

Print manual batch claims

Last Modified on 17/06/2021 1:27 pm ACST

Print, Return or Finalize Current Batch

Manual batched raised can be printed for sending them manually from the Batch Scree.

1. Click **Show** for the batch in the list
2. Three different buttons will be available at the top.

Print	From printing batch Cover sheet or all the invoices in the batch
Batch Return	Return batch
Finalize	For finalizing the batch once the payment been received. This is role-based permission. Finalizing will take the batch into the Archive tab.

Only the Print button will be available for the archived batches.
