GENESYS™

Vendor Payment Batch Wizard

Printable Help

Version 10.0

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Abstract

This document is a printable version of Vendor Payment Batch Wizard help.

Table of Contents

Introduction to Vendor Payment Batch Wizard

The Vendor Payment Batch Wizard allows you to process credit card and ACH payments and ACH returns with your vendor or bank. You process payments and ACH returns separately. The basic steps for using the **Vendor Payment Batch Wizard** are:

- Select the transaction type (ACH debit, credit card, or paper draft).

- Apply custom filtering.

- Send transactions to the payment vendor by the Payment Vendor Gateway.

- Create payment batches that are processed in the Debtor Payments window.

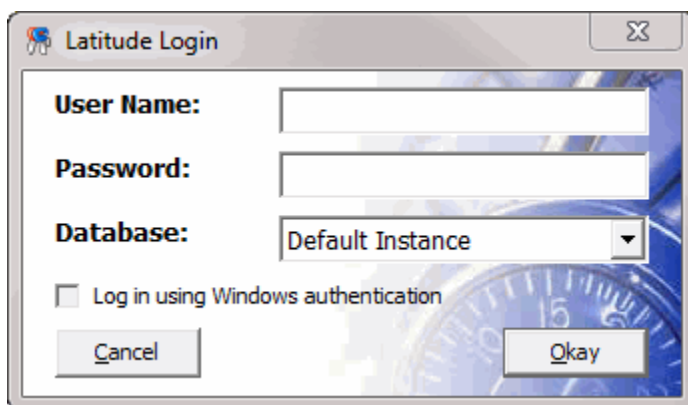- Export a report to verify transaction / accounting information.

When you process transactions using the Vendor Payment Batch Wizard, the system creates a batch for those transactions. You process the batch in Latitude to post the transactions to the affected accounts. For information about processing a batch to post transactions to accounts, see **Process a Batch** in the *Latitude* documentation.

Log On to the Vendor Payment Batch Wizard

Use the **Latitude Login** page to log on to the Vendor Payment Batch Wizard.

To log on to the Vendor Payment Batch Wizard

1. Do one of the following:

2. On your desktop, click the **Vendor Payment Wizard** shortcut.

3. Click **Start** > **All Programs** > **Latitude Software** > **Vendor Payment Wizard**. The **Latitude Login** page appears.

4. In the **User Name** box, type your Latitude user name.

5. In the **Password** box, type your Latitude password. As you type your password, periods display instead of the typed characters.

6. Click **Okay**. The **Welcome** window appears.
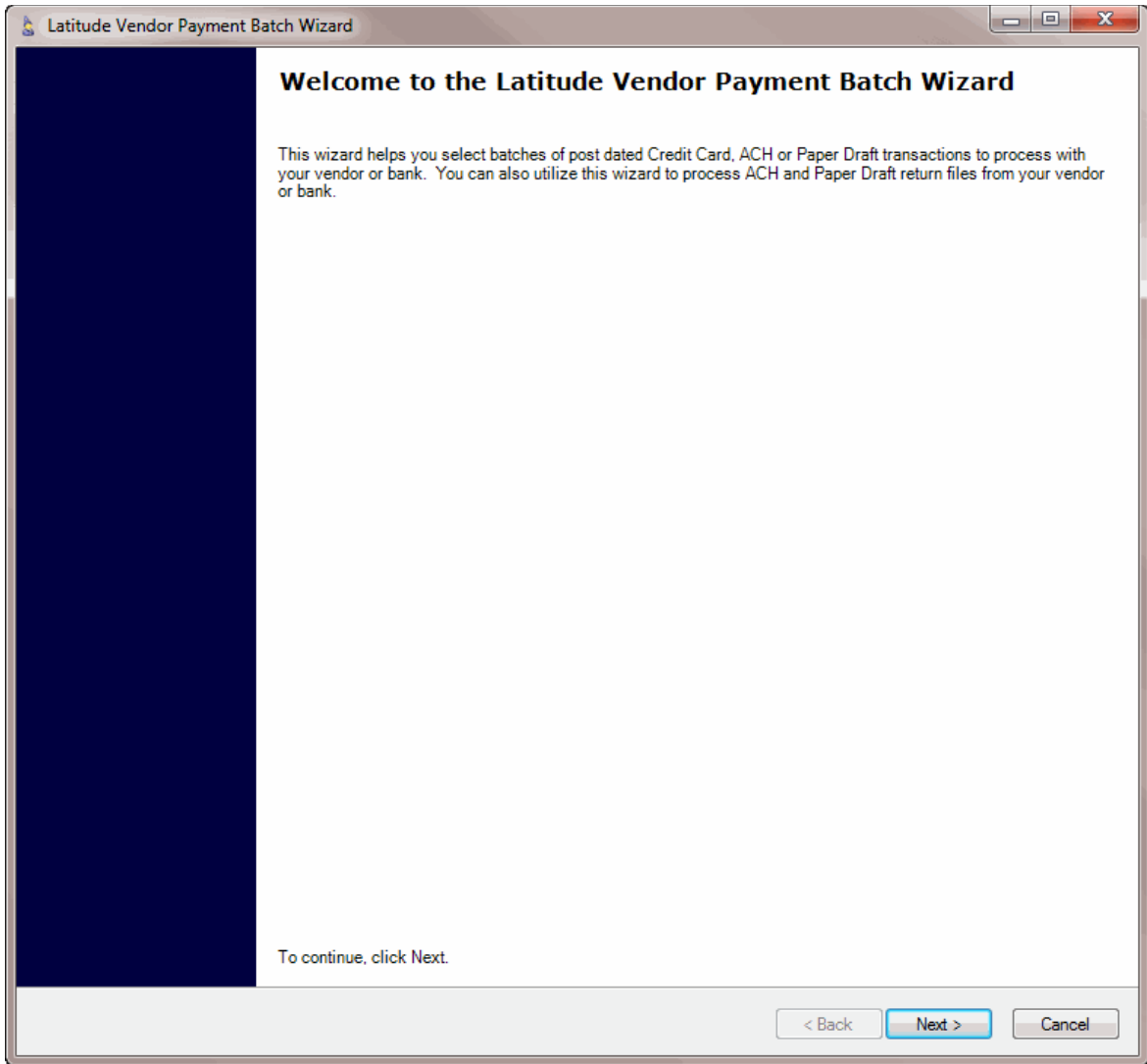
Vendor Payment Batch Wizard Help Overview

Vendor Payment Batch Wizard help provides you with information for using the Vendor Payment Batch Wizard. You can locate and view any topic using the table of contents, index, and search features within the help system.

To open Vendor Payment Batch Wizard help

In the "\Latitude Software\Documents" folder, double-click **Vendor_Payment_Batch_Wizard.chm**. The **Vendor Payment Batch Wizard Help** window appears.
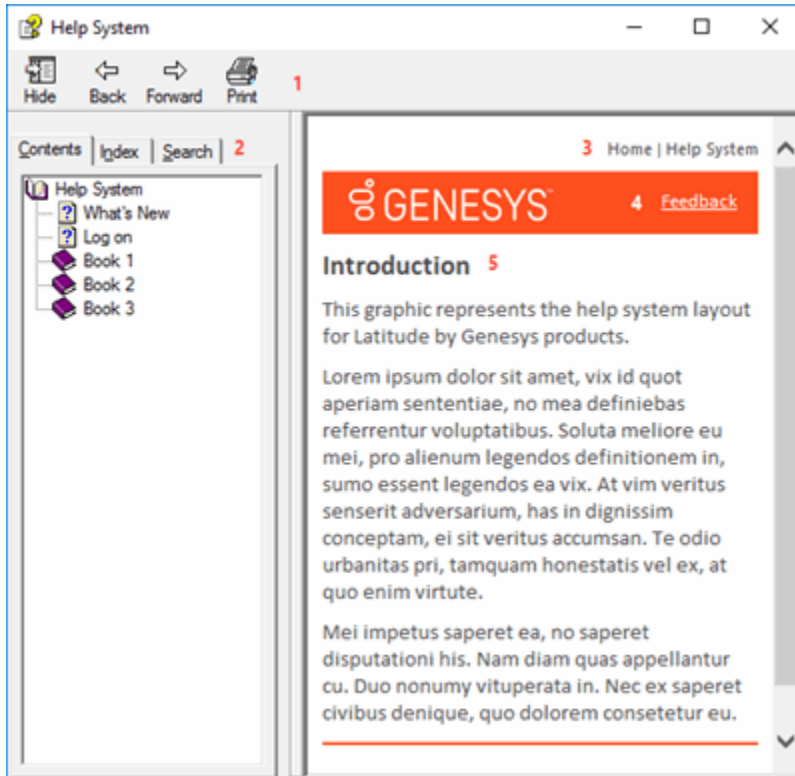
Tip: To adjust the width and height of the window or its panes, click the edge of the window or pane and drag it up or down, left or right.

1. **Toolbar:** Allows you to hide or show the tabs and **Navigation** pane, move forward and backward through topics, and print the currently displayed topic.

2. **Tabs:** Displays the following:

   Contents: Displays the table of contents. To display a topic in the **Content** pane, expand a book and then click the link.

   Index: Displays the index. To display a topic in the **Content** pane, type a keyword or phrase in the box (or scroll through the list) and then click the link in the list.

   Search: Displays the search feature. To display a topic in the **Content** pane, type a keyword or phrase in the box and then press **Enter**. In the search results, click the link.

   Glossary: Displays a list of terms and their definitions. To display a definition, click the term.

3. **Breadcrumbs:** Displays your current location within the help system. When you click a breadcrumb, the related topic displays.

4. **Content toolbar:** Displays an option to send feedback through an email message to Latitude by Genesys Documentation.

5. **Content pane:** Displays the contents of a topic. To view the **Content** pane menu, right-click in the **Content** pane.

Search feature

You can use the search feature to search for topics that contain words or phrases that you specify. You formulate a search query following a specific set of rules. You can include wildcard expressions, Boolean operators, and nested expressions in your search query. A list of topics that match your search criteria appear in the search results. When you click a topic title in the search results, the content of that topic appears in the **Content** pane.

Search syntax

The basic rules for formulating search queries are:

- Searches are not case-sensitive, meaning you can type uppercase or lowercase characters.

- You cannot search for a single character or the following reserved words: an, and, as, at, be, but, by, do, for, from, have, he, in, it, not, of, on, or, she, that, the, there, they, this, to, we, which, with, you.

- The search engine ignores punctuation marks and special characters such as @#$%^&()=+[]\.

- Enclose phrases and terms that include a period (such as a file name with an extension) in double quotation marks.

Wildcard expressions

Wildcard expressions allow you to search for one or more characters using a question mark or asterisk. A question mark represents a single character, while an asterisk represents one or more characters.

Search for...	Example	Result
Topics with text that starts with one or more specified characters and ends in any character or number of characters	log or log*	Returns all topics with text that starts with the specified characters (for example, log, logon, logging.)
Topics with text that starts with the specified characters, has a single character that can be anything, and ends in the specified characters	32?57	Returns all topics with text that has any character where you placed a question (for example, 32?57 returns 32257, 32457, and 32857.)
Topics that contain all the words specified, in any order or placement within the topic	account status	Returns all topics with both account and status, but not necessarily as a phrase or in the order specified. For example, the search returns topics with "the account status..." or "the status of the account..."
Topics that contain the specified phrase	"account status"	Returns all topics with account status as a phrase. For example, the search returns topics with "the account status..." but not "the status of the account..."

Boolean operators

Boolean operators (AND, OR, NOT, NEAR) allow you to create a relationship between terms. If you don't specify an operator, the system uses AND by default.

Vendor Payment Batch Wizard Printable Help

Search for...	Example	Result
AND	account AND status	Returns all topics with both account and status, but not necessarily as a phrase or in the order specified. For example, the search returns topics with "the account status..." or "the status of the account..."
OR	account OR status	Returns all topics with either account or status, or both.
NOT	account NOT status	Returns all topics with account but not status.
NEAR	account NEAR status	Returns all topics where account is within eight words of status.

Nested expressions

Nested expressions allow you to perform complex searches. For example, queue AND ((collector OR clerical) not supervisor) finds topics containing queue and collector but not supervisor, or containing queue and clerical but not supervisor. As with mathematical expressions, the system evaluates expressions in parentheses first. If there is no parenthesis, the system evaluates the expression from left to right. For example, queue NOT (clerical OR supervisor) finds topics containing queue but not clerical or supervisor. Queue NOT clerical OR supervisor finds topics containing queue but not clerical, or topics containing supervisor.
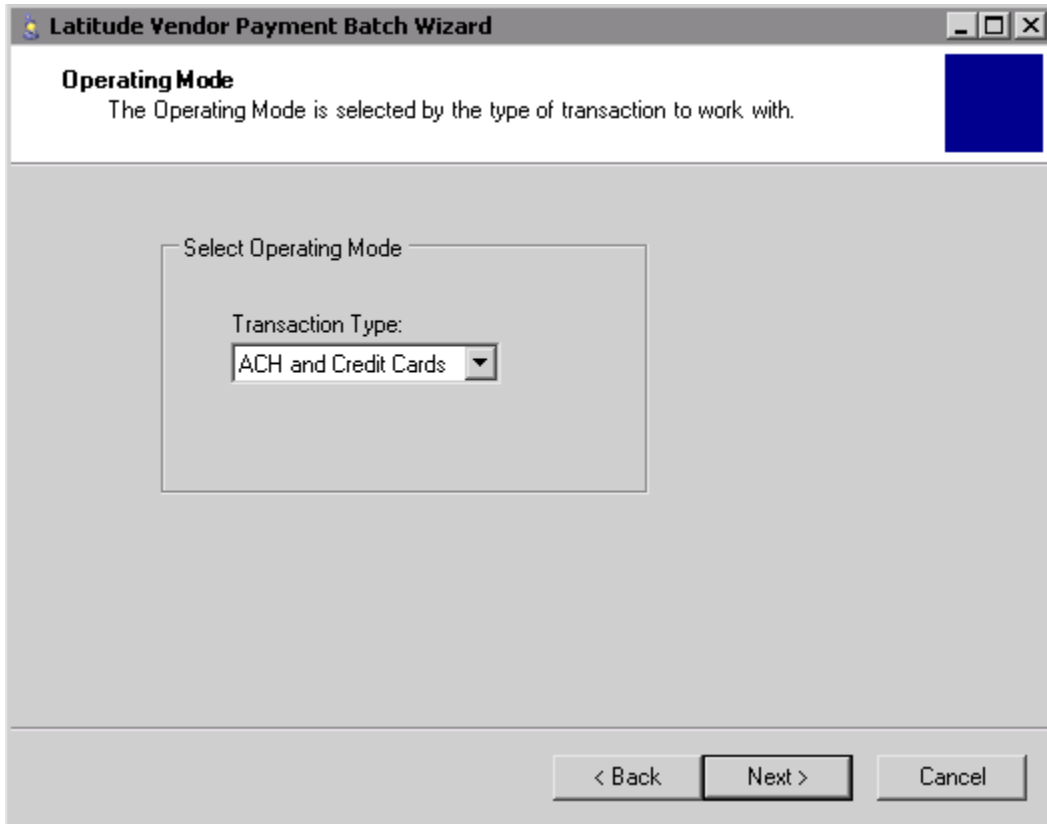
Transaction Processing

You process transactions with your payment vendor or bank according to the type of transaction (ACH, credit card, paper draft, ACH return). You can only process one type of transaction at a time. Once the Vendor Payment Batch Wizard processes the transactions, the wizard assigns the transactions to a batch. Process the batch in Latitude to post the transactions to the affected accounts. For information, see the Latitude documentation.

## Process ACH and Credit Card Transactions

Use the **Vendor Batch Setup Page** to select the ACH and credit card accounts to process. A payment batch can only include one transaction type. To process different transaction types, create a separate payment batch for each transaction type.

To process ACH and credit card transactions

1. On the **Welcome** page of the Vendor Payment Batch Wizard, click **Next**. The **Operating Mode** page appears.

2. In the **Transaction Type** list box, click **ACH and Credit Cards** and then click **Next**. The **Vendor Batch Setup Page** appears.
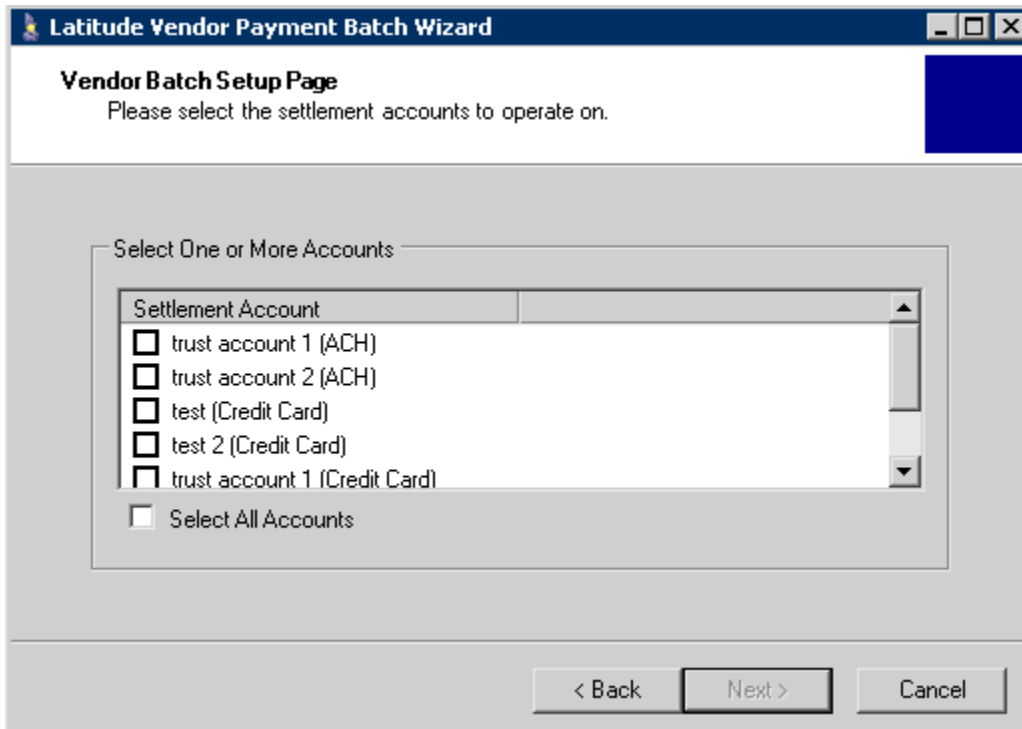
3. Select the check box for each account to process and then click **Next**. A confirmation dialog box appears.

> **Tip:** To select all accounts, select the **Select All Accounts** check box.

4. Click **Yes**. The wizard processes the transactions. If the wizard encounters exceptions, the **Payment Batch Wizard: Batch Exception** window appears.
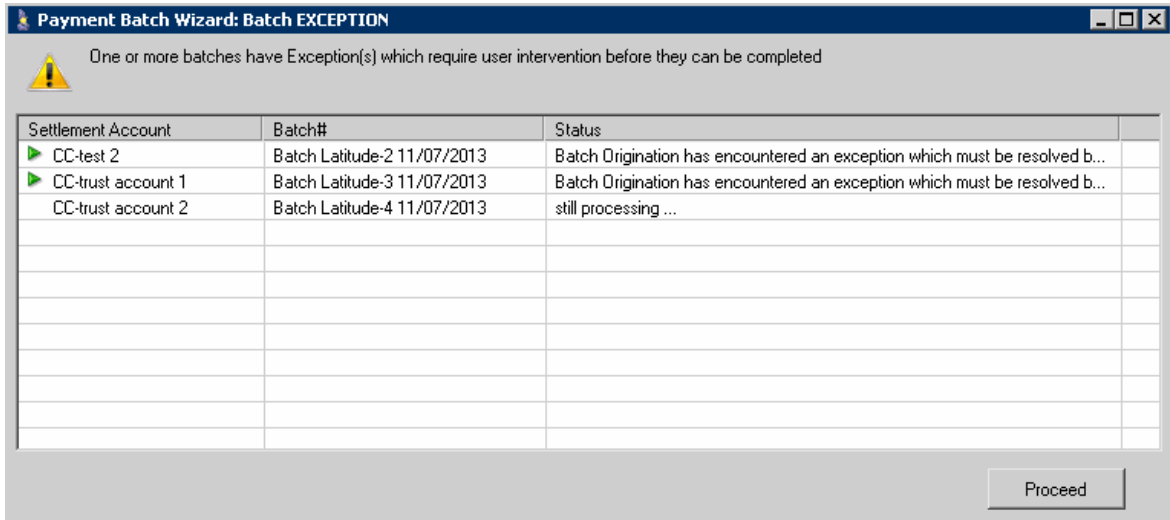
5. Click **Proceed**. The wizard attempts to correct the exceptions and continues processing. When processing is complete, the **Payment Batch Wizard: Batch Summary** window appears. If the wizard couldn't correct an exception, the wizard flags the account.
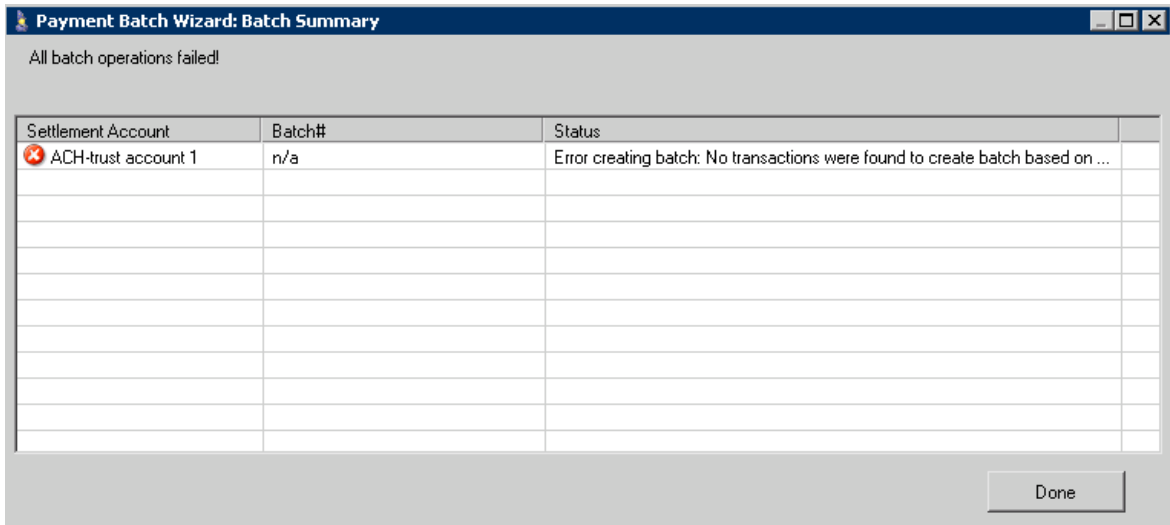
6. Click **Done**. The **Process Report Page** appears.
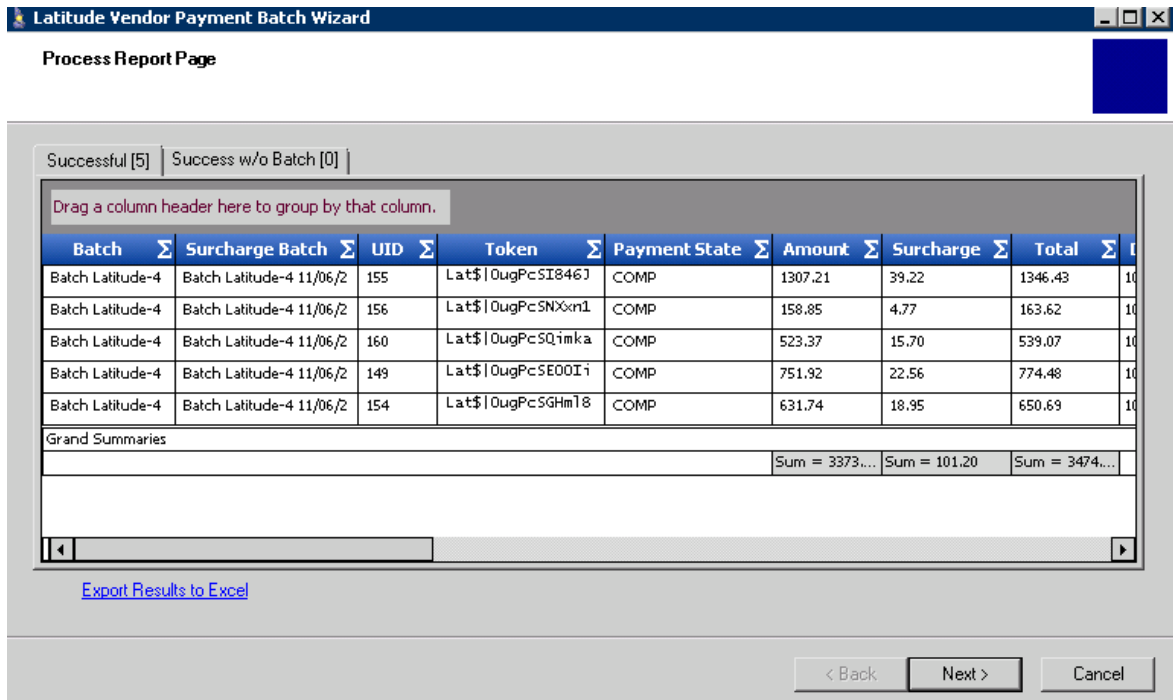
7. To view the results of processing the vendor batch, click each tab.

   Successful: The vendor or bank processed the transactions on this tab successfully and the wizard created a payment batch in Latitude.

   Success w/o Batch: The vendor or bank processed the transactions on this tab but the wizard didn't create a payment batch in Latitude.

8. To export the results to Microsoft Excel, do the following:

   a. Click **Export Results to Excel**. A dialog box appears.

   b. Choose the location to save the file and then, in the **File name** box, type a name for the file.

   c. Click **Save**.

9. Click **Next**. The final page of the wizard appears.

10. Do one of the following:

    - To close the wizard, click **Finish**.

    - To process more transactions, click **Start Over**. The **Welcome** window appears.

Process Paper Draft Transactions

Use the **Vendor Batch Review Page** to select the type of transactions to include in the payment batch for processing. A payment batch can only include one transaction type. To process different transaction types, create a separate payment batch for each transaction type.

To process paper draft transactions

1. On the **Welcome** page of the Vendor Payment Batch Wizard, click **Next**. The **Operating Mode** page appears.
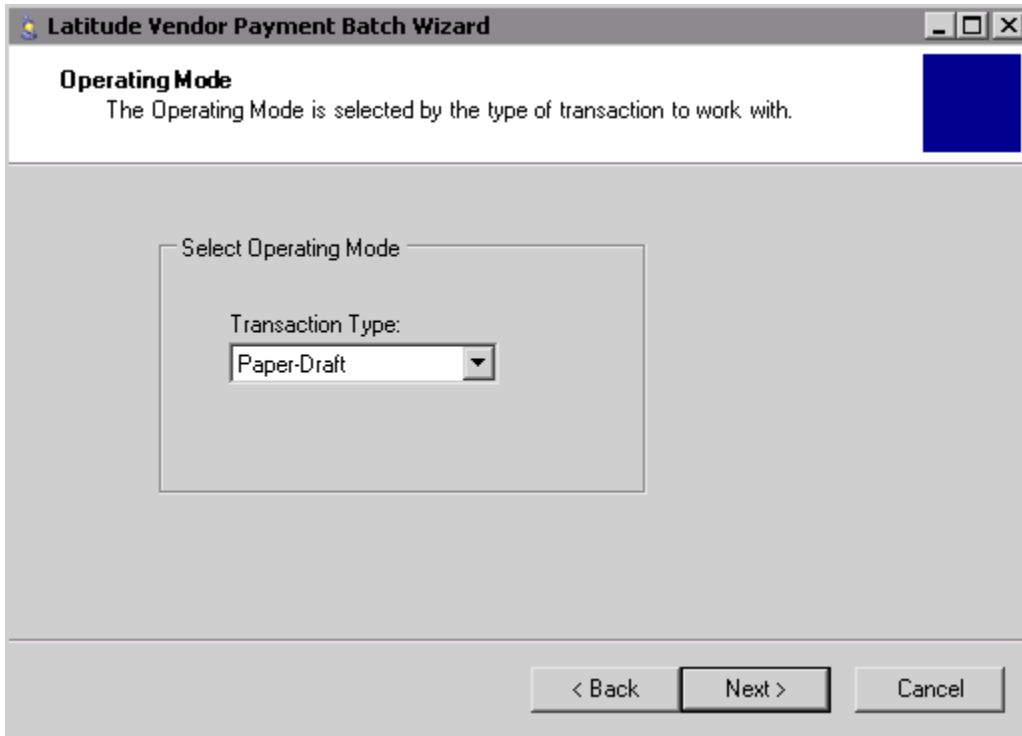
2. In the **Transaction Type** list box, click **Paper-Draft** and then click **Next**. The **Vendor Batch Review Page** appears.
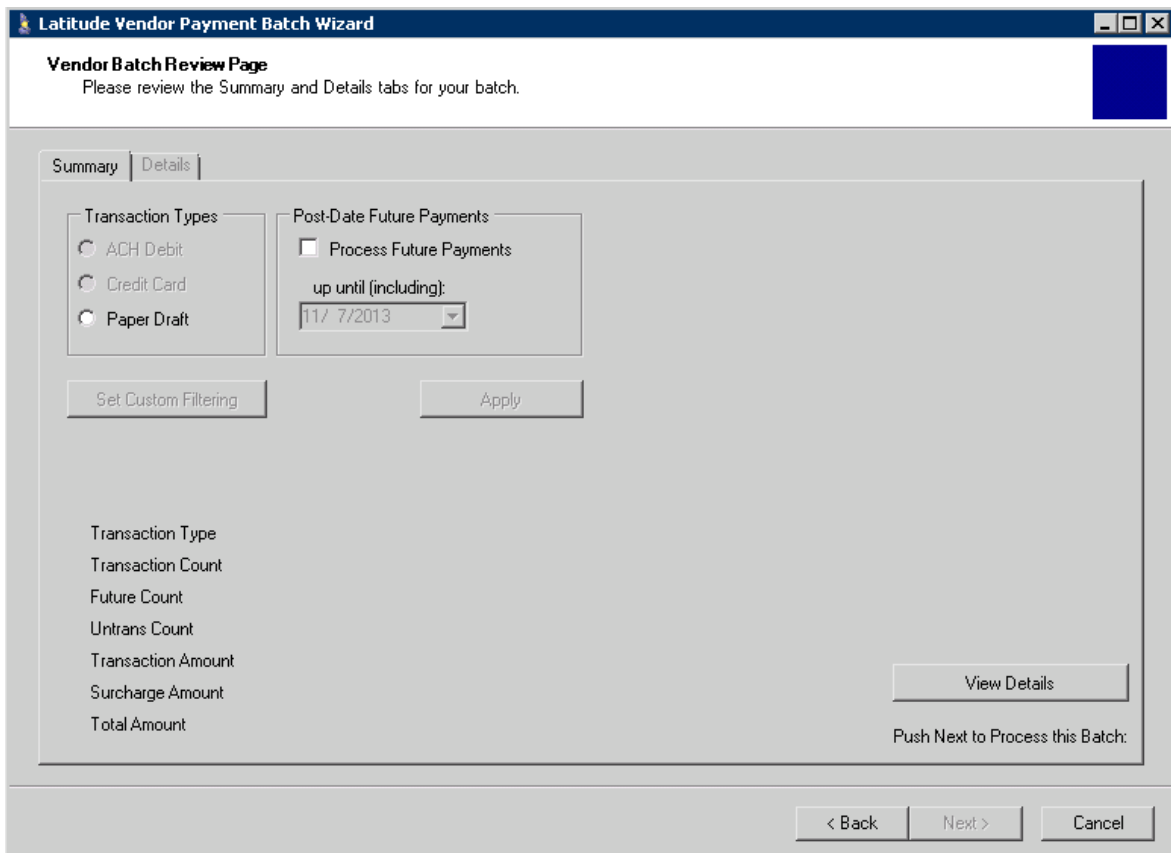
Transaction Types: Type of transaction to process.

Process Future Payments: If selected, the wizard includes post-dated future payments in the payment batch for processing in Latitude. The wizard doesn't process these payments automatically with the vendor when the future date occurs. To process the payments with the vendor, run the wizard on each of the future dates in the date range you specified.

> For example, on March 1, 2013, you include future payments through March 3, 2013 and run the wizard. The wizard processes payments with a post-date of March 1 with the vendor. The wizard flags payments with a post-date of March 2 and March 3 as pending in Latitude. On March 2, you run the wizard. The wizard processes payments with a post-date of March 2 with the vendor. Payments for March 3 are still pending. On March 3, you don't run the wizard. The wizard doesn't process payments for March 3 with the vendor.

Up until (including): End date for including post-dated future payments. The date range is from the current date and up to and including the specified date.

Transaction Type: Type of transaction to process.

Transaction Count: Number of transactions in the batch.

Future Count: Number of future payment transactions in the batch.

Untrans Count: Number of payments batched in some way other than this wizard but haven't yet processed.

Transaction Amount: Payment amounts in the batch, excluding surcharges.

Surcharge Amount: Surcharge amounts in the batch.

Total Amount: Sum of the transaction and surcharge amounts.

3. In the **Transaction Types** box, click the type of transaction to process. The wizard updates information in the lower section of the tab to reflect the transaction type selected.

4. To include post-dated future payments in the payment batch for processing, do the following:

   a. In the **Post-Date Future Payments** box, select **Process Future Payments**.

   b. In the date box, type or select the maximum payment date for records to include in the batch. The wizard includes all records with a payment date that falls between (and including) the current date and this date in the payment batch.

Note: If you don't have permissions to process post-dated payments, the **Post-Date Future Payments** section does not appear.

5. To limit the transactions to include in the batch, do the steps to Create a Filter or Open an Existing Filter.

6. To view the records included in the batch, do the steps to View Transaction Details.

7. To process the batch, do the steps to Process a Transaction Batch.

Process ACH Returns

Use the **Vendor Batch Setup Page** to select the ACH and credit card accounts to process. A payment batch can only include one transaction type. To process different transaction types, create a separate payment batch for each transaction type.

To process ACH returns

1. On the **Welcome** page of the Vendor Payment Batch Wizard, click **Next**. The **Operating Mode** page appears.
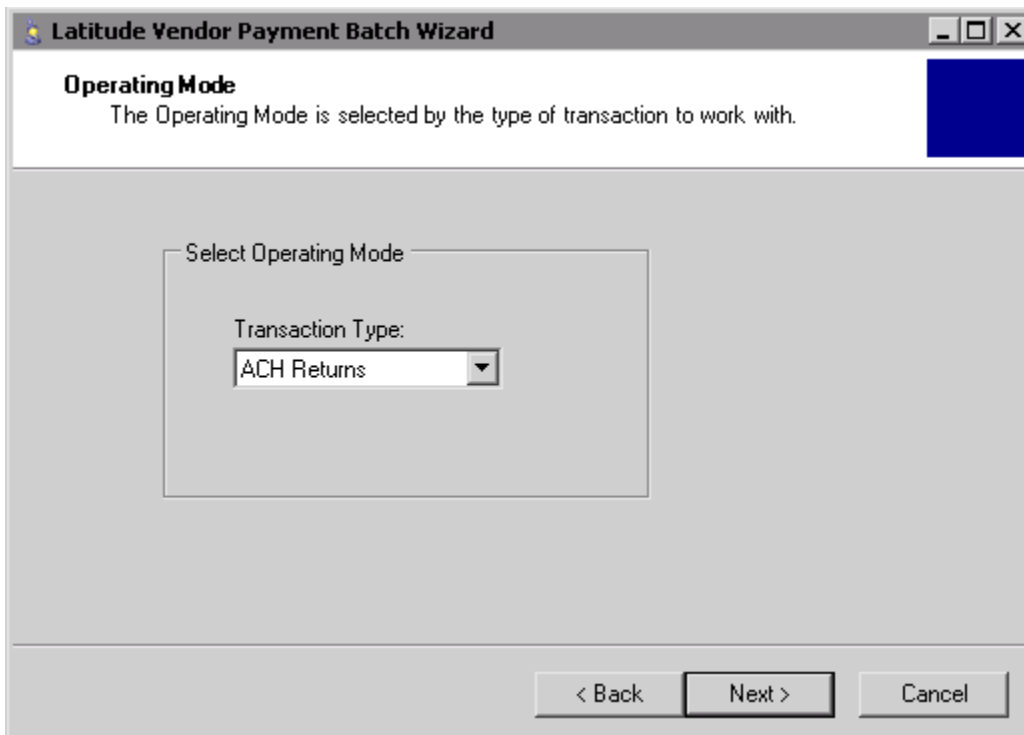
2. In the **Transaction Type** list box, click **ACH Returns** and then click **Next**. The **ACH Returns Setup Page** appears.
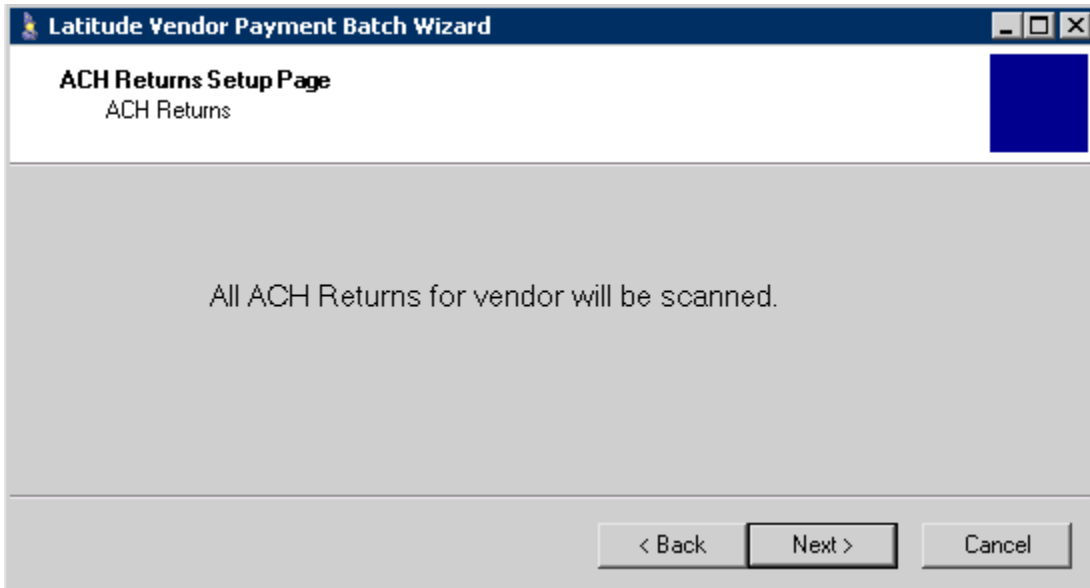
3. Click **Next**. A confirmation dialog box appears.

4. Click **Yes**. The wizard retrieves and processes the returns. When processing is complete, the **Process Reports Page** appears.
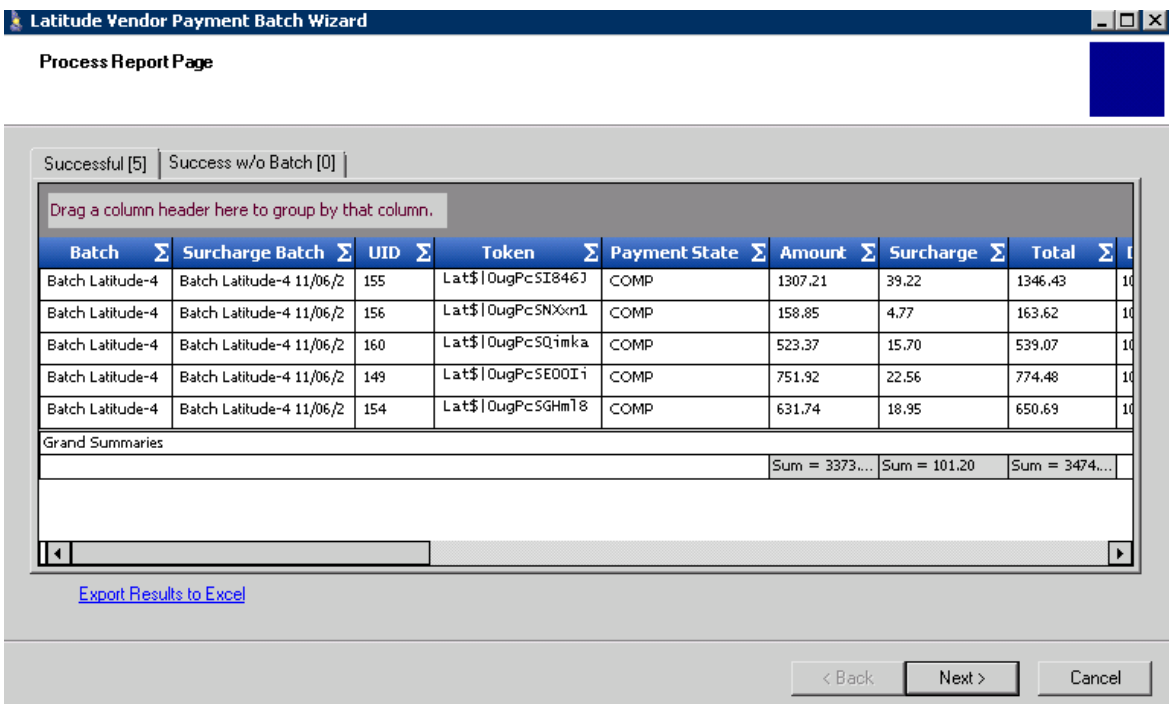
5. To view the results of processing the vendor batch, click each tab.

Successful: The vendor or bank processed the transactions on this tab successfully and the wizard created a payment batch in Latitude.

Success w/o Batch: The vendor or bank processed the transactions on this tab but the wizard didn't create a payment batch in Latitude.

6. To export the results to Microsoft Excel, do the following:

    a. Click **Export Results to Excel**. A dialog box appears.

    b. Choose the location to save the file and then, in the **File name** box, type a name for the file.

    c. Click **Save**.

7. Click **Next**. The final page of the wizard appears.

8. Do one of the following:

9. To close the wizard, click **Finish**.

10. To process more transactions, click **Start Over**. The **Welcome** window appears.
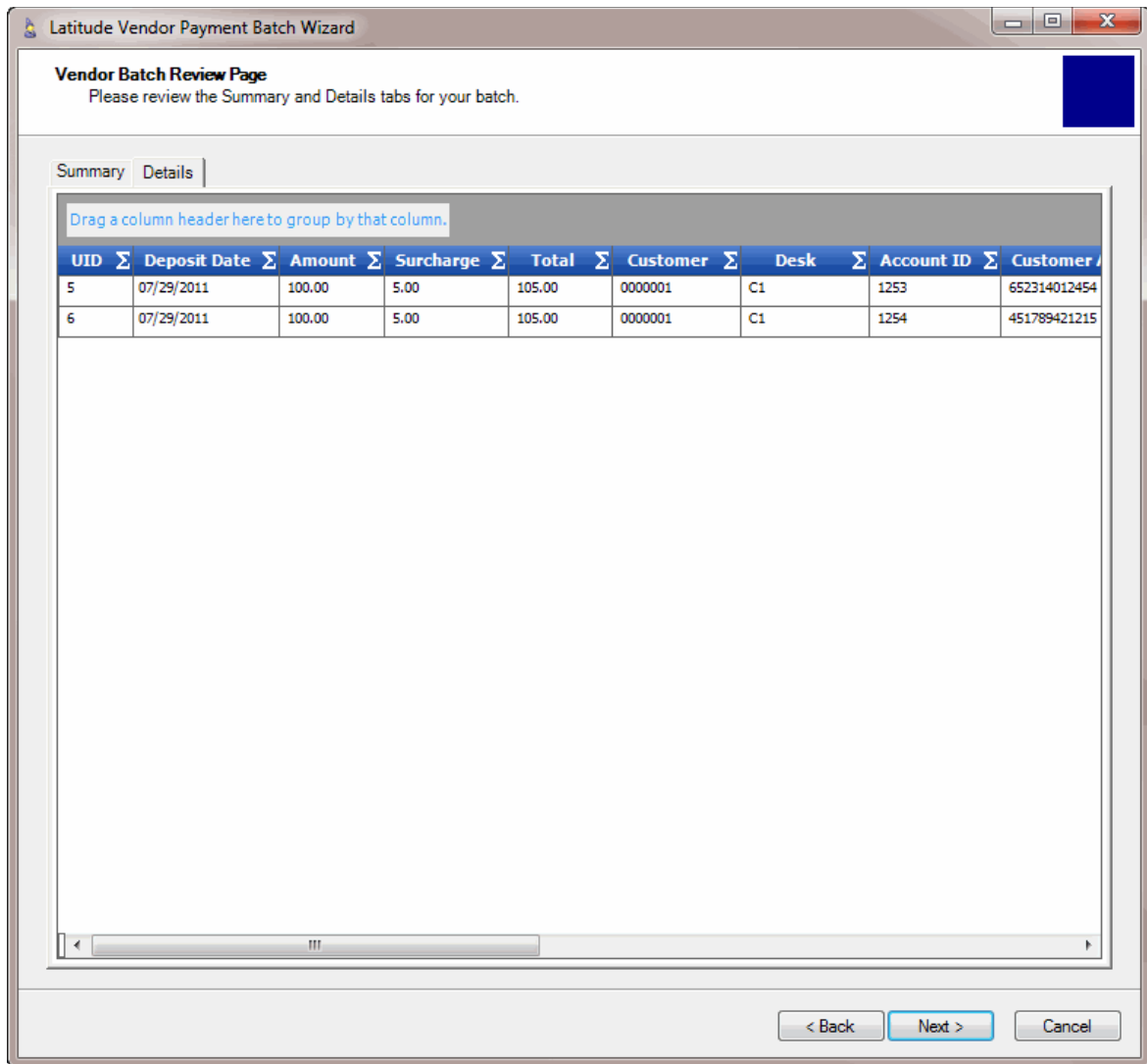
View Transaction Details

Use the **Details** tab on the **Vendor Batch Review Page** to view detail information for the transactions in the payment batch.

To view transaction details

1. On the **Vendor Batch Review Page**, do one of the following:

2. Click the **Details** tab.

3. In the lower corner of the window, click **View Details**.

    The **Details** tab appears.

4. To change the data grid view, see Details Data Grid.

Process a Transaction Batch

After you specify the transactions to include in the batch, you are ready to process the batch of transactions.
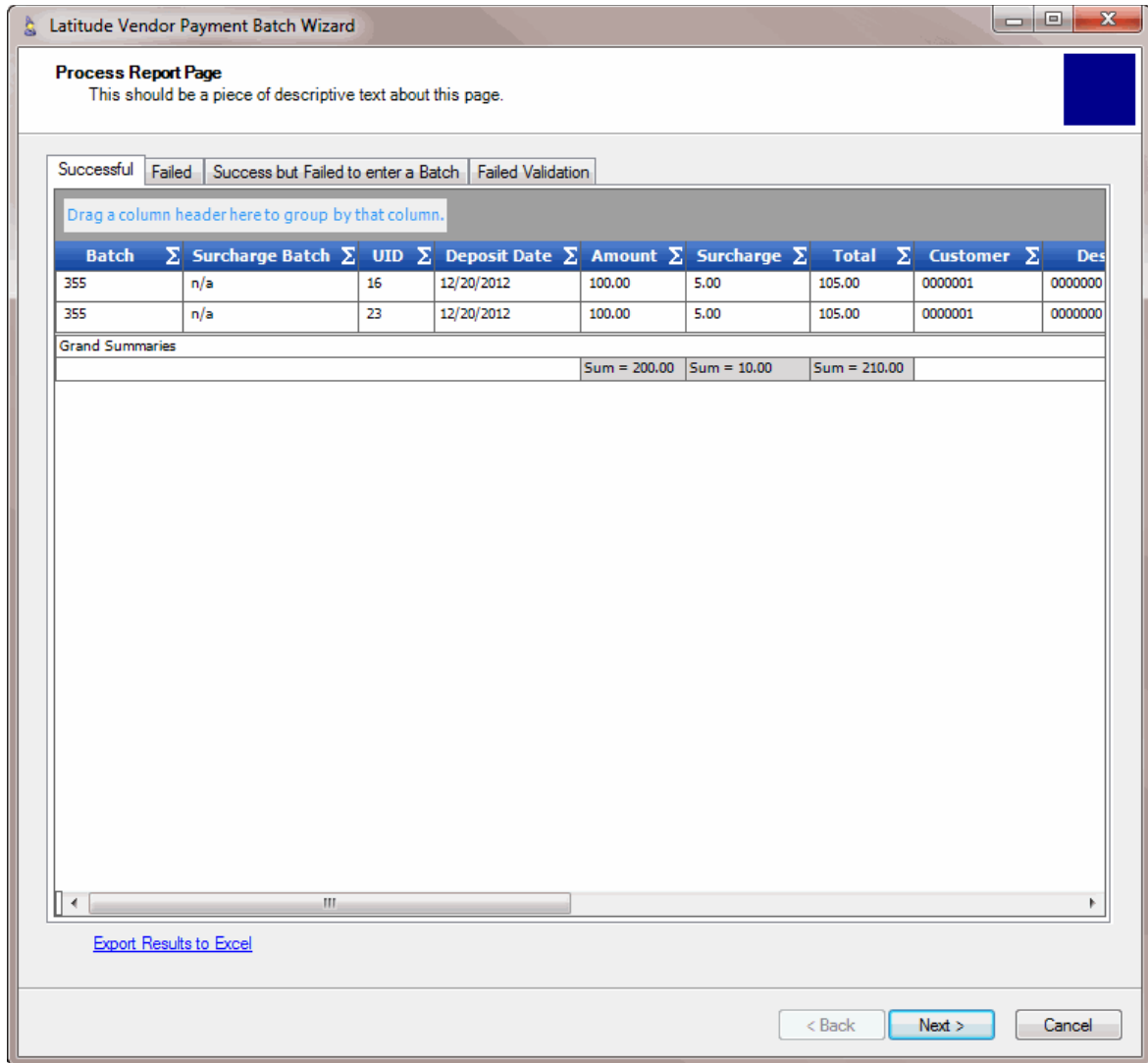
To process a transaction batch

1. On the **Summary** tab on the **Vendor Batch Review Page**, click **Next**. A confirmation dialog box appears.

2. Click **Yes**. The **Vendor Batch Processing Page** appears and shows the processing status.
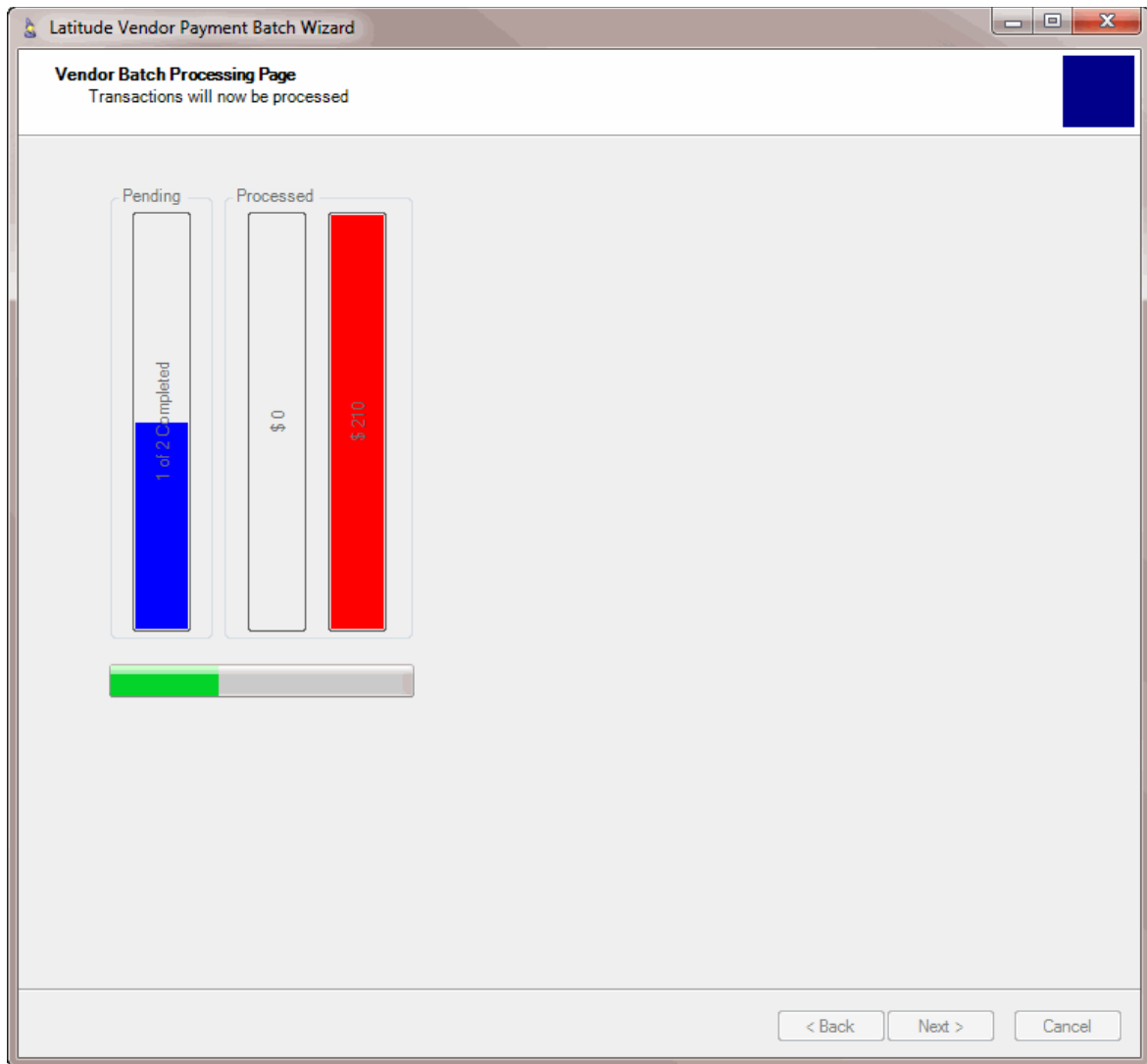
When processing completes, a notification dialog box appears.

3. Click **OK**. The **Process Report Page** appears.

4. To view the results of processing the vendor batch, click each tab.

   Successful: The vendor or bank processed the transactions on this tab successfully and the wizard created a payment batch in Latitude.

   Failed: The vendor or bank declined the transactions on this tab.

   Success but Failed to Enter Batch: The vendor or bank processed the transactions on this tab but the wizard didn't create a payment batch in Latitude.

   Failed Validation: The vendor or bank didn't process the transactions on this tab because of an error (for example, a negative payment amount or an unapproved payment.)

5. To export the results to Microsoft Excel, do the following:

   a. Click **Export Results to Excel**. A dialog box appears.

   b. Choose the location to save the file and then, in the **File name** box, type a name for the file.

   c. Click **Save**.

6. Click **Next**. The final page of the wizard appears.

7. Do one of the following:

9. To close the wizard, click **Finish**.

10. To process more transactions, click **Start Over**. The **Welcome** window appears.

Vendor Payment Batch Wizard Automation

You can use the command line to automate running the Vendor Payment Batch Wizard. You can also save the commands to a file and use Windows Task Scheduler to schedule the wizard to run at a specific time. Ensure that you log on to the Vendor Payment Batch Wizard with a user account that has payments to process.

Command line arguments

Argument	Comment
-dbserver <server>	Name of the SQL Server.
-dbuser <sqlusername>	If you are using SQL Server with Windows Integrated Security, omit this argument
-dbpass <password>	If you are using SQL Server with Windows Integrated Security, omit this argument
-database <dbname>	Name of the SQL Server database.
-latuserid <lat_userid_integer>	Numeric ID of the Latitude user who saved the query, as specified in the Users table. You can use the following query to get the ID: Select ID, LoginName from users where LoginName = 'loginname'
-exportfile <target_file_name>	Name of the Excel file to create. The default is TRANTYPE_yyyyMMdd_HHmmss.xls.
-exportfolder <target_full_path>	Folder to place the Excel file. Folder names cannot contain spaces. To use a folder with spaces in the name, reference the short version folder name.
-trantype <CreditCard|ACH|PaperDraft>	Transaction type to process (credit card, ACH, or paper draft). Specify one option only.

Command line example

cd /d c:\collect2000

cmd /c start /wait Latitude.VendorPayment.Batchwizard.exe -dbserver sqljax01 -database Collect2000_00x12 -latuserid 41 -exportfile ACH_20131210_103820.xls -exportfolder c:\reports -trantype ACH

Notes:

- If you are using SQL Server with Windows Integrated Security, ensure that the user who is logged on as the Windows Principal has the correct permissions for the Latitude database. Some

programs can run automatically without a Windows Principal, causing the programs not to work correctly when using SQL Server with Windows Integrated Security.

- The system records errors in the log file.

- Vendor Payment Batch Wizard cannot transfer the export file using email, FTP, HTTP, SFTP, or any other means. To transmit the export file to another server, use a network client utility (for example, email, FTP) directly.

Details Data Grid

The **Details** tab on the **Vendor Batch Review Page** contains a data grid that allows you to view the transaction details in a table format. If there are no records to display, the wizard hides data grid titles and column headings. If a column in the data grid contains no data, either the user or the system didn't provide that data.

You can:

- Group the data in the data grid based on one or more column headings you select.

- Sort the data in the data grid by a single column in ascending or descending order.

- Summarize data in the data grid based on a value you specify.

- Move between pages of the data grid when the information spans more than one page.

Group Data in the Details Data Grid

You can group the data in a data grid based on one or more column headings you select. If you select multiple column headings, the wizard groups data based on the first column heading selected. The wizard then sorts the data within the first group, by the second column heading selected.

To group data in the Details data grid

1. On the **Details** tab of the **Vendor Batch Review Page**, drag and drop a column heading into the space indicated.

2. To view the grouped data, click the plus sign (**+**).

3. To add groups within a group, drag and drop column headings.

4. By default, the wizard sorts the data in ascending order by the group specified. To change the sort to descending order, click the group name. To return the sort to ascending order, click the group name again.

5. To delete a grouping, click the group name and drag it back to the data grid area.

Sort Data in the Details Data Grid

You can sort the data in a data grid by a single column in ascending or descending order.

To sort data in the Details data grid

1. On the **Details** tab of the **Vendor Batch Review Page**, click a column heading to sort the data grid in ascending order by that column. An Up arrow appears, indicating the column is sorted in ascending order.

UID Σ	Deposit Date Σ	Amount Σ	Surcharge Σ	Total Σ	Customer Σ	Desk Σ	Account ID △ Σ	Customer
5	07/29/2011	100.00	5.00	105.00	0000001	C1	1253	652314012454
6	07/29/2011	100.00	5.00	105.00	0000001	C1	1254	451789421215

Drag a column header here to group by that column.

2. Click the column heading again to change the sort to descending order. A Down arrow appears, indicating the column is sorted in descending order.

UID Σ	Deposit Date Σ	Amount Σ	Surcharge Σ	Total Σ	Customer Σ	Desk Σ	Account ID ▽ Σ	Customer
6	07/29/2011	100.00	5.00	105.00	0000001	C1	1254	451789421215
5	07/29/2011	100.00	5.00	105.00	0000001	C1	1253	652314012454

Drag a column header here to group by that column.

Summarize Data in the Details Data Grid

You can summarize data in a data grid based on options you select.

To summarize data in the Details data grid

1. On the **Details** tab of the **Vendor Batch Review Page**, click the Summarize icon Σ for the column of data to summarize. The **Select Summaries** dialog box appears. The options available vary, depending on the type of data you chose to summarize.

Select Summaries

☐ Average

☐ Count

☐ Maximum

☐ Minimum

☐ Sum

OK   Cancel
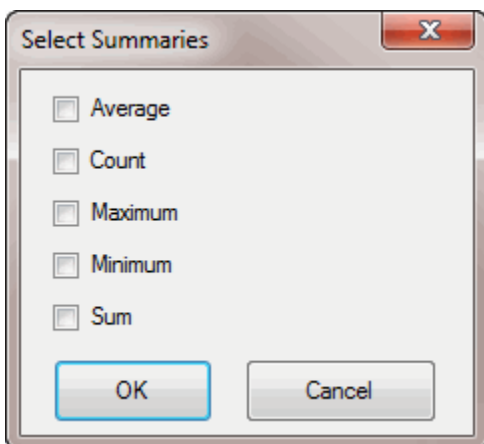
Average: Average of the values in the column. The average is the sum of the values in the column divided by the number of records in the column.

Count: Number of records in the column.

Maximum: Highest value in the column.

Minimum: Lowest value in the column.

Sum: Sum of the values in the column.

2. Select the options to display and then click **OK**. The summary information appears in the **Grand Summaries** section under the column you chose to summarize.

Drag a column header here to group by that column.								
UID Σ	Deposit Date Σ	Amount Σ	Surcharge Σ	Total Σ	Customer Σ	Desk Σ	Account ID Σ	Customer
5	07/29/2011	100.00	5.00	105.00	0000001	C1	1253	652314012454
6	07/29/2011	100.00	5.00	105.00	0000001	C1	1254	451789421215

Grand Summaries

	Average = 5.00
	Sum = 10.00
	Minimum = 5.00
	Maximum = 5.00
	Count = 2

Tip: If the information extends beyond the width of the summaries box, rest your mouse on an item to see the entire contents.

3. Summarize as many columns as you want.

4. To delete a summary item, do the following:

   a. Click the Summarize icon Σ.

   b. In the **Select Summaries** dialog box, clear the check boxes and then click **OK**.

Move Between Pages of the Details Data Grid

You can move between pages of a data grid when the number of records in the data grid exceeds the maximum allowed to display on a single page. When the data grid exceeds the page limit, page numbers appear at the bottom of the data grid.

To move between pages of the Details data grid

On the **Details** tab of the **Vendor Batch Review Page**, do one of the following:

1. Click a page number to display that page of the data grid.

2. Click one of the following icons:

Icon	Description
⏮	Displays the first page of the data grid.
◀	Displays the previous page of the data grid.
▶	Displays the next page of the data grid.

| Icon	Description
▶❙	Displays the last page of the data grid.

Transaction Filter

Use the **Conditions** pane on the **Transaction Selection Page** to limit the transactions to include in a payment batch. You can create a filter that is as simple or complex as you need.

Create a Filter

Use the **Transaction Selection Page** to create a filter to limit the transactions to include in the payment batch.

To create a filter

1. If you aren't on the **Transaction Selection Page** already, on the **Vendor Batch Review Page**, click **Set Custom Filtering**. The **Transaction Selection Page** appears.
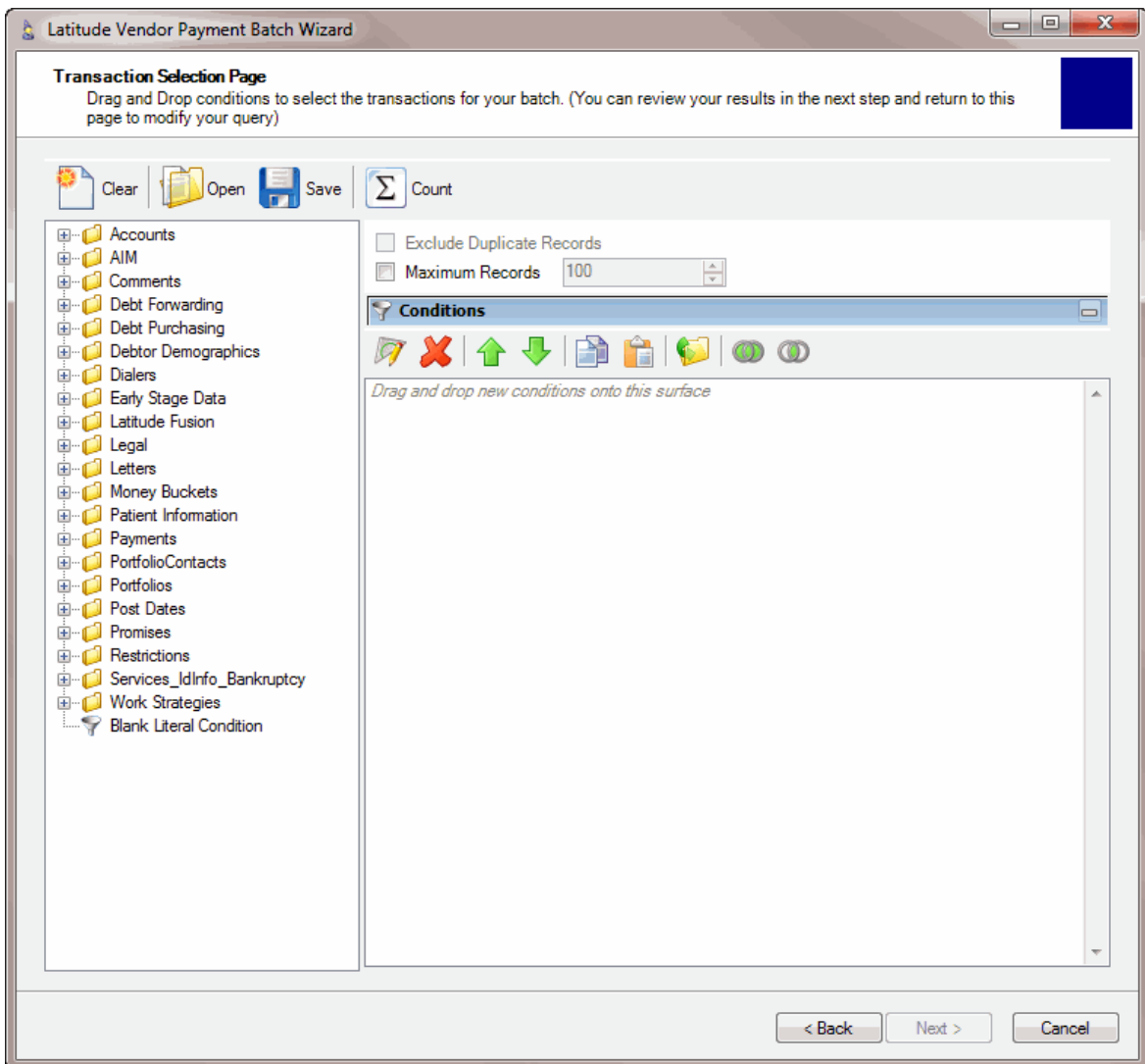
2. Click the plus sign (**+**) next to a folder to expand it.

3. Drag and drop a condition into the **Conditions** pane. A dialog box appears, which allows you to specify the criteria. The title of the dialog box and the information displayed depends on the condition selected. For more information, see Condition Types.

    In the following example, a user dragged and dropped the **Active Status** condition in the **Conditions** pane, causing the **Active Status?** dialog box to appear.
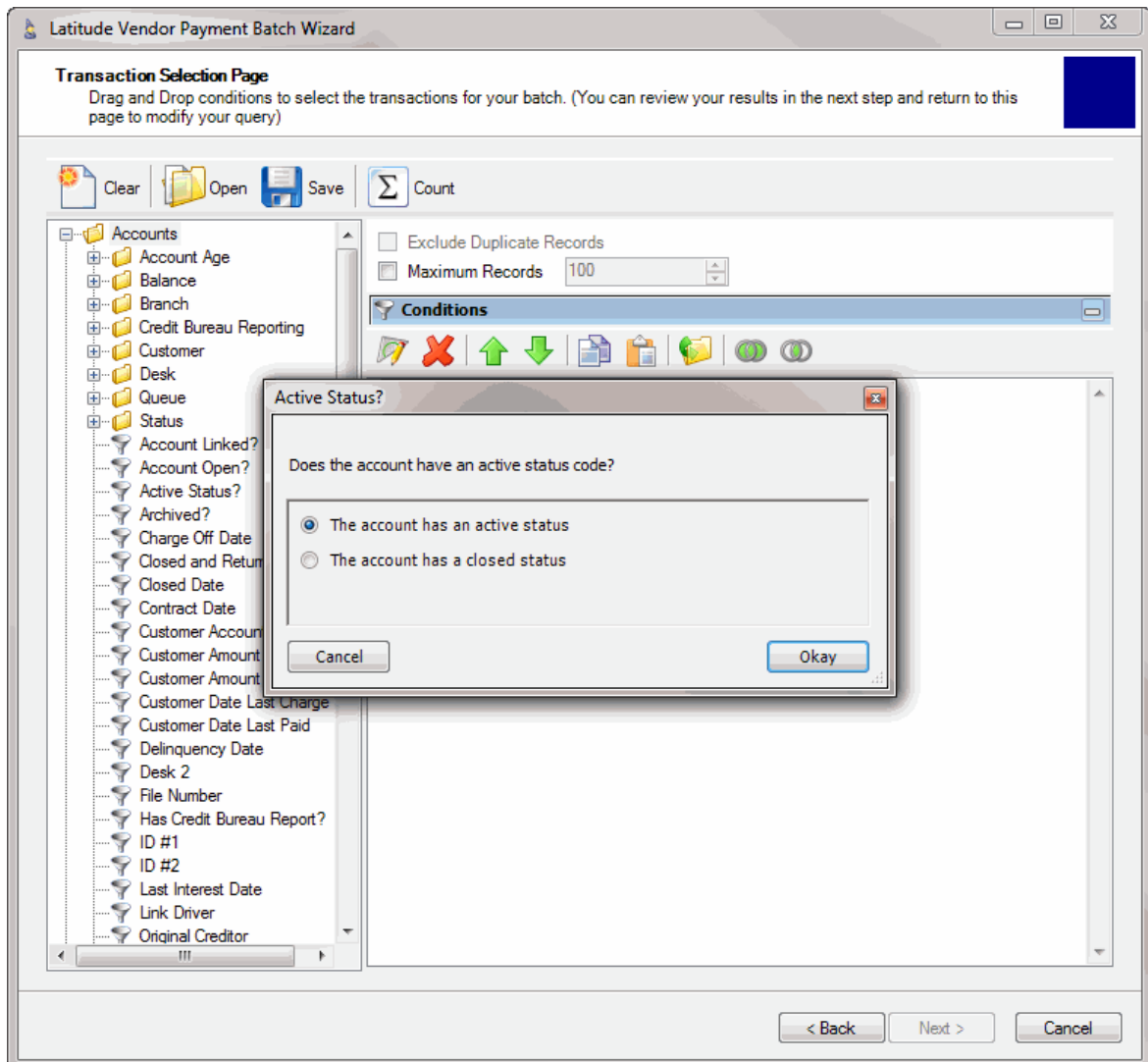
4. In the dialog box, specify the criteria and then click **Okay**. The condition appears in the **Conditions** pane. In the following example, the condition indicates you want to search for accounts with an active status.
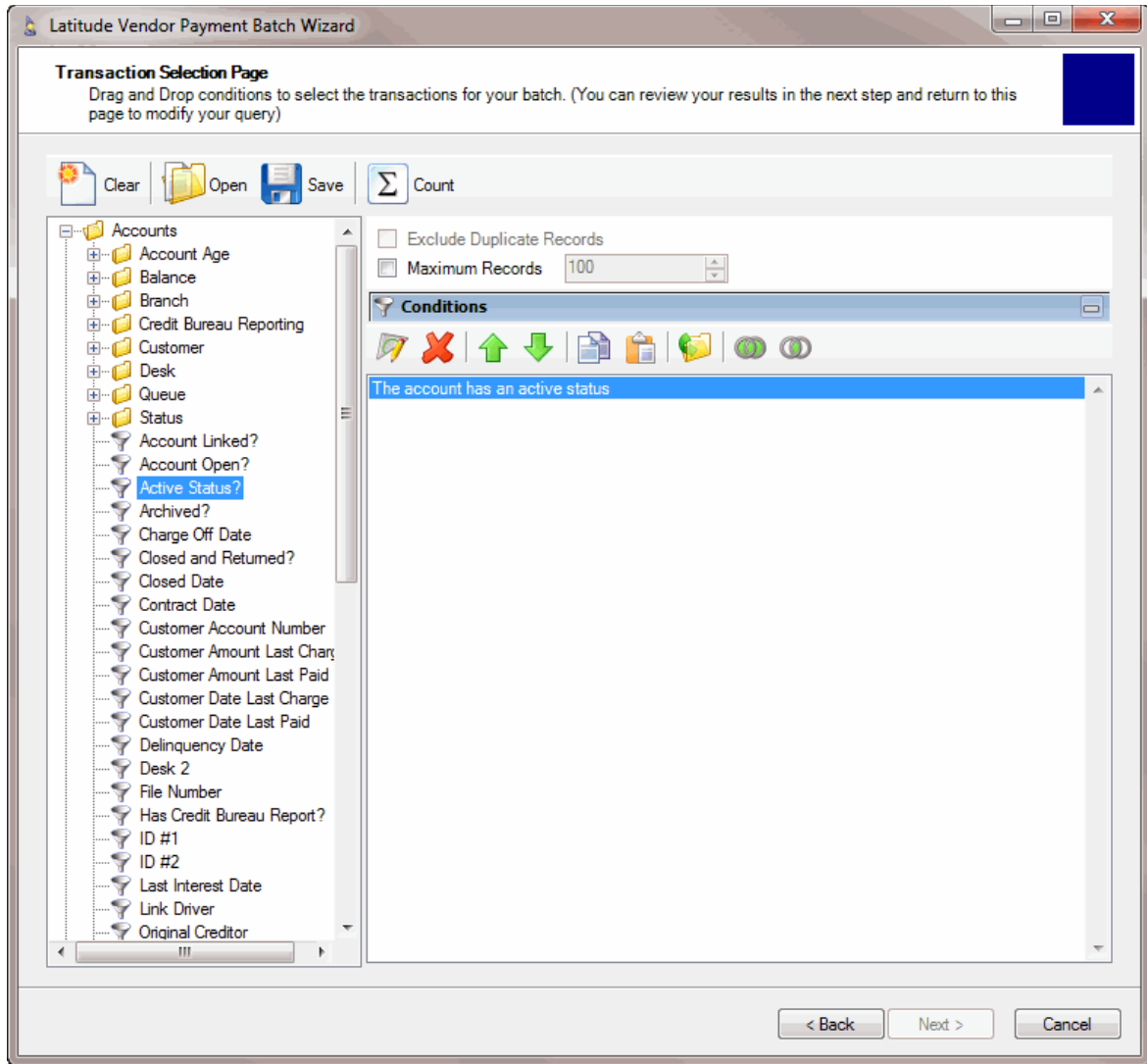
5. To exclude duplicate records from the payment batch, click **Exclude Duplicate Records**.

6. To specify the maximum records to include in the payment batch, click **Maximum Records** and then type the number or use the arrows to increase or decrease the number.

7. Continue setting conditions as necessary.

8. To save the filter so you can reuse it, do the following:

   a. Click **Save**. The **Save Query Dialog** box appears.
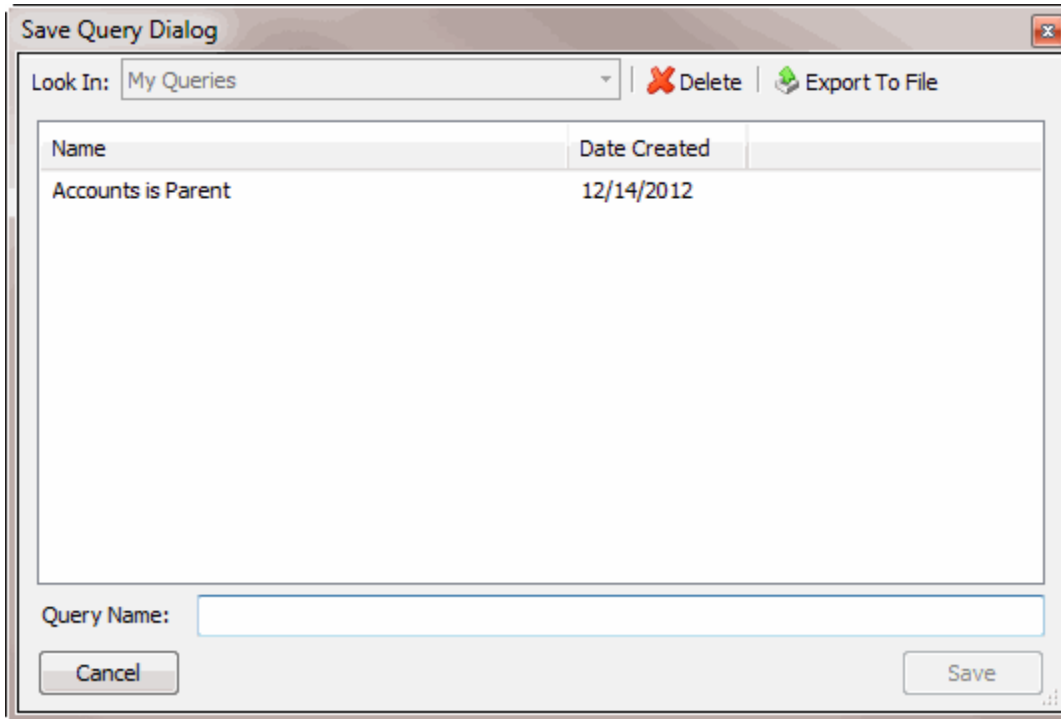
b. In the Query Name box, type a name for the filter and then click **Save**.

Note: You don't have to save the filter to apply it to the payment batch.

9. In the **Transaction Selection Page**, click **Back**. A message appears indicating a customer filter is present.

Open an Existing Filter

Use the **Transaction Selection Page** to open an existing filter so you can apply it to the payment batch. You can modify the filter or apply it with its current settings.
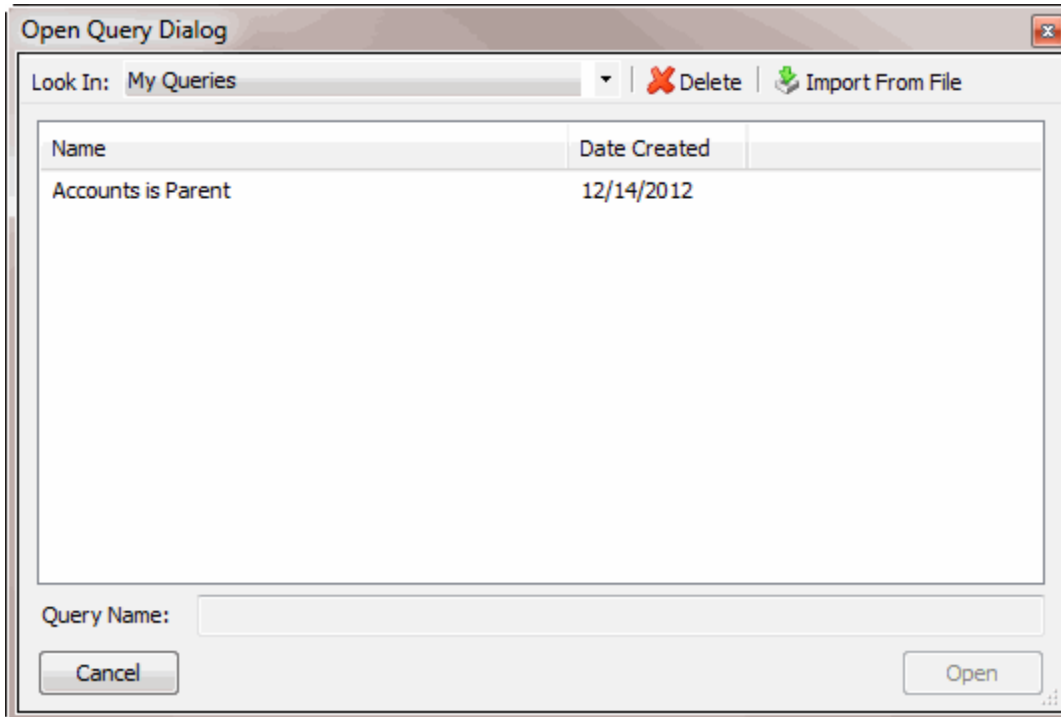
To open an existing filter

1. If you aren't on the **Transaction Selection Page** already, on the **Vendor Batch Review Page**, click **Set Custom Filtering**. The **Transaction Selection Page** appears.
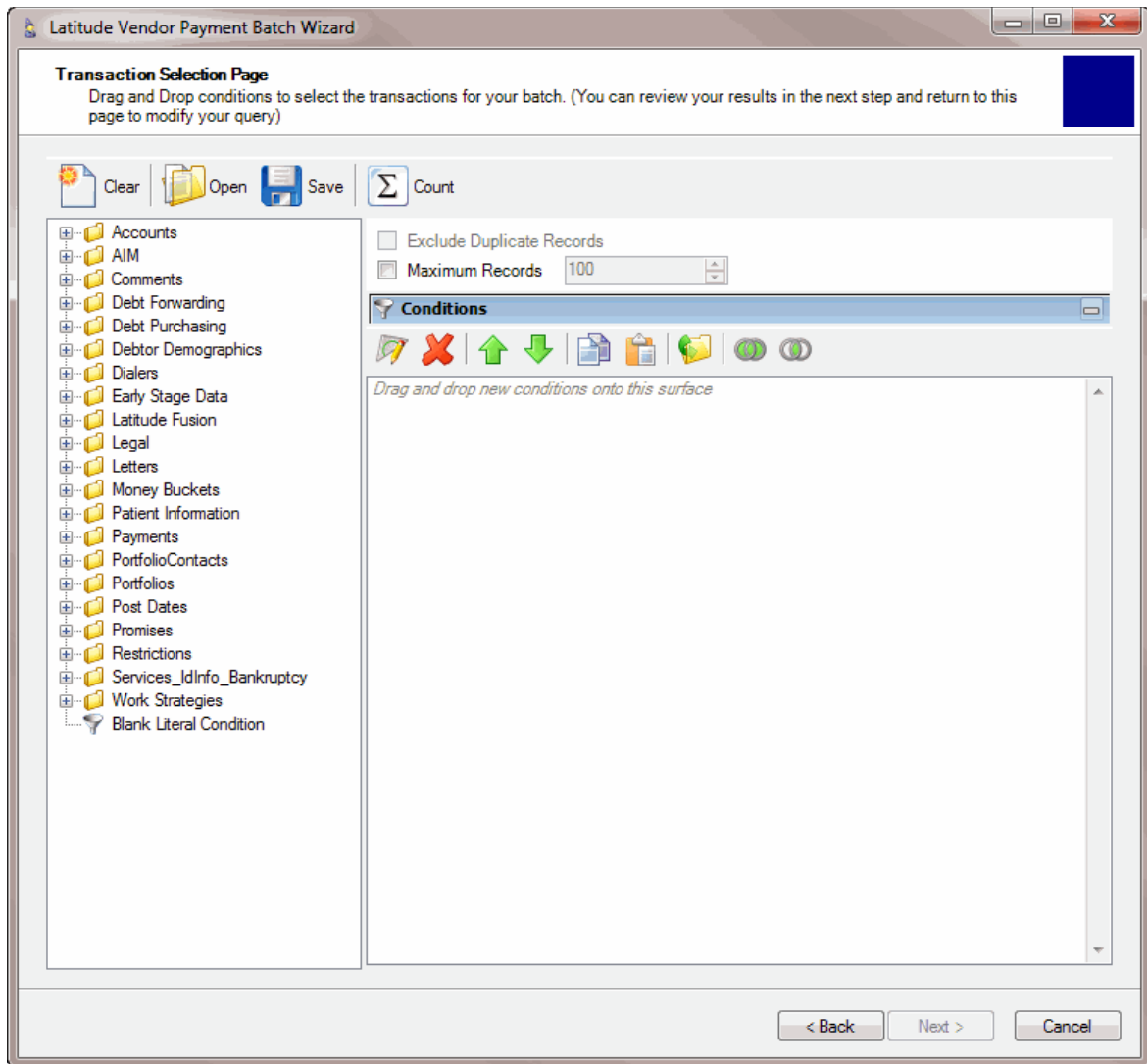
2. In the toolbar, click **Open**. The **Open Query Dialog** appears.

3. Locate the filter to open, click the filter, and then click **Open**. The filter appears in the **Conditions** pane. You can add conditions to the filter, modify the existing conditions, or return to the **Vendor Batch Review Page** so the wizard applies the filter.

4. To add conditions, do the following:

   a. Drag and drop a condition into the **Conditions** pane. A dialog box appears to allow you to specify the condition criteria.

   b. In the dialog box, specify the criteria and then click **Okay**. The condition appears in the **Conditions** pane.

5. To modify a condition, do the following:

   .

   a. Double-click the condition, or right-click the condition and then click **Edit**. A dialog box appears to allow you to specify the condition criteria.

   b. Modify the criteria and then click **Okay**.

6. To save the changes you made to the filter, do the following:

   a. Click **Save**. The **Save Query Dialog** box appears.
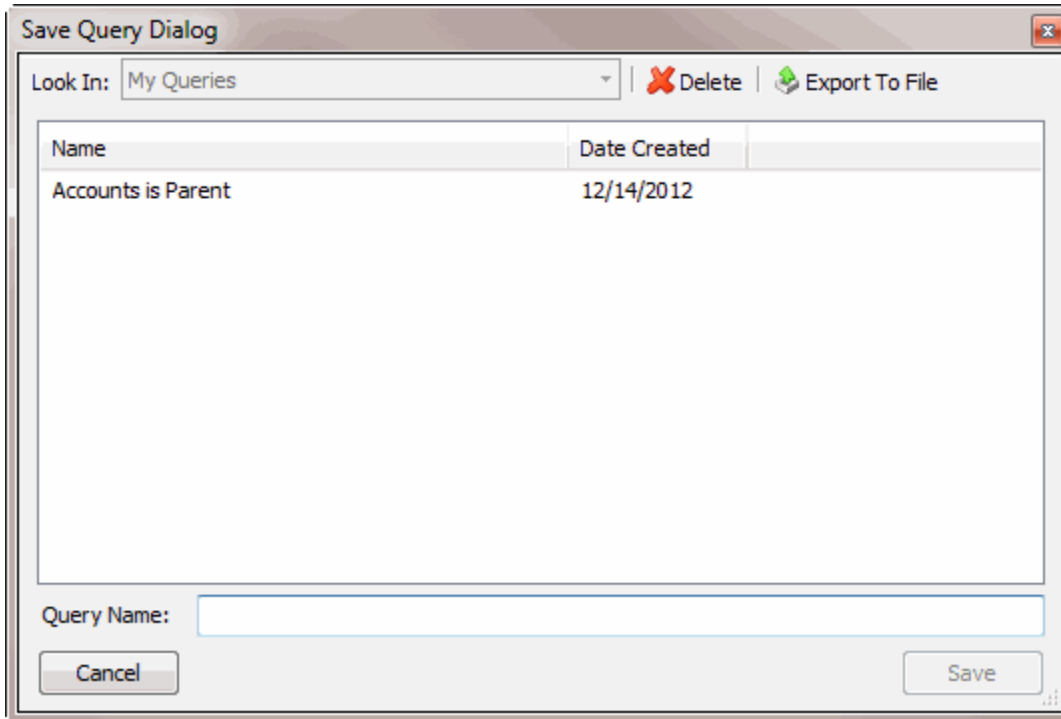
    b.   Click the filter name to overwrite or, in the **Query Name** box, type a new name for the filter and then click **Save**.

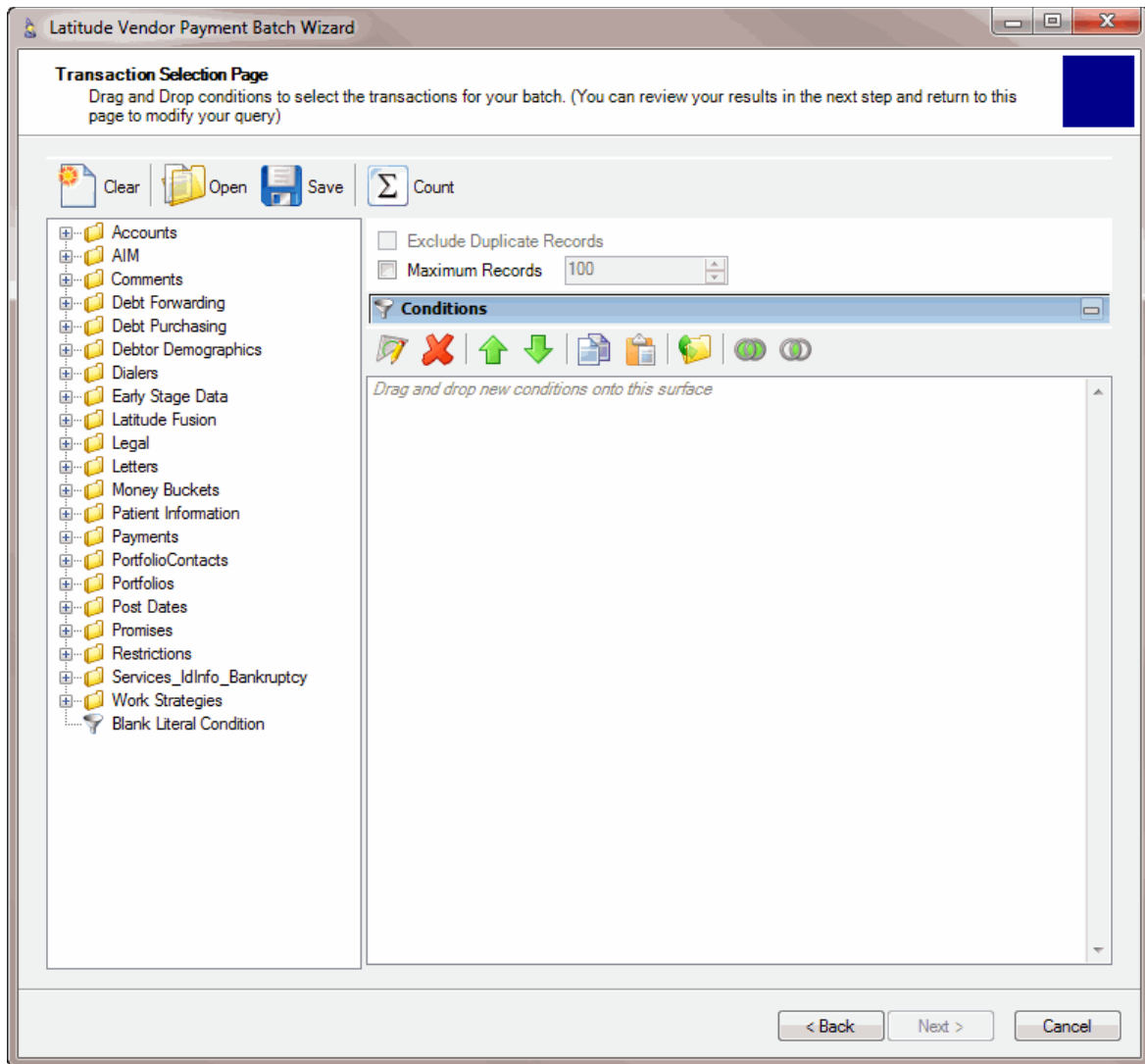> **Note**: You don't have to save the filter to apply it to the payment batch.

7.   When finished, click **Back**. A message appears indicating a customer filter is present.

Modify a Filter

Use the **Transaction Selection Page** to modify an existing filter for the payment batch.
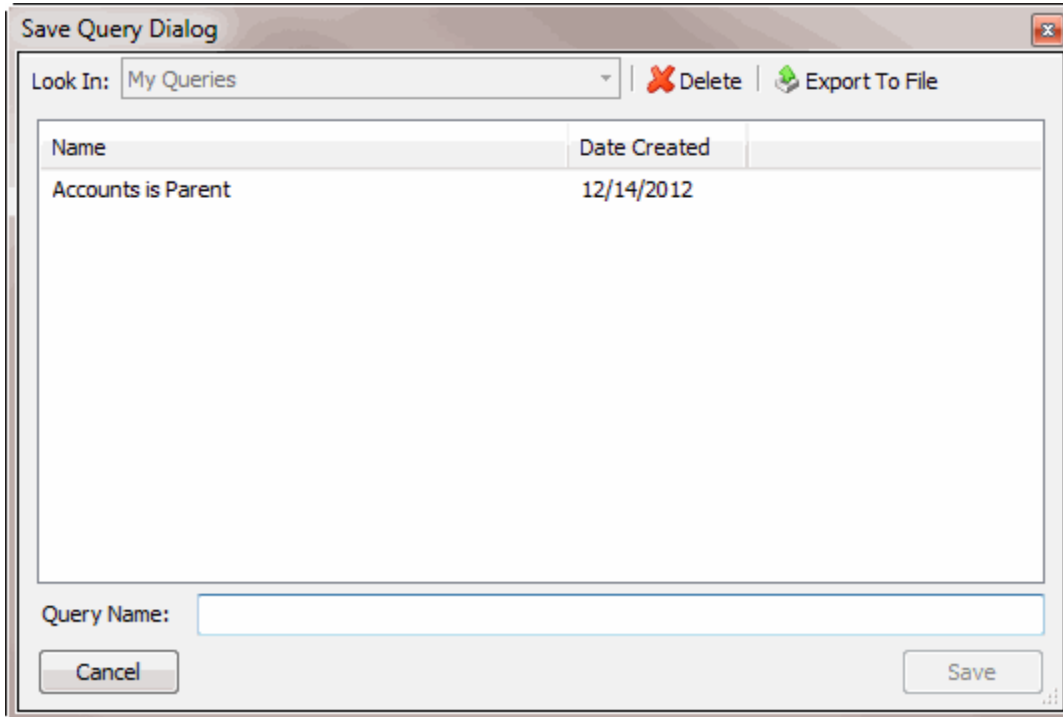
To modify a filter

1.   If you aren't on the **Transaction Selection Page** already, on the **Vendor Batch Review Page**, click **Set Custom Filtering**. The **Transaction Selection Page** appears.

2. To add conditions, do the following:

   a. Drag and drop a condition into the **Conditions** pane. A dialog box appears to allow you to specify the condition criteria.

   b. In the dialog box, specify the criteria and then click **Okay**. The condition appears in the **Conditions** pane.

3. To modify a condition, do the following:

   .

   a. Double-click the condition, or right-click the condition and then click **Edit**. A dialog box appears to allow you to specify the condition criteria. For more information, see Condition Types.

   b. Modify the criteria and then click **Okay**.

4. To exclude duplicate records from the payment batch, click **Exclude Duplicate Records**.

5. To specify the maximum records to include in the payment batch, click **Maximum Records** and then type the number or use the arrows to increase or decrease the number.

6. To save the filter, do the following:

    a. Click **Save**. The **Save Query Dialog** box appears.

    b. In the **Query Name** box, type a name for the filter and then click **Save**.

    Note: You don't have to save the filter to apply it to the payment batch.

7. When finished modifying the filter, click **Back**.

View a Count of Records Returned

Use the **Transaction Selection Page** to view the number of records the filter returns and the number of accounts affected.

To view a count of records returned

1. If you aren't on the **Transaction Selection Page** already, on the **Vendor Batch Review Page**, click **Set Custom Filtering**. The **Transaction Selection Page** appears.
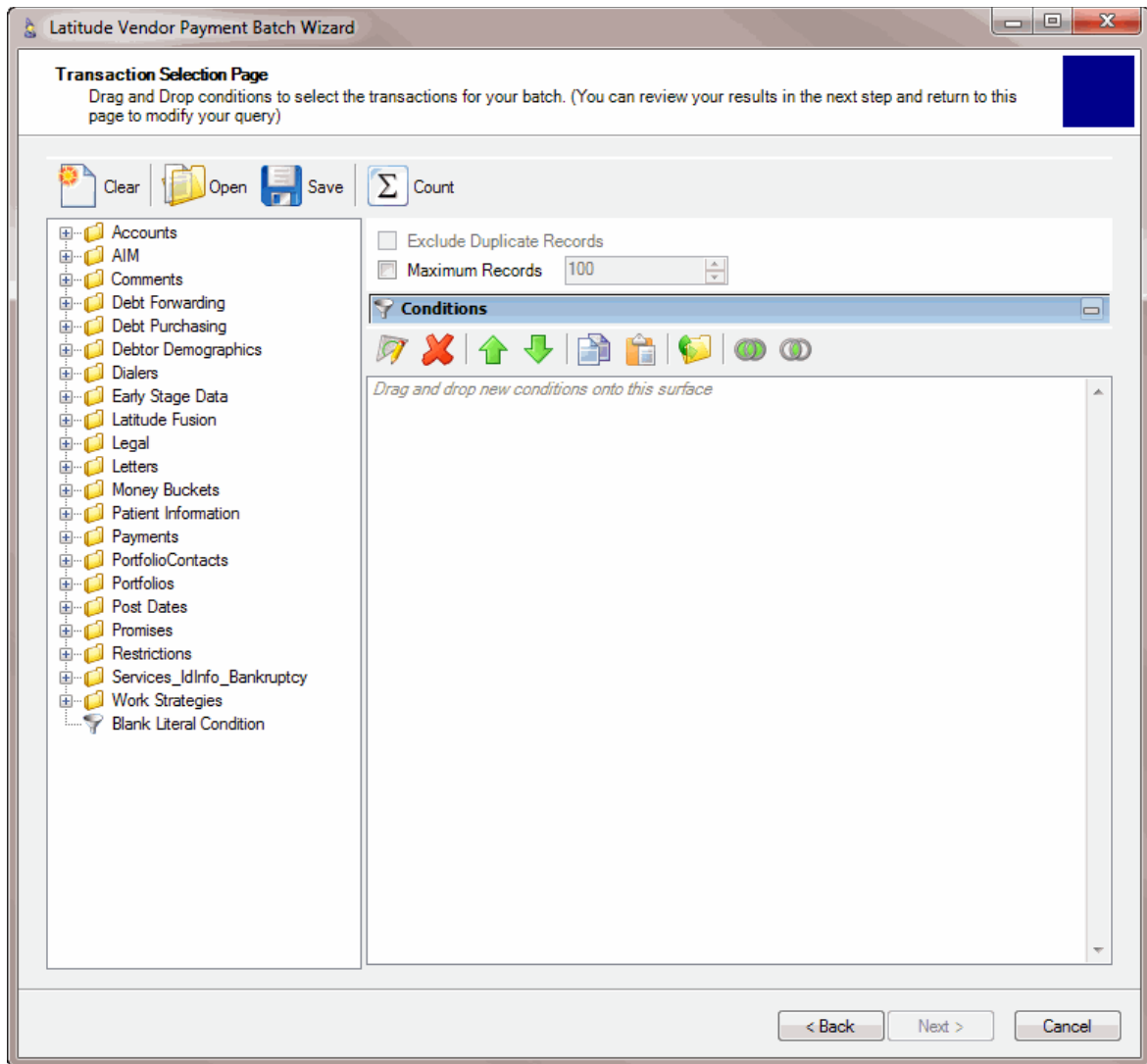
2. In the toolbar, click **Count**. The **Query Designer** dialog box appears.
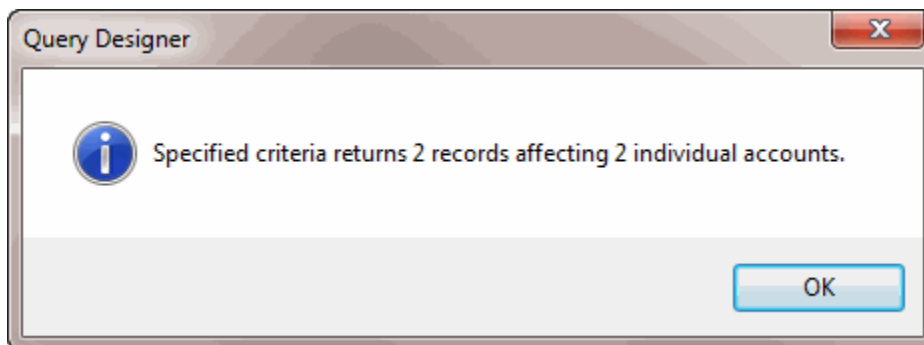

3. When finished viewing the information, click **OK**.

Clear a Filter

Use the **Transaction Selection Page** to clear the filter applied to the payment batch. You can then create a new one, open an existing one, or opt not to use a filter.

To clear a filter

1. If you aren't on the **Transaction Selection Page** already, on the **Vendor Batch Review Page**, click **Set Custom Filtering**. The **Transaction Selection Page** appears.
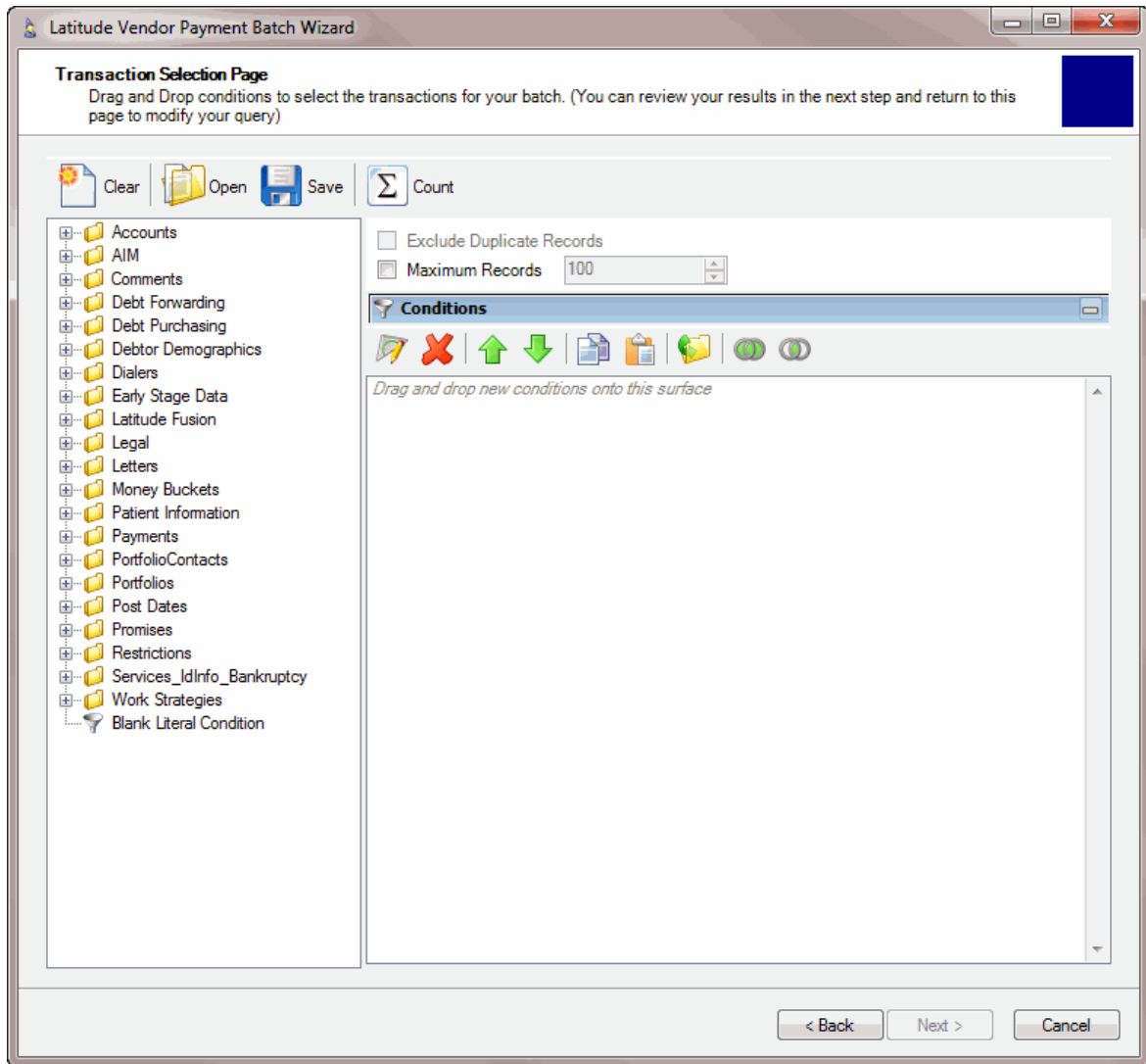
2. In the toolbar, click **Clear**. A confirmation dialog box appears.

3. Click **Yes**. The query designer deletes the conditions from the **Conditions** pane.

4. Do one of the following:

5. To create a filter, do the steps to Create a Filter.

6. To open an existing filter, do the steps to Open an Existing Filter.

7. To opt not to use a filter, click **Back**.

Copy a Condition

Use the **Transaction Selection Page** to copy a condition.

To copy a condition

1. If you aren't on the **Transaction Selection Page** already, on the **Vendor Batch Review Page**, click **Set Custom Filtering**. The **Transaction Selection Page** appears.
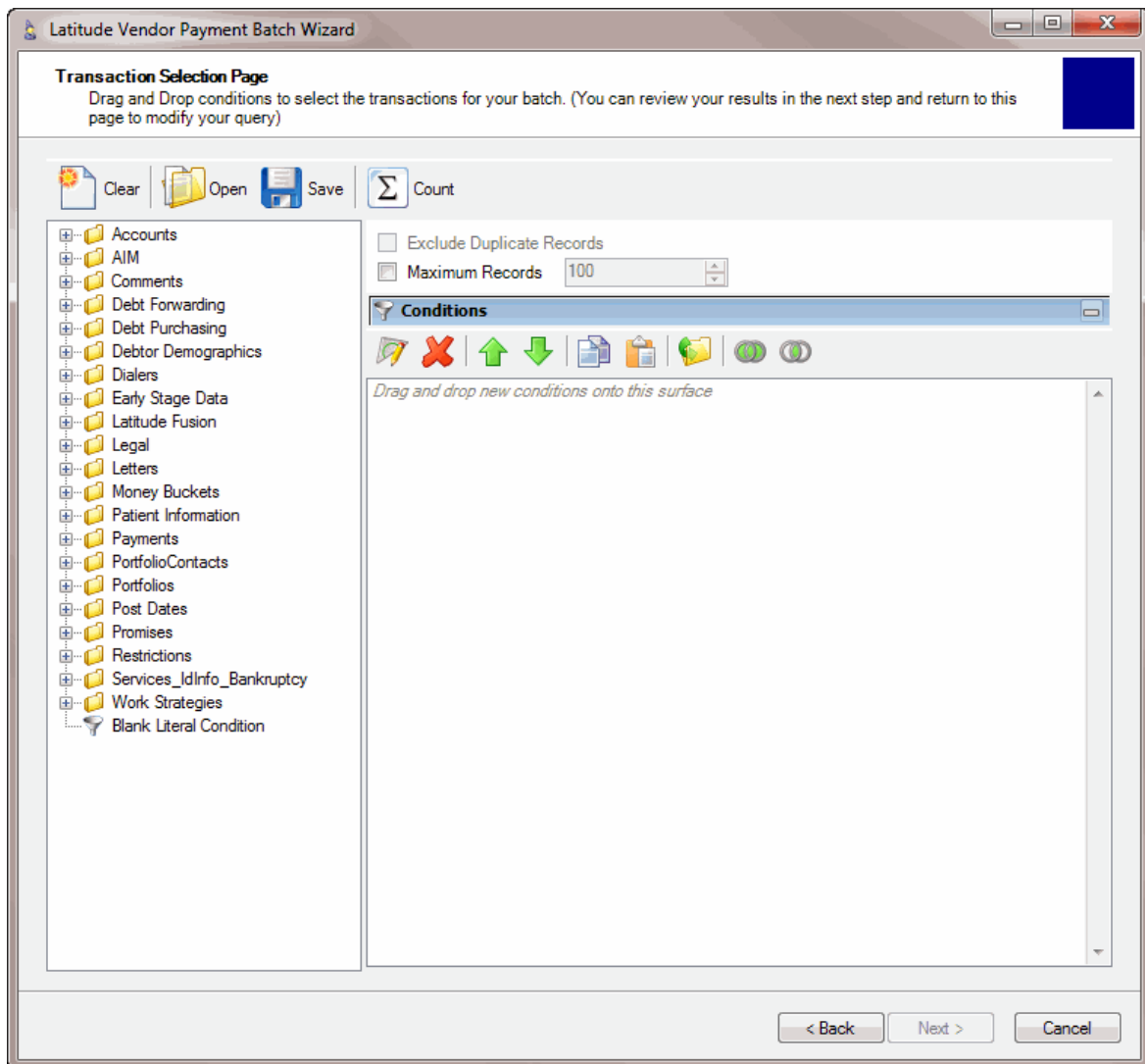

2. In the **Conditions** pane, do one of the following:

    a. Right-click the condition and then click **Copy**.

    b. Click the condition and then, in the toolbar, click the Edit icon.

    The query designer copies the condition to the Clipboard.
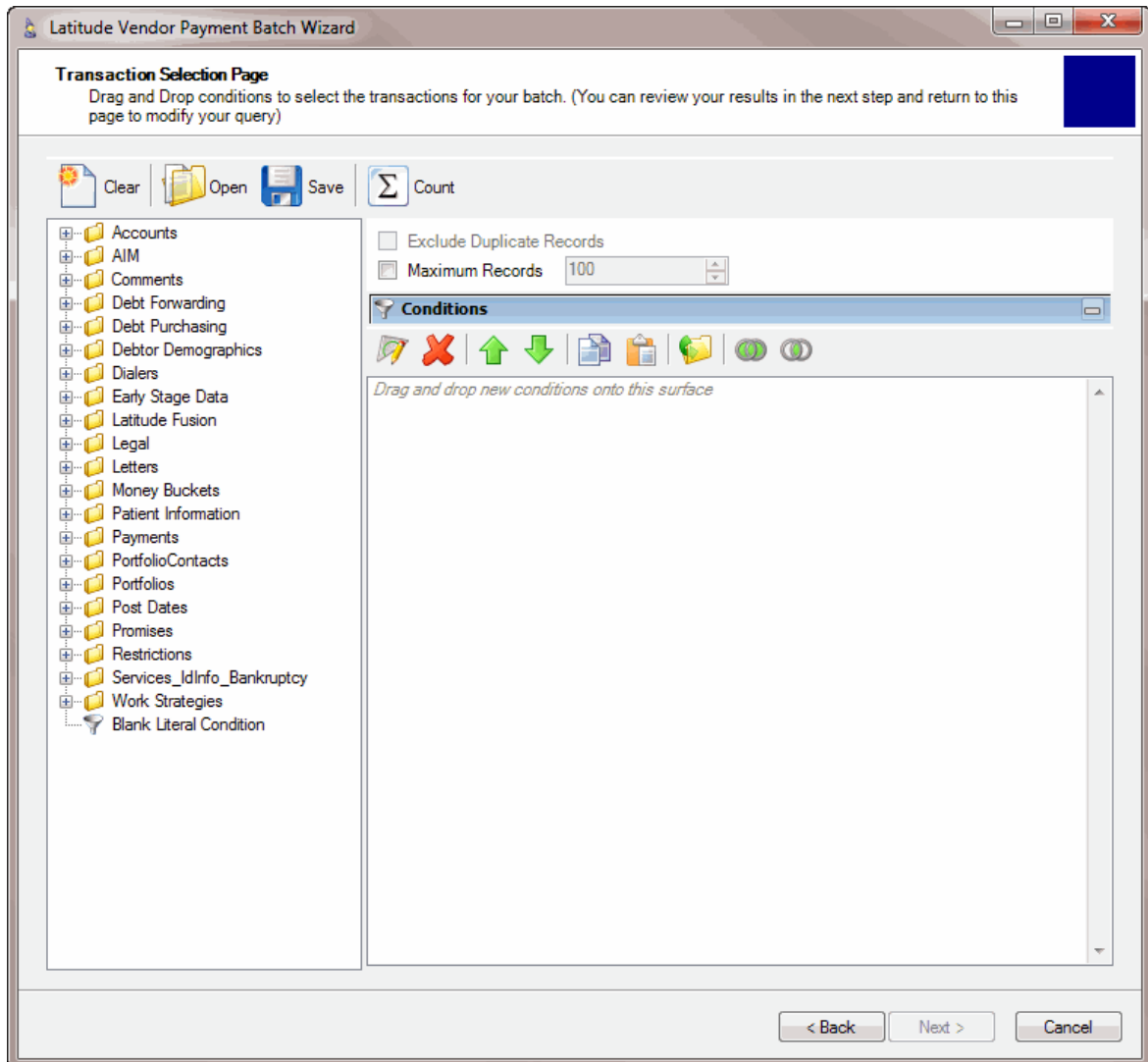
3. In the **Conditions** pane, do one of the following:

    a. Right-click in the **Condition** pane and then click **Paste**.

    b. Click in the **Condition** pane and then, in the toolbar, click the Paste icon.

Change the Order of the Conditions

Use the **Transaction Selection Page** to change the order of the conditions in the filter. The query designer evaluates conditions in the order listed in the **Conditions** pane.

To change the order of the conditions

1. If you aren't on the **Transaction Selection Page** already, on the **Vendor Batch Review Page**, click **Set Custom Filtering**. The **Transaction Selection Page** appears.

2. In the **Conditions** pane, click the condition to move.

3. In the toolbar, do one of the following:

   a. To move up the condition in the list, click the Up arrow.

   b. To move down the condition in the list, click the Down arrow.

   The query designer moves the condition in the direction specified.

Group Conditions in a Filter

Use the **Transaction Selection Page** to group conditions in a filter. You can group conditions so that the query designer evaluates the conditions together. You can also create multiple groupings so that the query designer evaluates one group of conditions before another group.

To group conditions in a filter

1. If you aren't on the **Transaction Selection Page** already, on the **Vendor Batch Review Page**, click **Set Custom Filtering**. The **Transaction Selection Page** appears.
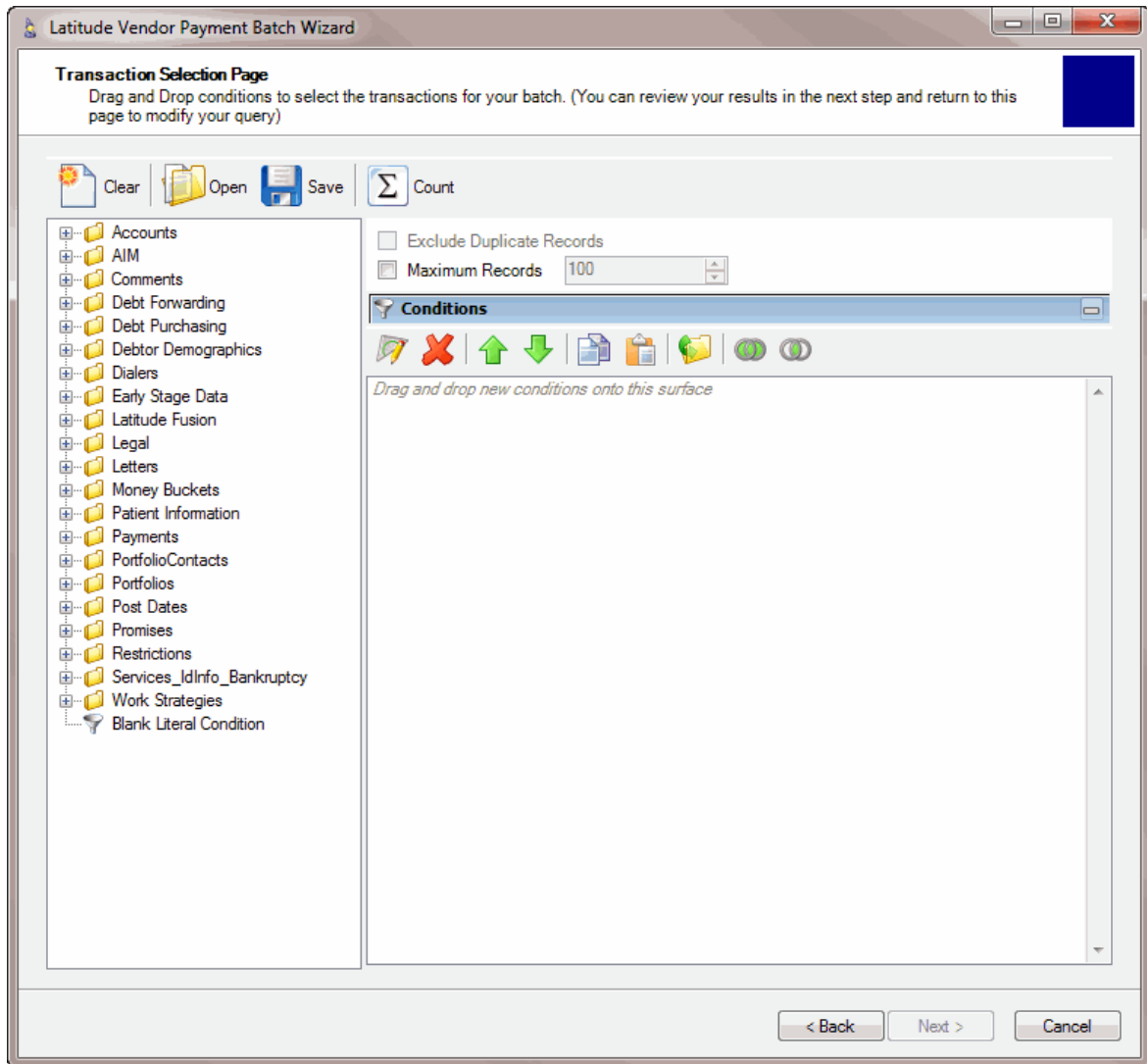
2. In the **Conditions** pane, click the conditions to group.

    Tip: To select multiple sequential conditions, press and hold the **Shift** key and click the first and last sequential condition. To select multiple non-sequential conditions, press and hold the **Ctrl** key and click each individual condition. To select all conditions, right-click and then click **Select All**.

3. Do one of the following:

      a.   Right-click the condition and then click **Group**.

      b.   Click the condition and then, in the toolbar, click the Group icon.

    The query designer groups the selected conditions.

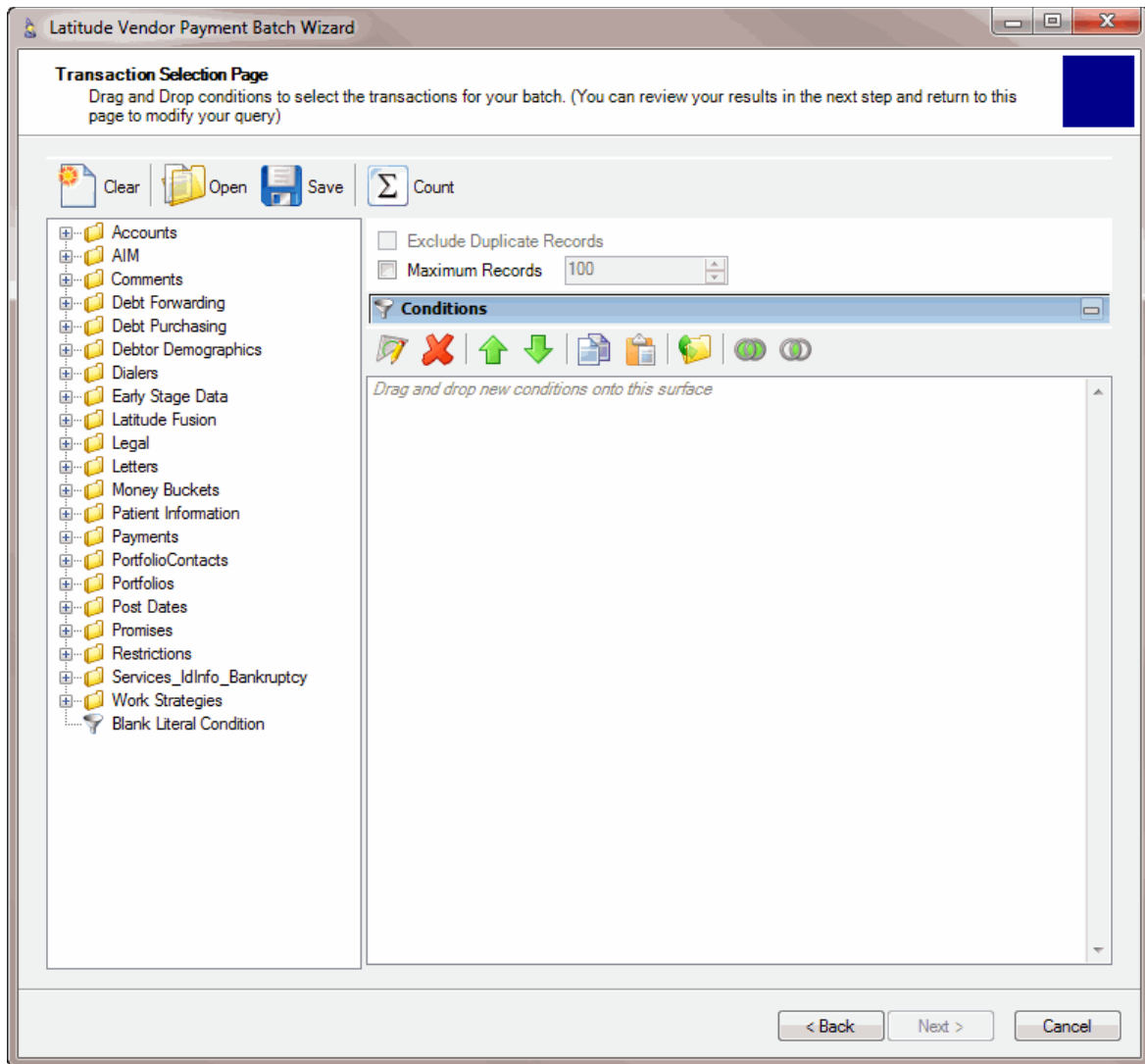## Set a Condition to Required or Optional

Use the **Transaction Selection Page** to set a condition to required or optional using Boolean operators (OR, AND). The query designer sets conditions to "required" by default. If a query has a single condition, the query requires that condition and you cannot set it to optional. If a query has more than one condition, you can set each condition that follows the first condition in the list to required or optional.

For required conditions, the results only include accounts that meet both the conditions. For example, you can set a condition for "Account has an active status" and a condition for "ZIP Code is equal to '32224'," and set the second condition to required. The filter results include all accounts that have an active status **and** a ZIP Code of 32224. The results don't include accounts that don't meet both conditions.

For optional conditions, the results include accounts that meet one or more of the conditions. For example, you can set a condition for "Account has an active status" and a condition for "ZIP Code is equal to '32224'," and set the second condition to optional. The filter results include all accounts that have either an active status or a ZIP Code of 32224, or an active status and a ZIP Code of 32224.

To set a condition to required or optional

1.   If you aren't on the **Transaction Selection Page** already, on the **Vendor Batch Review Page**, click **Set Custom Filtering**. The **Transaction Selection Page** appears.

2. To set the condition to required, do one of the following:

    a. Right-click the condition and then click **Set Condition Required**.

    b. Click the condition and then, in the toolbar, click the Required icon.

    The condition changes from "or" to "and."

3. To set the condition to optional, do one of the following:

    a. Right-click the condition and then click **Set Condition Optional**.

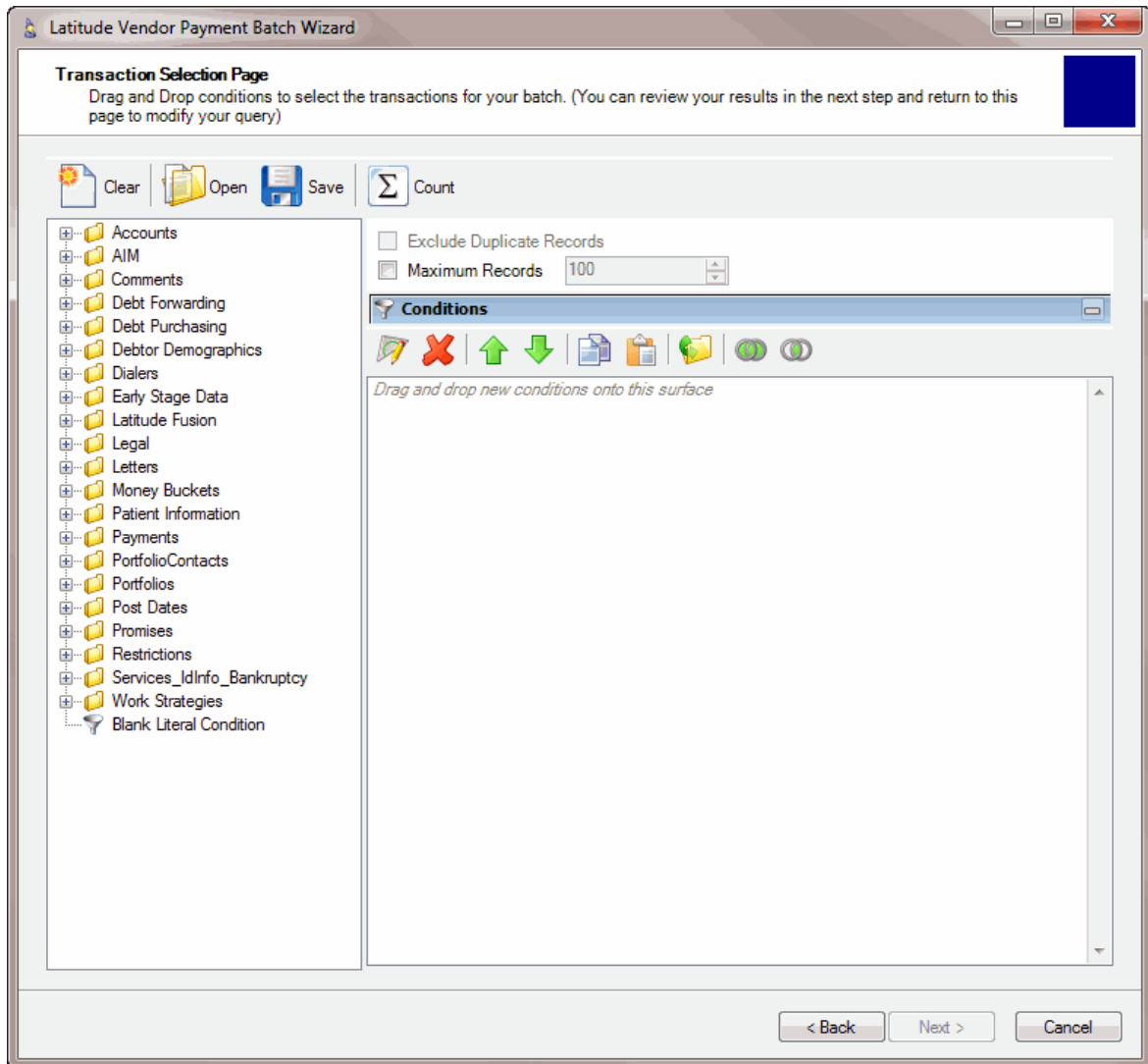   b. Click the condition and then, in the toolbar, click the Optional icon.

    The condition changes from "and" to "or."

Delete a Condition From a Filter

Use the **Transaction Selection Page** to delete a condition from a filter.

To delete a condition from a filter

1. If you aren't on the **Transaction Selection Page** already, on the **Vendor Batch Review Page**, click **Set Custom Filtering**. The **Transaction Selection Page** appears.

2. In the **Conditions** pane, click the condition to delete.

3. Do one of the following:

   a. Right-click the condition and then click **Delete**.

   b. Click the condition and then, in the toolbar, click the Delete icon.

   The query designer deletes the selected condition from the **Conditions** pane.

Condition Types

There are several different condition types available to you when you filter payment batches, depending on the type of data you are filtering.

The following condition types are possible:

- Dates

- Single option

- Multiple options

Dates

Date conditions allow you to filter accounts based on a date or range of dates. When you select a date condition, a dialog box displays to allow you to specify the date criteria. You can specify a specific date, date range, any date or blank date, or relative date. The information displayed in the dialog box depends on the value you select in the **Value is** list box, and whether you select the **Relative** check box.

Specific date

In the following example, accounts where the **Closed Date** is 01/01/2012 are a match.

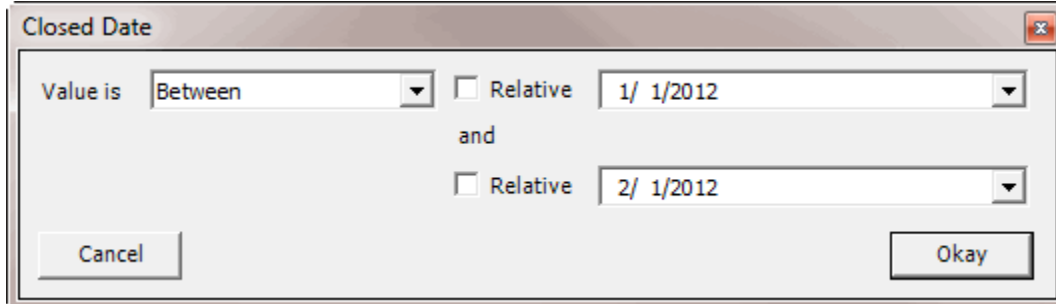| Value is	Description	Example
Equal To	Display accounts in the search results where the date matches the date specified.	**Closed Date** is 01/01/2012.
Not Equal To	Display accounts in the search results where the date does not match the date specified.	**Closed Date** is any date except 01/01/2012.
Later Than or Equal To	Display accounts in the search results where the date matches or comes after the date specified.	**Closed Date** is 01/01/2012 or any date after 01/01/2012.
Earlier Than or Equal To	Display accounts in the search results where the date matches or comes before the date specified.	**Closed Date** is 01/01/2012 or any date before 01/01/2012.
Later Than	Display accounts in the search results where the date comes after the date specified.	**Closed Date** is after 01/01/2012, but not on 01/01/2012.
Earlier Than	Display accounts in the search results where the date comes before the date specified.	**Closed Date** is before 01/01/2012, but not on 01/01/2012.

To indicate a specific date

1. In the **Value is** list box, click an operator.

2. Clear the **Relative** check box.

3. In the **Date** list box, click a date.

4. Click **Okay**.

Date range

In the following example, accounts where the **Closed Date** falls on or between 01/01/2012 and 02/01/2012 are a match.
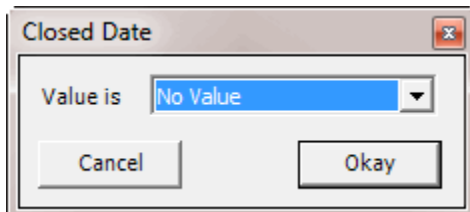

Value is	Description	Example
Between	Display accounts in the search results where the date falls between the two dates specified.	**Closed Date** falls on or between 01/01/2012 and 02/01/2012.
Not Between	Display accounts in the search results where the date does not fall between the two dates specified.	**Closed Date** comes before 01/01/2012 or after 02/01/2012, but not on either of those dates.

To indicate a date range

1. In the **Value is** list box, click an operator.

2. Clear the **Relative** check box.

3. In the **Date** list box, click a beginning date.

4. Clear the **Relative** check box.

5. In the **Date** list box, click an ending date.

6. Click **Okay**.

Any date or blank date

In the following example, accounts where the **Closed Date** is blank (doesn't contain a value) are a match.

Value is	Description	Example
No Value	Display accounts in the search results where the date is blank.	**Closed Date** is blank.

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Value is	Description	Example
Any Value	Display accounts in the search results where the date is any date or blank.	**Closed Date** is blank or has any date.

To indicate any date or a blank date

1. In the **Value is** list box, click an operator.

2. Click **Okay**.

Relative date

In the following example, accounts where the **Closed Date** is two days ago from the current date are a match. So, if the current date is 10/25/2012, accounts where the **Closed Date** is 10/23/2012 are a match.

Value is:

- **Equal To** - Date matches the relative date.

- **Not Equal To** - Date does not match the relative date.

- **Later Than or Equal To** - Date matches or comes after the relative date.

- **Earlier Than or Equal To** - Date matches or comes before the relative date.

- **Later Than** - Date comes after the relative date.

- **Earlier Than** - Date comes before the relative date.

Time Period:

- **Days** - Date is relative to the number of days.

- **Months** - Date is relative to the number of months.

- **Years** - Date is relative to the number of years.

Distance:

- **Ago** - Date is relative to the number of days, months, or years in the past.

- **From Now** - Date is relative to the number of days, months, or years in the future.

To indicate a relative date

1. In the **Value is** list box, click an operator.

2. Select the **Relative** check box.

3. In the **Number** box, type a number or use the arrows to increase or decrease the value.

4. In the **Time Period** list box, click a time period.

5. In the **Distance** list box, click a distance.

Single option

Certain conditions allow you to select a single option only. For example, the **Account Linked?** condition allows you to select one of four options. In the following example, accounts that are the parent link to other accounts are a match.
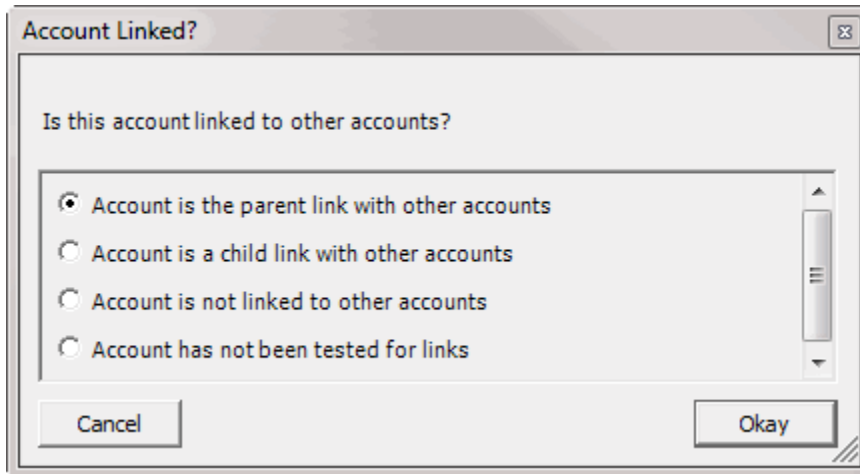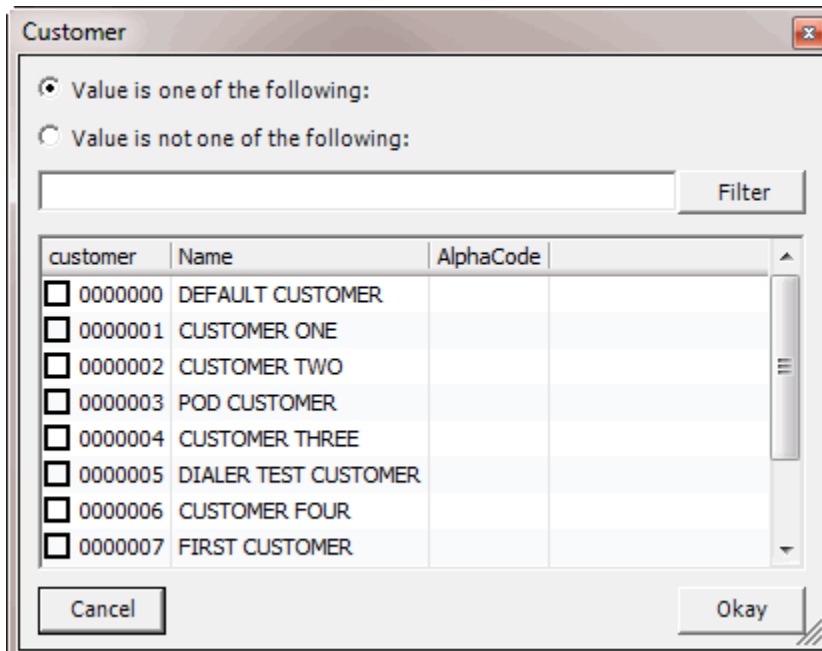

To select a single option

Click an option and then click **Okay**.

Multiple options

Certain conditions allow you to select multiple options. For example, the **Customer** condition allows you to select one or more customers.

To select multiple options

Select one or more check boxes and then click **Okay**.