Open/Close Payment Batches

You are able to open, close, and re-open Payment Batches in the **Open/Close Payment Batches Express Action.** To open or close a payment batch, simply run the Express Action and choose the **Payment Batch** you want to manage.

Then, simply select the correct action for a specific batch, and you are done. You are always able to re-open and re-close **Payment Batches** if needed (in cases where a payment was associated with an incorrect Batch Number).