

Accounts Payable FAQ

Updated Jul 19, 2021

Can AP payments be scheduled by “Input Batch”?

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. Q&A articles are only visible to authenticated users in the Veracross Community; please speak with your implementation or account manager for additional information.

The “input batch” field is not included on the “Schedule AP Payments” screen. However, the “input batch” field can be used to schedule AP Invoices for payment by pulling “input batch” into a query of Unpaid AP Invoices and batch updating the “Pay In Full?” flags.

What is the field “Payment Category” on the Schedule AP Payments action screen?

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The Payment Category field can be used to assign a Pay Schedule Code to a Vendor. Then, any AP invoice added with that vendor will be assigned to that Pay Schedule Code at which point you can specify that payment code (Payment Category field) when you Schedule AP Payments. This means that this action will only schedule payments for AP Invoices matching that Pay Schedule Code.

Main Schedule AP Payments ADD SCHEDULE AP PAYMENTS

CRITERIA

Criteria	Date Ranges	SCHEDULING BATCH
PAYMENT CATEGORY <input type="text" value="0"/>	BEGIN INVOICE DATE <input type="text"/>	<input type="text" value="0"/>
VENDOR CATEGORY <input type="text" value="** none **"/>	END INVOICE DATE <input type="text"/>	UNSCHEDULE? <input type="button" value="NO"/>
VENDOR <input type="text"/>	BEGIN DUE DATE <input type="text"/>	
VOUCHER NUMBER <input type="text" value="0"/>	END DUE DATE <input type="text"/>	
INVOICE NUMBER <input type="text"/>	BEGIN INPUT DATE <input type="text"/>	
AP GL ACCOUNT <input type="text"/>	END INPUT DATE <input type="text"/>	

I'm receiving an error that says "There is another AP payment cycle in progress" when trying to Print Checks. What does that mean and how do I fix this?

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Accounts Payable Print / Post AP Payments ADD PRINT / POST AP PAYMENTS

***There is another AP payment cycle in progress. You must wait until it is complete before attempting to print checks

DISMISS

Print Criteria w/ Sig	Print Results
CHECK DATE <input type="text" value="02-05-2021"/>	Post / Cancel
DISBURSEMENT TYPE <input type="text" value="Check"/>	ACH File
CASH GL ACCOUNT <input type="text" value="1-100-1120-0000000 F"/>	Bank Security File
SCHEDULING BATCH <input type="text" value="0"/>	REPORTS
FIRST CHECK NUMBER <input type="text" value="0"/>	Disbursements
FIRST REF NUMBER <input type="text" value="0"/>	AP Items
PREPARE CHECKS? <input type="button" value="NO"/>	
EMPLOYEE SIGNATURE <input type="text"/>	
EMPLOYEE SIGNATURE 2 <input type="text"/>	

When this error message appears when trying to create a check batch, this means there is currently already a check batch in process. To fix this:

1. Navigate to the AP Check Posting/Printing Log on the Accounts Payable homepage.

2. Review the Check Batches and view if there are any that do not have a Disposition Code. Those without a Disposition Code are 'in progress' which is causing the error message.

To start a new Check Batch, you need to add a Disposition Code to the current Check Batch that is in progress. The codes that can be used are either:

- Post Checks
 - Undo Checks
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