

What to do with Zero Dollar Payment Batches

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On occasion a Payment Batch in Payment Processing is Zeroed Out but cannot be deleted.

However, the Payment Batch can be Re-used for a new Payment Batch.

Payment Processing

Go to Payment Processing and highlight the Zero Dollar (\$0.00) Payment Batch. Click “Edit”

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The Batch Information screen will open.

Enter a new Batch Date, Description and Tape Total. Click Save.

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The Updated Payment Batch will now be listed in Payment Processing.

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