Close the Direct Debit Batch File

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Overview

This article covers how to close a payment batch using the Manual Payment Batch module.

Close the Batch File

Once all payments are finished, the batch needs to be closed.

To close the batch:

1. Click into the batch file.
2. Under the *Export* sub tab, press the **Close Batch File** button.

Upon the batch being closed, the system will:

1. update the payments
2. update the ledger journal (The system will create an "unallocated" payment only. Automatic allocations to invoices require "Auto Allocate" be turned on.)
3. trigger any relevant events.

The Manual Payment Received event can be used in conjunction with the Manual Payment Batch feature.

Related Pages

- Event: Manual Payment Received
- Manual Payment Batch Overview
- Create a Payment Batch
- Manual Payment Batch
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