Activity** tab.
4. Click the **Print Order** button.
5. Select the order you want the transactions in the batch to print. The options are: Abbreviation, Created Time, First Last Name, Last First Name, Transaction Date, or Transaction Number.

Post a Batch

Transactions entered with a batch assigned, do not affect account, vendor or customer balances until the batch is posted. When you click Post, transactions that you selected to print either checks or invoices will display a screen that allows you to determine the next check or invoice/receipt number, the printer selection, and the same form selection as on the original transaction. The printer defaults to the default settings, but you can select a different printer to use on all documents of that type in the batch. The selections are not remembered after you click Print. Batches that are not marked as Recurring will be removed from the Batch Transactions Open Batches tab after being posted.

> Note: To view the last date a recurring batch was posted, a Last Posted column can be added to the List tab by right-clicking and selecting Add/Remove Columns.

1. On the **Processes** menu, click **Batch Transactions**.
2. On the Open Batches tab, select the batch you want to post, and then click **Post**.
3. If this batch is not a recurring batch, determine if you want to **Use Original Transaction Entry Dates** or **Post ALL Transactions in this Batch with the Same Transaction Date** and then enter the **Date**.
4. If you selected to print any of the transactions in the batch, the Print Batch screen displays.
5. Enter the next Check or Invoice/Ref #.
6. The same printer selection displays as appeared on the original transaction form. The printer defaults to the default settings, but you can select a different printer to use on all documents of that type in the batch.
7. Click Print. The selections are not remembered.
8. Batches that are not marked as Recurring will be removed from the Batch Transactions Open Batches tab after being posted.

Edit a Batch

1. On the **Processes** menu, click **Batch Transactions**.
2. On the Open Batches tab, select the batch you want to change, and then click **Edit**.
3. On the Batch Maintenance screen, edit the appropriate text.
4. Click **OK** and **Close.**

Delete a Batch

When a batch is deleted, the entire batch including all of the transactions are removed with this procedure.

1. On the **Processes** menu, click **Batch Transactions**.
2. On the Open Batches tab, select the batch you want to delete, and then click **Delete**.
3. At the "**Are you sure you want the item deleted**" message, click **Yes**.
4. Click **Close**.

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This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.

Last Updated 2/3/2023