

Open/Close Payment Batches

Last Modified on 06/03/2024 12:42 am EDT

You can use the **Open/Close Payment Batches Express Action** to open, close, and re-open Payment Batches.

NOTE: If you don't see this option in Express Actions, you may need to ask your EventsAir Administrator to enable the correct user permissions.

To open or close a payment batch, run the Express Action and choose the **Payment Batch** you want to manage.

Then select the correct action for a specific batch.

You can always re-open and re-close **Payment Batches** if needed (in cases where a payment was associated with an incorrect Batch Number).

