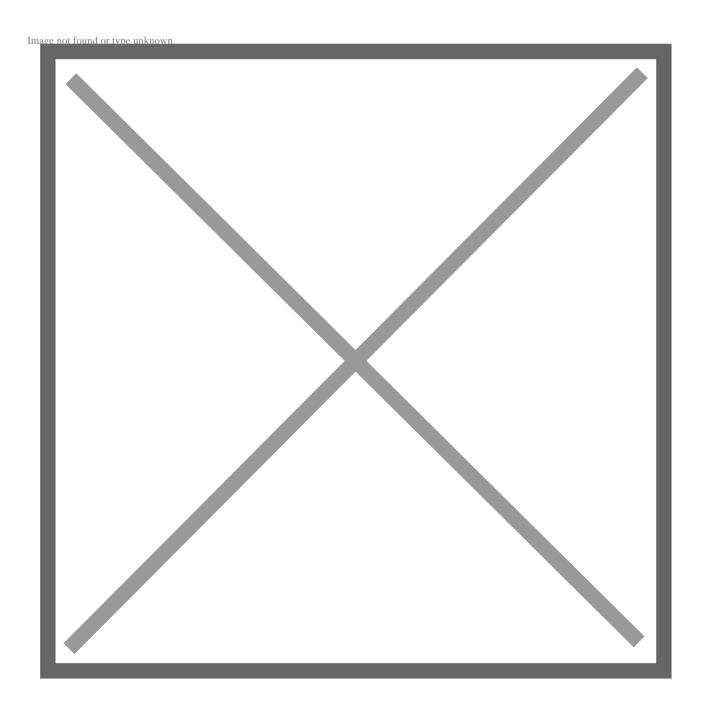# Scheduled Payment Batch Posting

Last updated: May 31, 2022

Summary

The collection processing creates batches of Scheduled Payment transactions. These batches are available for printing, amendment and posting from the Receivables Batch Entry window. This window is modified in order to create the Electronic Collections file and to update the Scheduled Payment schedule data.

Window Layout

Processing

When a batch is posted, the system creates a data file instructing the bank to collect the payments. In order that these transactions may only be created once, it is tied into the posting process as Microsoft Dynamics GP Cash Receipt transactions can only be posted once. When a transaction is posted, if the cheque/card number is "DD BACS" a transaction is written to the Electronic Payments output file. The bank account details are read from the Customer Bank Details table. The Electronic Payments output file must be uploaded manually into the banking software or to BACS via Albacs software from Albany.