

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

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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 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.

The screenshot shows the 'Schedule AP Payments' interface. At the top, there is a navigation bar with 'Main' and 'Schedule AP Payments' on the left, and a green button 'ADD SCHEDULE AP PAYMENTS' on the right. Below this is a 'CRITERIA' section. The 'Criteria' section is divided into two columns. The left column contains fields for 'PAYMENT CATEGORY' (set to '0'), 'VENDOR CATEGORY' (set to '** none **'), 'VENDOR' (with a search icon), 'VOUCHER NUMBER' (set to '0'), 'INVOICE NUMBER', and 'AP GL ACCOUNT' (with a search icon). The right column is titled 'Date Ranges' and contains fields for 'BEGIN INVOICE DATE', 'END INVOICE DATE', 'BEGIN DUE DATE', 'END DUE DATE', 'BEGIN INPUT DATE', and 'END INPUT DATE', each with a calendar icon. To the right of the 'Date Ranges' section, there is a 'SCHEDULING BATCH' field set to '0' and an 'UNSCHEDULE?' button with the text 'NO'.